



DENTAL RECEPTION CERTIFICATE

There is an ongoing demand for qualified dental receptionists.

This comprehensive program provides training which includes knowledge and skills necessary for managing the daily operation of a dental office. Graduates will be competent to perform front office and business record duties specific to the dental profession.

Admission Requirements:

Grade 12 or mature student. Touch control of computer keyboard. Attendance at an information/application session. Short essay (approx 500 word) explaining why you are interested in a dental reception program & what relevant/transferrable skills you have. Must be able to pass a criminal records check prior to practicum placement

Duration: 169.5 hours/15 weeks
Practicum 5 days, minimum 25 hours

Program courses:

- Dental Program Application Session
- Dental Reception I
- Dental Reception II (includes Computer Dental Systems)
- Introduction to MS Windows
- MS Word 2013 Level 1
- Dental Practicum (offered Spring term)
- **Recommended:** Computer keyboarding (for students who type less than 50 wpm)

Passport to Education accepted.

Sponsored students must be assessed prior to registration.

To arrange for an assessment, please call: (604) 466-6555 ext. 203



Riverside Centre
20575 Thorne Avenue, Maple Ridge, BC V2X 9A6
Phone: (604) 466-6555 Ext. 203
Fax: (604) 463-5437 www.rmcollege.ca





(A Division of School District No. 42)

RIDGE MEADOWS COLLEGE Fall 2017 REGISTRATION

Dental Reception Certificate

Riverside Centre: 20575 Thorne Avenue
Maple Ridge, BC V2X 9A6
Phone: (604) 466-6555 ext. 203 Fax: (604) 463-5437

NAME: _____	DATE: _____
ADDRESS: _____	PRIMARY PHONE: _____
_____	E-MAIL: _____
POSTAL CODE: _____	DOB: _____

PLEASE NOTE: Students are responsible for ensuring there are no conflicts in their timetable at the time of registration.

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Dental Reception Application Session	25409	August 26, 2017	Sat	10:00 am – 12:00 pm	Free	-	<input type="checkbox"/>
Dental Reception Application Session	25410	November 25, 2017	Sat	10:00 am – 12:00 pm	Free	-	<input type="checkbox"/>
Dental Reception 1 *No class Oct 9 Additional Session	25400	Sep 6 – Oct 11 1 Day TBA	M/W Sat	6:30 – 9:45 pm 9:00 am - 4:00 pm	\$589.00	\$185.00	<input type="checkbox"/>
Intro to MS Windows*	24111	Sept 8	Fri	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
*MS Word 2013 Level 1	24271	Sept 12 – Oct 5	T/Th	6:30 – 9:15 pm	\$359.00	\$25.00	<input type="checkbox"/>
Dental Reception 2 **No class Nov 13 Additional Sessions	25401	Oct 16 – Dec 20 2 Days TBA + 1 AD-Hoc Session	M/W Sat TBA	6:30 – 9:45 pm 9:00 am - 4:00 pm	\$939.00	-	<input type="checkbox"/>
Dental Reception Practicum	25403	Nov 1 – Dec 14	TBA	Various Dates/Times	\$259.00	-	<input type="checkbox"/>

COSTS: \$2235.00 \$210.00

TOTAL COST FOR COMPLETION: \$2,445.00

Method of Payment:	Total Payment Amount: \$ _____
Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Interac <input type="checkbox"/> Visa <input type="checkbox"/> Card Number _____ MC <input type="checkbox"/> Card Number _____	Payment Plan Terms _____ Exp Date(mmyy) Validation Code Exp Date(mmyy) Validation Code Sponsored <input type="checkbox"/> Sponsored by _____

Optional course dates and times

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
*Intro to MS Windows	24112	Sept 16	Sat	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Intro to MS Windows*	24113	Sept 18 - 20	M/W	6:00 pm – 9:00 pm	\$89.00	-	<input type="checkbox"/>
MS Word 2013 Level 1*	24265	Sep 11 - 21	M – F	9:00 pm – 11:30 am	\$359.00	\$25.00	<input type="checkbox"/>