



**why not  
a career  
as a  
MEDICAL  
SECRETARY?**

Supplement to  
**BULLETIN OF BRYANT COLLEGE**  
of Business Administration  
MAY 1954 ISSUE  
"A BACHELOR'S DEGREE IN TWO YEARS"  
Providence, Rhode Island

## THE DEMAND FOR MEDICAL SECRETARIES . . .

The phenomenal advance of medicine within the last decade has opened many and varied opportunities in the medical secretarial field. Busy doctors, great new clinics, large metropolitan hospitals, public health centers, workman's compensation groups, veteran's hospitals, insurance examiners are all seeking trained assistants.

Bryant College answers this need with one of the most complete and authoritative courses in Medical Secretarial Science. After completing this two-year curriculum, you earn a Bachelor's Degree, B.S.S. (Bachelor of Secretarial Science), your passport to a satisfying career in a humanitarian field.

## COLLEGE TRAINING ESSENTIAL . . .

Professional etiquette and medical ethics require a cultivated approach. The Medical Secretary is the doctor's good relations agent, who keeps the office running smoothly and saves him time and work. Also a Medical Secretary must know accounting in order to keep accurate records for members of the medical profession. College training prepares her with clinical office procedures, medical terminology, psychology, personality development, hospital orientation, plus typewriting, shorthand, record-keeping and the academic subjects.

**Look Inside For  
Complete Course  
Descriptions**



## OPPORTUNITIES IN THIS FIELD . . .

1. Office of a Physician
2. Many Hospital Departments
3. Community Clinics
4. Health-Insurance Agencies
5. City Department of Health
6. Institutions for the Aged, Invalids, Convalescents, etc.
7. Insurance Company Medical Examination Depts.
8. Medical Dept. of Large Business or Industrial Firms
9. Manufacturers and Distributors of Drugs, Instruments, etc.
10. Editorial positions with Medical Journals, Publishers
11. Workman's Compensation Bureaus
12. Medical Colleges

*Human Anatomy, Physiology and  
Medical Lectures Taught  
by a Medical Doctor*



# The Bryant College

## Medical Secretarial Curriculum

*A candidate who successfully completes the full program of 132 semester hours as outlined below will be awarded the degree of Bachelor of Secretarial Science.*

### THE MEDICAL SECRETARIAL CURRICULUM I

**A Two-Year Curriculum for Graduates of High Schools who have had Two Years Training in Shorthand and Typewriting.**

#### FIRST YEAR

##### *First Semester*

English Composition  
Word Study and Vocabulary Building  
Typewriting  
Secretarial Accounting I  
Business Mathematics  
American Economic History  
Economic Geography  
Personality Development  
Penmanship

##### *Second Semester*

Business Correspondence  
Shorthand Theory Review  
Typewriting  
Secretarial Accounting II  
Principles of Economics  
Fundamentals of Speech  
English Literature  
Psychology

#### SECOND YEAR

##### *First Semester*

Shorthand  
Typewriting  
Filing and Indexing  
Human Anatomy and Physiology  
Medical Lectures  
Office Machines II  
Accounting (Record-keeping for the Medical Profession)

##### *Second Semester*

Shorthand  
Typewriting  
Secretarial Practice  
Medical Dictation (Case writing)  
Clinical Office Procedure  
Hospital Field Work  
American Literature

### THE MEDICAL SECRETARIAL CURRICULUM II

**A Two-Year Curriculum for Graduates of Classical, Technical, or General Curricula in High School**

#### FIRST YEAR

##### *First Semester*

English Composition  
Word Study and Vocabulary Building  
Typewriting I  
or Typewriting IA  
Secretarial Accounting I  
Shorthand Theory  
Business Mathematics  
Personality Development  
Penmanship

##### *Second Semester*

Business Correspondence  
Shorthand Theory  
Typewriting  
Secretarial Accounting II  
English Literature

#### SECOND YEAR

##### *First Semester*

Shorthand  
Typewriting  
Filing and Indexing  
Human Anatomy and Physiology  
Medical Lectures  
Office Machines II  
Accounting (Record-keeping for the Medical Profession)

##### *Second Semester*

Shorthand  
Typewriting  
Secretarial Practice  
Medical Dictation (Case-writing)  
Clinical Office Procedure  
Hospital Field Work  
American Literature



# Course Descriptions

## ENGLISH COMPOSITION

*6 Semester hours credit*

The fundamentals of grammar, sentence structure, and diction are carefully reviewed. Since the student is trained in this course to prepare correct transcripts from shorthand notes and machine recordings, a complete survey is made of punctuation and of the mechanics of English.

