* Comprehensive training materials included for future reference.

**MC10 - Medical Secretary Diploma Course - Advanced**

### **Approximately 60 hours of home study**

**Receive comprehensive training materials for future reference; the opportunity to gain the Keynet Medical Secretarial Diploma.**

**This course is suitable for beginners, graduates requiring skills for the modern business environment or for those already working within a medical environment. Beginners learn touch typing, audio typing and word processing. The course includes medical terminology basics and medical documentation such as those used in hospitals and by GPs. Modules include Copy Typing, Text Production at Level 1 and Level 2, Medical Word Processing Level 2 and Medical Audio Transcription Level 2. T**he course is available through distance learning.

# MS30 - Medical Secretarial Short Diploma Course - 30 hours

This course is suitable for those who already have good keyboard and word processing skills.

**Receive comprehensive training materials for future reference; the opportunity to gain the Keynet Medical Secretarial Diploma.**

**The course includes medical terminology and medical documents such as those used in hospitals and by GPs. Modules include Text Production Level 2, Medical Word Processing Level 2 and Medical Audio Transcription Level 2. Th**e course is available through distance learning.

**MC10 and MS30** **Course Details**

**Medical Terminology, Transcription and Correspondence**

Medical Terminology Basics

Medical Correspondence including Letters, Memos and Reports

Text Production to Level 2 standard

Medical Word Processing to Level 2 standard

Audio Transcription to Level 2 standard

Mock assessments marked and returned with feedback

Final assessments resulting in Keynet certification

The opportunity to gain the Keynet Medical Secretarial Diploma

**COSTS**

# SPECIAL PRICES

A £50 deposit secures this special price.

If you book for distance learning within two weeks of today’s date the cost of this course will be reduced to the following:

**MC10 - 60 hour course** reduced from **£693.00 + VAT** to **£475.00**

Plus postage and packing £14.99

**MS30 - 30 hour course** reduced from **£400.00 + VAT** to **£350.00**

#### Plus postage and packing £14.99

This includes all course material and training manuals for you to keep for future reference.

# DISTANCE LEARNING / HOME STUDY

Upon receipt of your course enrolment form and full payment\* (or first instalment) we will send your first pack of study materials to you together with full instructions as to how to proceed. The course includes instruction manual(s), exercise book(s), assessment papers, audio tapes and files. When you return your work to us we mark it and return it to you with detailed feedback and your next batch of work with instructions. You then continue to submit your work in this way and telephone/email assistance is available if required. Course assessment papers will also be sent for you to complete and return for marking. Please note that your work will be marked by a fully qualified OCR marking co-ordinator. Upon successful completion your Keynet diploma will be sent to you and there is no extra charge for this. The diploma fully details all of the elements covered and passed on the course through coursework.

You will be assigned a course tutor who will be available to help you by email or telephone.

\*Please make enquiries if you wish to pay by instalments.