



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



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