## HUMAN ANATOMY AND PHYSIOLOGY

*3 Semester hours credit*

This course includes a study of the various systems of the human body and their integration; digestive, circulatory, muscular, glandular, respiratory, nervous, and excretory. A study is also made of the principles of the human structure.

## FUNDAMENTALS OF SPEECH

*3 Semester hours credit*

The intensive study and application in use and control of the voice, gesture, posture, platform etiquette, and parliamentary procedure, result in a development of poise and confidence.

## AMERICAN LITERATURE

*3 Semester hours credit*

A comparative study of selected verse and prose of representative writers from the Colonial period to the present day acquaints the student with those trends in thought present in our national and cultural development.

## BUSINESS CORRESPONDENCE

*6 Semester hours credit*

A study of the external structure of the business letter and a survey of the theory and aims of business writing precede a comprehensive presentation of the basic forms of business communication. Emphasis is placed upon simplicity of style and clearness as standards of excellence in today's business writing.

## WORD STUDY AND VOCABULARY BUILDING

*3 Semester hours credit*

An intensive study of pronunciation, syllabication, synonyms and antonyms, and rules of spelling is made.

The acquisition of a richer speaking and writing vocabulary is attained through the study of derivations, roots, and prefixes and suffixes.

## MEDICAL LECTURES

*1½ Semester hours credit*

A physician will lecture on such aspects as a brief history of medicine, factors which contribute to good health, metabolism, nutrition, and bacteriology. There will also be a review of the various systems of the body as presented in Human Anatomy and Physiology.

## CLINICAL OFFICE PROCEDURES

*3 Semester hours credit*

Outstanding individuals in the medical secretarial field will lecture to the class on the importance of correct telephone techniques, making appointments, the importance of attitude toward patients, receiving callers, ethics of the medical profession, personal hygiene, care of instruments and methods of sterilization, and secretarial duties such as taking dictation, keeping patients' records and filing. Basic routine laboratory tests will also be taught.

## MEDICAL SHORTHAND DICTATION (Case writing)

*3 Semester hours credit*

The medical vocabulary is further enlarged by incorporating such terminology into the dictation of case histories and medical reports.

## HOSPITAL ORIENTATION

*1½ Semester hours credit*

The purpose of this program is to acquaint the student with hospital procedures and operations. Students, through observation and study, will receive a thorough understanding of the workings of each departmental unit in the hospital and the type of work that medical secretaries are called upon to perform.

## SHORTHAND THEORY REVIEW

*7½ Semester hours credit*

The aim of this course is to give a thorough review of Shorthand Theory, to promote more facility in writing shorthand, and to develop additional speed and accuracy in transcribing shorthand notes.

## OFFICE STYLE DICTATION

*No degree credit*

During the terminal speed, office-style dictation is given once a week, as well as in the Advanced Shorthand class. Office conditions are simulated in the terminal speeds to narrow the gap between the classroom and the office. Office-style dictation is untimed dictation, at uneven rates of speed, with frequent pauses and speed-ups, corrections, additions and deletions.

## SPEED AND DICTATION (80-100-120 words)

*12 Semester hours credit*

This course further develops the ability of the student to transcribe mailable transcripts at an increased rate of production. Both solid material and business letters constitute the dictation material.

## SPEED AND DICTATION (140 words)

*7½ Semester hours credit*

This course develops to a high degree of fluency the ability to take dictation and transcribe mailable transcripts. Students have the opportunity to become acquainted with typical pre-employment tests in shorthand and transcription similar to those used by business firms.

## SECRETARIAL PRACTICE

*3 Semester hours credit*

The aim of Secretarial Practice is to train the student to become the "Ideal Secretary." The course is organized into business units which include the obtaining of a position, working in an office, working as a secretary. Promotion from each unit depends upon production and excellence of work.

## TYPEWRITING I

*7½ Semester hours credit*

Keyboard mastery, correct typing techniques, and the development of speed and accuracy are the basic components of this course, in addition, the following phases are introduced: continuity writing, centering, tabulation and business letters.

