



## Dental Receptionist Elective

Graduates from this program are prepared with the skills needed to secure a position in the dental office environment.

### Program Contents

- Dental Terminology
- Dental Specialties
- Dental Office Procedures
- Recall Systems
- Dental Ethics
- Tooth Fundamentals
- Insurance Forms
- Appointment Book Control
- Introduction to language
- Charting
- AbelDent Software

### Admission Requirements

- Administrative Studies Diploma (or equivalent)
- Grade 12 (or equivalent) or Mature student status
- Successful completion of a literacy and logic test
- Good command of the English language

### Duration

- 12 week program
- 4 hours/week

### Acquired Skills

- Scheduling dental appointments via AbelDent Software
- Knowledge of dental terminology
- Charting of teeth
- Advanced word processing and spreadsheet procedures using Word and Excel
- Proficiency managing e-mail using Outlook
- Building effective presentations using PowerPoint

### Career Opportunities

- Dental Receptionist
- Dental Clinic Administrator

### Location(s)

**Mississauga Campus**  
190 Robert Speck Parkway  
Mississauga, ON L6Z 3K3  
Phone: 905•949•9400

**Burlington Campus**  
460 Brant Street Suite 26  
Burlington, ON L7R 4B6  
Phone: 905•637•3415

Dental Receptionist Elective can be taken as a stand-alone course or in conjunction with the Administrative Studies program

**Call Now & Start Your Success Today!**