



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)

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

RIDGE MEADOWS COLLEGE Winter 2017 REGISTRATION

Dental Reception Certificate

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	June 3, 2017	Sat	10:00 am – 12:00 pm	Free	N/A	<input type="checkbox"/>
*Intro to MS Windows	34111	Jan 6	Fri	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
*MS Word 2013 Level 1	34271	Jan 17 – Feb 14	T/Th	6:30 – 9:00 pm	\$319.00	\$25.00	<input type="checkbox"/>
Dental Reception 1 <i>Additional Session</i>	35400	Jan 9 – Feb 8 1 Day TBA	M/W Sat	6:30 – 9:45 pm 9:00 am - 4:00 pm	\$589.00	\$185.00	<input type="checkbox"/>
Dental Reception 2 <i>Additional Sessions</i>	35401	Feb 15 – Mar 8 Mar 27 – May 17 3 Days TBA	M/W M/W Sat	6:30 am – 9:45 pm 6:30 am – 9:45 pm 9:00 am - 4:00 pm	\$939.00	-	<input type="checkbox"/>
Dental Reception Practicum	45400	TBA	TBA	Various Dates/Times	\$259.00	-	<input type="checkbox"/>
COSTS:					\$2195.00	\$210.00	

TOTAL COST FOR COMPLETION: \$2,405.00

Method of Payment:			Total Payment Amount: \$		
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Interac <input type="checkbox"/>	Payment Plan Terms _____		
Visa <input type="checkbox"/> Card Number _____ Exp Date(mmyy) _____ Validation Code _____	MC <input type="checkbox"/> Card Number _____ 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 *	34112	Jan 7	Sat	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Intro to MS Windows *	44111	Mar 31	F	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
MS Word 2013 Level 1*	34271	Jan 17 – Feb 14	Tu/Th	6:30 am – 9:00 pm	\$319.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 1*	44271	Apr 3 – May 3	M/W	6:30 am – 9:00 pm	\$319.00	\$25.00	<input type="checkbox"/>