## TYPEWRITING REVIEW

*7½ Semester hours credit*

A thorough review of the keyboard and its operative parts is followed by a careful analysis of typewriting techniques and work habits.

## TYPEWRITING II

*7½ Semester hours credit*

The development of skill in letter writing, use of carbons and envelopes, advanced tabulation, manuscript writing, typing statements, invoices, telegrams, and common legal forms provide the content material for this course.

## TYPEWRITING III

*7½ Semester hours credit*

A speed and accuracy-building class required of all degree students in which stress is placed on individual adjustments and the ability to follow instructions.

## TYPEWRITING IV

*7½ Semester hours credit*

Superior skill in speed and production is developed. The content material includes advanced typing problems, projects, legal documents, and dictation and composition at the machine.



## OFFICE MACHINES II

*3 Semester hours credit*

This course consists of training in the use and operation of duplicating machines (Mimeograph, Ditto, Liquid Duplicator), voice writing machines (Ediphone, Dictaphone) and electric typewriters.

## FILING AND INDEXING

*1½ Semester hours credit*

This course includes the study and analysis of rules and filing procedure employed in the up-to-date business office. Indexing, coding; sorting; filing procedure according to the alphabetic, numeric, geographic, automatic, and subject systems.

## SECRETARIAL ACCOUNTING I

*6 Semester hours credit*

A course covering elementary accounting and procedures dealing with the theory of accounts and the development of books and records.

## SECRETARIAL ACCOUNTING II

*6 Semester hours credit*

This course covers accounting for payrolls, taxes, asset valuation, notes and interest; a practice set embodying all accounting problems considered in this course is required.



## PENMANSHIP

*No degree credit*

Thorough instruction and regular practice in writing enable students to write a good business hand with ease and legibility. Not only do they develop good handwriting, but also, what is of equal importance, they learn to write rapidly without muscular fatigue. The value and importance of good handwriting is stressed in every department of the College.

## SECRETARIAL ACCOUNTING

*3 Semester hours credit*

This course constitutes an application of accounting principles to that type of record-keeping which the secretary is most frequently called upon to do for members of the medical profession.

## PSYCHOLOGY

*1½ Semester hours credit*

Class lectures, demonstrations, and experiments include the studies of motivation, individual differences, behavior, selling and advertising, with concentration on psychology as applied in the professions.

## PERSONALITY DEVELOPMENT

*1½ Semester hours credit*

This course is designed to emphasize the development of poise, posture, grooming, appropriate business attire; of a well-modulated voice and good diction, with special stress given to the telephone voice and manner; of tact, co-operation, initiative, dependability.

Because Personality Development is considered such an important subject of the curricula, the regular course of lectures on the subject is augmented by frequent personal discussions and evaluation of the progress.

## BUSINESS MATHEMATICS

*3 Semester hours credit*

A review of fundamental arithmetic. This course also includes simple and compound interest, bank discount, percentage, trade and cash discounts, inventories, merchandise turnover, gross profit and profit and loss statements.

## PRINCIPLES OF ECONOMICS

*4½ Semester hours credit*

The course opens with a survey of our present economic system: free enterprise, capitalism, machine industry, specialization, the large business unit, labor, speculative production, the use of credit. Then follows a discussion of the fundamental economic laws of supply and demand and price as determined by free enterprise, monopoly, custom, and government.

## ECONOMIC GEOGRAPHY

*3 Semester hours credit*

A course designed to give the students a practical picture of the relationship existing between man and his physical environment in making a living or obtaining the means of satisfying his wants.

## AMERICAN ECONOMIC HISTORY

*3 Semester hours credit*

Development of our economic system from Colonial times to the present. The growth and changes in the various phases of our economic life—agriculture, mining, industry, transportation, commerce, communications, labor—are traced.

## ENGLISH LITERATURE

*3 Semester hours credit*

A critical approach to selected verse and prose of the outstanding English authors since the Romantic period acquaints the student with the major developments in the social, political, and scientific thought of the nineteenth and twentieth centuries. The purpose of this course is to create within the individual a desire for and a good taste in reading.

## SHORTHAND THEORY

*7½ Semester hours credit*

Emphasis is placed upon the mastery of the basic principles, brief forms, and phrasing of Gregg shorthand through blackboard presentation and immediate application through reading and writing. Pretranscription is taught throughout the course so that the student receives a thorough foundation in preparation for his ultimate goal, the mailable transcript.

