



Optical Office Assistant

Program Overview

Optical office assistants play an important role in supporting ophthalmologists, optometrists, ophthalmic technicians, and opticians, while helping to provide a positive experience for patients and clients.

This 12-week, fast-paced Optical Office Assistant program will prepare you to become a valuable asset to ophthalmologists, optometrists, ophthalmic technicians, and opticians while interacting with patients/clients to help make their experience a positive one. Students learn optical terminology, administrative skills to help coordinate and manage patient care, and optical software as well as basic pretesting clinical skills used in practices, clinics, and other related settings. Further, students will participate in a four-week work experience placement in a healthcare facility or clinic to practice and refine their skills.

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

- Language Arts – this requirement can be met with any of the following, or an equivalent course:
 - 50% in English Language Arts 30-1 or 65% in English Language Arts 30-2
 - 50% in [ESLG 1860](#) or 65% in [ESLG 1898](#)
- Mathematics – this requirement can be met with any of the following, or an equivalent course:
 - 65% in [MATH 1905](#) or 50% in Mathematics 10-3

ELP Requirements

You must provide proof of 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:

- IELTS Academic: overall score of 6.5; no section score below 6.0
- TOEFL iBT: 84; no section score below 21
- Cambridge English Language Assessment: 180; no section score below 165
- CAEL: 70; no section score below 70
- PTE Academic: 59; no section score below 56
- Duolingo: 115
- minimum of:
 - 80% in [ESLS 8000](#) or [ESLS 8100](#), and 80% in [ESLW 8000](#) or [ESLW 8100](#); or
 - 50% in [ESLG 1898](#) and [ESLG 1899](#)
 - 50% in [ESLG 1860](#) and [ESLG 1861](#)

Quick Facts

Credential: Certificate

Length: 1 term

Deliveries:

Visit norquest.ca/ooa for information on upcoming delivery dates.

Tuition and Fees

Canadian Students

Total tuition: \$3,811.50

Total fees: \$1,112.00

International Students

Total tuition: \$11,365.20

Total fees: \$1,112.00