



# 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 (please register in advance for this 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](http://www.rmcollege.ca)





(A Division of School District No. 42)

# RIDGE MEADOWS COLLEGE Winter/Spring 2018 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	25410	November 25, 2017	Sat	10:00 am – 12:00 pm	Free	N/A	<input type="checkbox"/>
Dental Reception Application Session	45410	June 16, 2018	Sat	10:00 am – 12:00 pm	Free	N/A	<input type="checkbox"/>
Dental Reception Application Session	15410	August 22, 2018	Sat	10:00 am – 12:00 pm	Free	N/A	<input type="checkbox"/>
*Intro to MS Windows	34111	January 6	Sat	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
*MS Word 2013 Level 1	34271	Jan 9 – Feb 1	T/Th	6:30 – 9:15 pm	\$359.00	\$25.00	<input type="checkbox"/>
Dental Reception 1 *No class Feb 12	35400	Jan 22 – Mar 5	M/W	6:30 – 9:45 pm	\$589.00	\$185.00	<input type="checkbox"/>
Dental Reception 2 *No class April 2 and May 21, 2018	45401	Mar 26 – Jun 20	M/W	6:30 – 9:45 pm	\$939.00	-	<input type="checkbox"/>
Dental Reception Practicum	45400	TBA	TBA	Various Dates/Times	\$259.00	-	<input type="checkbox"/>

**COSTS:**

**\$2235.00**

**\$210.00**

**TOTAL COST FOR COMPLETION:**

**\$2,445.00**

<b>Method of Payment:</b>		<b>Total Payment Amount:</b> \$ _____	
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Payment Plan Terms _____	
Interac <input type="checkbox"/>	Card Number _____	Exp Date(mmyy) _____	Validation Code _____
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 *	34111	January 5	F	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Computer Keyboarding 1	34044	Jan 22 – 19	M-F	12:30 – 2:30	\$239.00	-	<input type="checkbox"/>
Computer Keyboarding 2	34051	Jan 22 – Feb 9	M-F	12:30 – 2:30	\$359.00	-	<input type="checkbox"/>
MS Word 2013 Level 1*	34265	Jan 8 – 18	M-F	9:00 am – 11:30 am	\$359.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 1*	44271	Mar 27 – Apr 19	T/Th	6:30 pm – 9:15 pm	\$359.00	\$25.00	<input type="checkbox"/>
Intro to MS Windows *	44111	April 6	F	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Intro to MS Windows *	44112	April 7	Sat	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
MS Word 2013 Level 1*	44265	Apr 9 – 19	M-F	9:00 am – 11:30 am	\$359.00	\$25.00	<input type="checkbox"/>
Computer Keyboarding 1	34044	April 9 – 20	M-F	12:30 – 2:30	\$239.00	-	<input type="checkbox"/>
Computer Keyboarding 2	34051	April 23 – May 11	M-F	12:30 – 2:30	\$359.00	-	<input type="checkbox"/>