## YOU CAN BE READY IN TWO YEARS

... and with a **BACHELOR'S DEGREE**

Here at last is a thoroughly practical Medical Secretarial Course which qualifies you immediately for a position after you have completed the two-year curriculum described inside this folder.

**AND IF YOU MARRY**—you will find that your training in Medical Secretarial Science equips you with a career that you can resume when your family grows up or at any time in your life and at any place. There is a demand for Medical Secretaries in all parts of the country, everywhere that medicine is practiced.

## ... VALUABLE HOSPITAL EXPERIENCE

During the fourth semester, seniors are required to take part in specific duties and classes at the nearby **RHODE ISLAND HOSPITAL**. This large hospital is famous throughout the country for its high standards of caring for the sick as well as advancing the cause of medical science.

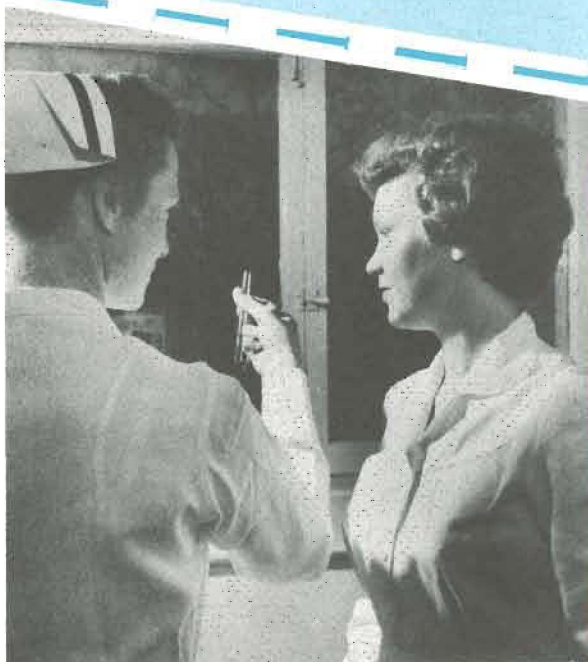
Students are taught by the hospital's own staff in the Admitting Department, Medical Records Room, Fracture Clinics, Orthopedic Clinics, on Pediatric Rounds, and in the Operating Rooms in this program planned especially for the Bryant College Medical Secretarial division.

**Read about the courses, see how  
they prepare you for Life  
as well as a Career!**

## HIGH SCHOOL PREPARATION . . .

As a high school student who looks toward college for a Medical Secretarial Career, you will find your science courses, written and oral English highly desirable background. Business courses are very useful. Candidates for this course will be required to submit a high school record comparable in quality, although not necessarily in content, to that of a student intending to enter any 4-year college or university.

*A Registered Nurse demonstrates  
Clinical Analysis in the College  
Laboratory Classroom*





# Bryant in Brief

## What Kind of a College Is Bryant?

BRYANT COLLEGE is a non-profit institution of professional business education, founded in 1863.

## A Bachelor's Degree in TWO YEARS?

This is done by concentrating on 1. a curriculum that eliminates non-essentials and 2. holding classes more hours per week, more weeks in the year. In two college years of 48 weeks you earn 132 semester hours of credit just as you would at a four-year college of 36 weeks each. An act of the Rhode Island Legislature in 1916 authorized Bryant to confer degrees.

## Where Is Bryant College?

Located in Providence, Rhode Island, a large industrial city with a population of 248,674. The college itself is located in the educational and cultural center of this old New England city.

## How Big Is Bryant College?

Its enrollment averages 1100 students with a higher percentage of men than women. Tree shaded campus, 17 buildings including resident halls for women, dormitories for men, a gymnasium, tennis courts and a nearby athletic field.

## Other Courses

- School of Business Administration with majors in Business Management, Merchandising and Marketing, Accountancy and Retailing
- School of Secretarial Science with majors in Administrative, Legal, Merchandising, Accounting and Medical Secretarial
- One-year Secretarial Diploma Course
- School of Business Teacher-Training, four year, state-accredited course

**Scholarship and Financial  
Self-Help Programs  
Available**



Write for College Pictorial and Catalogue

**BRYANT COLLEGE of Business Administration**  
Providence, Rhode Island



