



Boost your career prospects with a Pitman Training

Medical Secretarial Diploma Programme

Designed for: People who want to provide important secretarial support to doctors, consultants and healthcare professionals. Suitable for all levels, from beginners to advanced.

Objectives: To provide you with all the essential skills necessary to enable you to deliver dependable and reliable secretarial support quickly and efficiently!

Core Subjects:

Computer Keyboard Skills
Keyboard Speed Development
Audio Transcription 1
Medical Audio Transcription
Effective Business Communication
The Medical Secretary - An Introduction
Microsoft Word Intermediate
Microsoft Excel Intermediate
Microsoft Outlook
Microsoft PowerPoint

Recommended Electives - Choose Two:

Word Advanced
Excel Advanced
Meetings & Minutes Seminar
Executive PA Seminar

Guideline Learning Time:

You can complete this programme in as little as 10 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

As all our diploma programmes offer a high degree of tailorability, prices and duration are calculated for the specific needs of each student, based on exemptions for their existing skills and their choices of electives.



For more information or to arrange an appointment with a Course Advisor, please call **020 7025 4700 for High Holborn** or **020 7792 5214 for Notting Hill** or visit www.holborntesting.co.uk