



2019-2020

Optical Office Assistant

Program Overview

This fast-paced 12-week program will prepare you to work as a valued member of an optical team. Students will learn administrative skills to help coordinate and manage patient care, as well as basic pretesting skills used in optical practices, clinics, and other related settings. This program will provide students with knowledge of optical terminology and applications and will prepare them to perform administrative tasks such as scheduling appointments, billing, customer service and using optical software.

Career Potential

Graduates have opportunities to work in optical practices, clinics, and other related optical settings such as optical specialists' offices, laser eye clinics, and optical lab 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:

[MARCH](#)

Edmonton

FT In person

Tuition and Fees

Canadian Students

Total tuition: \$3,234.00

Total fees: \$784.00

International Students

Total tuition: \$9,988.00

Total fees: \$784.00