



# 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 30 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](http://www.rmcollege.ca)





(A Division of School District No. 42)

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# RIDGE MEADOWS COLLEGE Fall 2018 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	45410	June 16, 2018	Sat	10:00 am - 12:00 pm	Free	-	<input type="checkbox"/>
Dental Reception Application Session	25409	August 22, 2018	Sat	10:00 am - 12:00 pm	Free	-	<input type="checkbox"/>
Dental Reception Application Session	25410	November 24, 2018	Sat	10:00 am - 12:00 pm	Free	-	<input type="checkbox"/>
Dental Reception 1 *No class Oct 8 Additional Session	25400	Sep 5 - Oct 10 Date TBA	M/W Sat	6:30 pm - 9:45 pm 9:00 am - 4:00 pm	\$589.00	\$185.00	<input type="checkbox"/>
Intro to MS Windows 10*	24113	Sep 18 - 20	Tu/Th	6:30 pm - 9:00 pm	\$89.00	-	<input type="checkbox"/>
*MS Word 2013 Level 1	24271	Oct 9 - Nov 6	Tu/Th	6:30 pm - 9:00 pm	\$379.00	\$25.00	<input type="checkbox"/>
Dental Reception 2 **No class Nov 12 3 Additional Sessions	25401	Oct 15 - Dec 19 Dates TBA	M/W Sat	6:30 pm - 9:45 pm 9:00 am - 4:00 pm	\$989.00	-	<input type="checkbox"/>
Dental Reception Practicum Practicum Dates to be negotiated with instructor	25403	Various	TBA	Various Dates/Times	\$259.00	-	<input type="checkbox"/>
<b>COSTS:</b>					<b>\$2305.00</b>	<b>\$210.00</b>	

**TOTAL COST FOR COMPLETION: \$2,515.00**

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

**Optional course dates and times**

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Intro to MS Windows 10*	24111	Sep 7	Fri	9:00 am - 3:00 pm	\$89.00	-	<input type="checkbox"/>
Intro to MS Windows 10*	24112	Sep 8	Sat	9:00 am - 3:00 pm	\$89.00	-	<input type="checkbox"/>
MS Word 2013 Level 1*	24265	Sep 10 - 20	M - F	9:00 am - 11:30 am	\$379.00	\$25.00	<input type="checkbox"/>