

2019-2020



## Dental Office Assistant

### Program Overview

This 12-week, fast-paced Dental Office Assistant program will prepare graduates to work in dental practice settings such as denture clinics, orthodontist and specialist offices, dental labs, and other dental-related businesses and healthcare industries. Students will learn clerical and administrative tasks such as scheduling appointments, billing, filing, customer service and using dental software. This program will provide students with the basic knowledge of dental terminology and applications, administrative skills, and work experience needed to be successful in their role.

### Career Potential

Graduates have opportunities to work in dental practices and clinics, orthodontist and specialist offices, dental labs and supply companies.

### Admission Requirements

- 50% in English Language Arts 30-1 or 65% in English Language Arts 30-2 or equivalent or completion of [ESLG 1898](#) and [ESLG 1899](#) with a minimum of 50%
- 65% in [MATH 1905](#) or 50% in Mathematics 10-3 or equivalent

### ELP Requirements

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP test results must have been obtained within two years of the start date of your program.

Acceptable evidence of ELP may be one of the following test scores:

- CLBA: no section score below 8
- IELTS Academic: overall score of 6.5; no section score below 6.0
- TOEFL iBT: 84; no section score below 21
- CELPIP General: 8; no section score below 7
- CAEL: 60; no section score below 60
- minimum 80% in [ESLS 8000](#) or [ESLS 8100](#), and 80% in [ESLW 8000](#) or [ESLW 8100](#)
- minimum of 50% in [ESLG 1860](#) and [ESLG 1861](#)

**Note:** ELP is a separate requirement from the English academic admission requirement.

### Quick Facts

**Credential:** Certificate

**Length:** 12 weeks

#### Deliveries:

##### NOVEMBER

Edmonton

FT In person

##### MARCH

Edmonton

FT In person

### Tuition and Fees

#### Canadian Students

Total tuition: \$3,234.00

Total fees: \$910.00

#### International Students

Total tuition: \$9,988.00

Total fees: \$910.00