

# Dental Administrative Assistant

## Diploma

### Program Introduction

This program is designed to provide employment-ready and comprehensively-trained graduates who can work in a dental office

### Admission Requirements

- Excellent communication and interpersonal skills
- A strong commitment to confidentiality and integrity
- Excellent organizational and time-management skills
- Successful completion of admissions interview and testing for adequate entry-level skills
- Completion of Grade 12 or equivalent and meet the minimum provincial age requirement
- Two letters of reference regarding personal character
- A recent, clear Criminal Records Check.
- Good command of the English language (both written and oral)
- N-95 Mask Fit Testing which may be a mandatory requirement based on provincial requirements
- Hepatitis B, other vaccinations and/or a TB test may be required

### Of Interest To

Individuals with a strong desire to work as an integral part of the healthcare team, and who also:

- Enjoy performing a variety of duties in a caring, gracious and professional manner
- Place a high value on confidentiality, discretion, support, and detachment
- Have a keen interest in gaining knowledge in the healthcare services field
- Demonstrate a strong personal and professional commitment to achieving excellence in a healthcare administrative capacity

### Program Notes

Financial assistance may be available to qualified students.

Graduation requirements: students must achieve a minimum program mark of 75% to obtain a diploma, as well as the successful completion of a 160-hour work experience.

### Career Opportunities

These graduates are qualified to work in a hands-on administrative and support capacity in a wide variety of dental settings and occupations, including the nine types of dental offices:

- Endodontists: specialize in root canal
- Maxillofacial Radiologists: use imaging technology to diagnose disease in the head and neck
- Oral and Maxillofacial Surgeons: operate on the jaws and mouth
- Oral Pathologists: diagnose oral disease
- Orthodontists: straighten teeth with braces/retainers
- Pediatric Dentists: specialize in children's teeth
- Periodontists: specialize in gum disease
- Prosthodontists: replace missing teeth with bridges, crowns or dentures
- Public Health Dentists: promote preventative dentistry in the community:

### Program Breakdown

#### Part A: Computer and Business Office Skills

- Introduction to Keyboarding
- Keyboard Skill Building Level 1 and Level 2
- Microsoft Windows Level 1
- Microsoft Word Levels 1, Level 2, and Level 3
- Microsoft Excel Level 1
- Microsoft Access Level 1
- Microsoft Outlook Level 1
- Basic Bookkeeping Level 1
- Strategies for Success
- Job Search and Résumé Writing

#### Part B: Dental Administrative/Clinical

- Dental Administrative Assistant Level 1
- Dental Administrative Assistant Level 2
- Dental Administrative Assistant Level 3

#### Part C: Worksite Externship

- Preceptorship

