

# Medical Office Assistant with Dental Specialty

## Diploma

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### Program Introduction

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

### Admission Requirements

- Clear Criminal Record Check
- Completion of Grade 12 or equivalent, or 19 years of age or older with completion of the required testing
- Adequate level of physical health to be able to fulfill job requirements
- Completion of Wonderlic admission test with a minimum score of 18
- Good command of the English language – both written and verbal
- Hepatitis B, other vaccinations, and/or a TB test may be required by this industry
- Completion of standard registration form

### Of Interest To

This program is of interest to individuals with a strong desire to work as an integral part of a dental office team who also:

- Enjoy performing a variety of responsibilities in a caring, gracious and professional manner
- Place a high value on confidentiality, discretion, support, and detachment
- Have a keen interest in attaining knowledge in the dental office services field
- Demonstrate a strong personal and professional commitment to achieving excellence in a dental office 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

## CORE COURSES

### Part A: Computer and Business Office Skills

- Keyboard Skill Building – 40 WPM
- Microsoft Windows Level 1
- Microsoft Word – Levels 1, 2, and 3
- Microsoft Excel – Level 1
- Microsoft Access – Level 1
- Microsoft Outlook – Level 1
- Basic Bookkeeping Level 1
- Thought Patterns For a Successful Career
- Job Search and Résumé Writing

### Part B: Medical Administrative/Clinical

- Introduction to Medical Terminology
- Anatomy and Physiology Parts 1 and 2
- Medical Office Procedures
- Introduction to Medical Transcription
- Clinical Procedures
  - Standard First Aid
  - Basic Rescuer (Level C) CPR Certifications
- Dental Administrative Assistant Level 1
- Dental Administrative Assistant Level 2
- Dental Administrative Assistant Level 3

### Part C: Clinical Placement

