



(A Division of School District No. 42)

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

# RIDGE MEADOWS COLLEGE Winter 2020 REGISTRATION

## Dental Reception Certificate

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**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 23	Sat	10:00 am – 12:00 pm	Free	N/A	<input type="checkbox"/>
Dental Reception Application Session	25411	Jan 11	Sat	10:00 am – 12:00 pm	Free	N/A	<input type="checkbox"/>
Intro to MS Windows 10	34111	Jan 10	F	9:00 am – 3:00 pm	\$89.00	—	<input type="checkbox"/>
Intro to MS Windows 10	44111	Apr 3	F	9:00 am – 3:00 pm	\$89.00	—	<input type="checkbox"/>
Dental Reception 1 <i>No class February 17</i>	35400	Jan 27 – Mar 9	M/W	6:30 pm – 9:45 pm	\$629.00	\$185.00	<input type="checkbox"/>
MS Word 2013 Level 1	34265	Jan 13 – Jan 24	M-F	9:00 am – 11:30 am	\$446.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 1 <i>No class Apr 10 &amp; Apr 13</i>	44265	Apr 6 – Apr 21	M-F	9:00 am – 11:30 am	\$446.00	\$25.00	<input type="checkbox"/>
Dental Reception 2 <i>No class Apr 13 &amp; May 18</i>	35401	Mar 30 – June 24	M/W	6:30 pm – 9:45 pm	\$1239.00	—	<input type="checkbox"/>
Dental Reception Practicum <i>Practicum dates to be negotiated with instructor</i>	45403	TBA	TBA	Various Dates/Times	\$259.00	—	<input type="checkbox"/>
					<b>\$2662.00</b>	<b>\$210.00</b>	

**TOTAL COST FOR COMPLETION: \$2,872.00**

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

### Optional course dates and times

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Intro to MS Windows 10	34112	Jan 11	Sat	9:00 am – 3:00 pm	\$89.00	—	<input type="checkbox"/>
Intro to MS Windows 10	44112	Apr 4	Sat	9:00 am – 3:00 pm	\$89.00	—	<input type="checkbox"/>
MS Word 2013 Level 1	34271	Jan 14 – Feb 6	T/Th	6:30 pm – 9:30 pm	\$446.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 1	34272	Feb 8 – Mar 7	Sat	9:00 am – 3:00 pm	\$446.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 1	44272	Apr 18 – May 30	Sat	9:00 pm – 3:00 pm	\$446.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 1	44271	May 5 – May 28	T/Th	6:30 pm – 9:30 pm	\$446.00	\$25.00	<input type="checkbox"/>



## 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
- Introduction to MS Windows (offered Fall, Winter and Spring terms)
- MS Word 2013 Level 1 (offered Fall, Winter and Spring terms)
- Dental Practicum
- **Recommended:** Computer keyboarding (for students who type less than 50 wpm)



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