

# Dental Administrative Assistant

Diploma • 32 Weeks



## Program Objective

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

## 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.

Placement requirements:

- Minimum pass mark for each subject (75% on Dental courses, 60% on ILS courses, 75% as the overall average program grade); and
- Keyboarding 40 wpm; and
- Standard First Aid/CPR Level C (if it is included in the program); and
- Vaccinations (like Hepatitis) or medical requirements (like TB Test) – host dependent/requirement
- Non-disclosure or confidentiality agreement may be required – – host dependent/requirement
- Clear Criminal Record Check

All practicum placements are dependent upon successful completion of course requirements, as well as demonstration of consistent professional behavior.

Placements are based on the students' choice of program, host availability, and geographic location.

Students may be required to attend different shifts or rotations and travel a reasonable distance to their placement site.

## 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

## 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

## Career-Focused Training

This program is designed to help students develop practical, workplace-relevant skills that support entry into entry-level positions within the field.

## Funding Options

Eligible students may qualify for various funding, sponsorship, grant, or financing options. Funding availability is subject to eligibility requirements.

## Career Opportunities

Graduates of this program are qualified to work in an administrative capacity in a wide variety of dental settings. Job titles vary, but graduates are an integral part of many dental settings, such as:

- General or Family Dental Clinics
- Endodontic Specialty Clinics
- Maxillofacial Radiology Clinics
- Oral and Maxillofacial Surgery Clinics
- Oral Pathology Clinics or Departments
- Orthodontic Clinics
- Pediatric Dental Clinics
- Periodontics Clinics
- Prosthodontic Clinics
- Public Health Dental Clinics

## Program Breakdown

### 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

## Dental Administrative

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


## Work Experience

- Practicum

## Ready to take the next step?

Speak with an Admissions Advisor today to discuss career goals, program suitability, funding options, admission requirements, and upcoming start dates.

### Academy of Learning Career College Kingston

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