

REGISTERED

ACCREDITED | RECOMMENDED

DHET REG No: 2016/FE07/004 EXAM No: 899992837
 QCTO ACC No: NATED/2015/0179 UMALUSI ACC No: FET00630PA Mictseta ACC No: 2015/07/0029

Tel: 011 333 6479 | Email: admin@mbowa.edu.za | Web: mbowacollege.co.za

NATIONAL DIPLOMA: MEDICAL SECRETARY N4 - N6

COURSE OUTLINE:

A medical Secretary performs clerical duties in a medical office. His or her Tasks typically include typing, maintain files and billing. There is quite a bit of public interaction in this occupation as well medical secretaries manage the daily ebb and flow of patients through a doctor's office.

N4	N5	N6
Office practice Communication Medical Practice Information Processing	Office practice Communication Medical Practice Information Processing	Office practice Communication Medical Practice Information Processing

Upon completion of each level, a student will be awarded a national certificate by the relevant certification body. Students are required to do 2 tests per level in order to qualify for the final exam of that particular level. For a student to receive the diploma certificate, he/she is supposed to undergo an internship program with a company related to Medical Secretary practices.

Entry Requirements:

Grade 12 or its equivalent

Duration:

36 Months
(6 months Per Level)

Certification Body:

N1-N3 (Umalusi)
 N4-N6 (Department of Higher Education and Training)

FEES STRUCTURE

Fees Per Level (N)	TUITIONS & EXAMS (per subject repeated)	EXAM ONLY (Once off payment) per subject repeated
Registration: R1000 Deposit Fees: R1000 Monthly Inst: R1000 x 6 = R6000 TOTAL R8000.00	<ul style="list-style-type: none"> Registration: R1000 Monthly Inst: R300 P/S x6 = R1800 	<ul style="list-style-type: none"> Registration: R500 + R500 p/s

BANKING DETAILS:

NED BANK
 Mbowa College PTY LTD
Account No: 1169745628
Ref: Student Surname and Name

Please Note:

Continuing Students Do Not Pay Registration And Deposit Fees



078 916 1916 / 081 411 9885