



AFRICA FET COLLEGE

WE BUILD FOR AFRICA

AFRICA FET COLLEGE
DHET REG:2019/FE07/007
QCTO SDP1220/18/0148
EXAM NUMBER :899992894
TAX NO:9908478168

FACULTY OF BUSINESS STUDIES FACT SHEET

PROGRAMME TITLE:	MEDICAL SECRETARY
ADMISSION REQUIRMENTS	GRADE 12 INTRODUCTORY CERTIFICATE/ EQUIVALENT
SAQA ID	50404019
CREDITS	360
COURSE DURATION	3 YEARS (18 MONTHS THEORY & 18 MONTHS IN-SERVICE TRAINING)
QCTO ACCREDITATION	07-QCTO/SDP22082312229
EXAMINING BODY	DEPARTMENT OF HIGHER EDUCATION & TRAINING
MODE OF DELIVERY	HYBRID

CAREER OPPORTUNITIES

- ✓ MEDICAL OFFICE SECRETARY
- ✓ MEDICAL RECORDS CLERK
- ✓ WARD SECRETARY
- ✓ DENTAL SECRETARY
- ✓ HEALTH INFORMATION CLERK
- ✓ PATIENT RECORD ADMINISTRATOR

MODULAR BREAKDOWN

N4	N5	N6
INFORMATION PROCESSING	INFORMATION PROCESSING	INFORMATION PROCESSING
COMMUNICATION	COMMUNICATION	COMMUNICATION
OFFICE PRACTICE	OFFICE PRACTICE	OFFICE PRACTICE
MEDICAL PRACTICE	MEDICAL PRACTICE	MEDICAL PRACTICE

NB: ALL CERTIFICATES ARE ISSUED BY DEPARTMENT OF HIGHER EDUCATION AND TRAINING & QCTO

