



Dental Receptionist



STEP TOWARDS A BRIGHTER FUTURE

Dental Receptionist

Description

Dental Receptionist program will help the graduates to gain skills and knowledge to manage the day to day functions of a dental clinic. The graduates will be able to apply their knowledge and skills gathered in this program to successful dental office management.

Job Opportunities

- Dental Office Assistant
- Dental Receptionist

Wages

\$18 – \$25 per hour

Program Admission Requirements

Grade 12 or Mature Student Status (19 years of age or more). Students will need to submit a proof of English Language Competency by any one of the following options:

Domestic Students:

Grade 10 English

English Language Proficiency Assessment Test conducted by the College

International Students:

IELTS 5.5 Bands or More

CLB Score of 6 or more

PTE Academic 50 or more

Any other English language assessment test with equivalent score

English Language Proficiency Assessment Test conducted by the College

Program Duration

Full Time: 360 hours/18 weeks

Part Time: 360 hours/23 weeks

Course Outline

COURSE NAME	HOURS
1. Computer Applications & Keyboarding	40
2. Customer Service & Communication	20
3. Medical Terminology	80
4. Medical Office Procedures	60
5. Medical Transcription	40
6. Pharmacology	40
7. Clinical Skills	40
8. Medical Billing	40
9. Electronic Medical Records	40
10. Career Preparation	20
11. Practicum	80
Total	360 hours

Fee Structure

#	PARTICULARS	FEE	REMARKS
1	Tuition Fee	\$ 3060	
2	Registration Fee	\$ 250	
3	Text Books & Course Materials	\$ 360	Domestic Students
Total		\$3870	
1	Tuition Fee	\$ 5060	
2	Registration Fee	\$ 250	
3	Text Books & Course Materials	\$ 560	International Students
Total		\$5870	

Basic eligibility requirements

To receive student financial assistance, you must meet **all** of these basic eligibility criteria:

- be a Canadian citizen, a [permanent resident](#) or have protected person status
- have a valid Canadian social insurance number
- be a [resident](#) of British Columbia
- be pursuing [full-time](#) studies as your primary occupation
- be enrolled in an eligible program of study at an eligible post-secondary institution
- be able to demonstrate [financial need](#)
- make academic progress and achieve [satisfactory scholastic standing](#) in each period of [post-secondary study](#)

NOTE: All information submitted as part of your application package, including information provided by your parents or spouse/common-law partner in appendices, is subject to verification and audit.

NOTE: You can only apply to one province for funding.

You may not be eligible if you are:

- [Delinquent](#) or in [default](#) of previous student loans.
- Under audit or have an [overaward](#) (in this case your funding may be withheld), or
- Incarcerated or have any outstanding warrants for your arrest.

B.C. residency requirement

To receive student financial assistance, you must be a resident of B.C. according to the criteria described below. To determine residency, students are classified either as [Dependent](#) or [Independent](#). This classification is also used to determine [financial need](#).

[Dependent](#)

[Independent](#)

Your school eligibility

The first thing you will need to do is [check your school designation](#) under Student Aid BC. To receive funding, your school must be deemed eligible. In addition, there is special information if you are attending two schools, if you attend a private institution, or if you are going to school outside of B.C.

[B.C. private school](#)

Your financial need

Student Aid BC funding varies according to your financial situation, status, length of study program, number of [dependants](#) and other factors.

The amount of money you receive from Student Aid BC depends on your **financial need**, which is calculated using this formula:

Educational costs

- Student Resources

= Financial need

We subtract your total resources from your total educational costs to calculate your assessed financial need.

Your assessed need is then compared with the [maximum weekly funding limit](#) allowed for your study period. **The lesser of these two amounts is what you are eligible to receive.**

Student Living Allowances

The monthly student living allowances for each category of student are intended to cover costs for shelter, food, local transportation, and miscellaneous expenses. They are standard allowances for a moderate standard of living established by the federal government. The allowances vary based on a student's living situation and the province or territory where they will be studying.

The 2017/18 allowances for students residing in B.C. are below. Allowances for other living situations can be found in the [SABC Policy Manual](#).

2017/18 Living Allowances for Students residing in B.C.	Monthly	Weekly
Single student away from home	\$1,564	\$364
Single student living at home	\$658	\$153
Single parent (add child allowance x number of dependants)	\$1,920	\$447
Married student/spouse (add child allowance x number of dependants)	\$2,936	\$683
Child allowance	\$681	\$158

Note: These allowances are used to calculate your financial need and may not be the monthly amounts you will receive. The amount of student financial assistance available to you is determined by your assessed need, whether you have dependants, the length of your study period and the maximum amounts set by the Canada Student Loan Program and by Student Aid BC.

Educational costs:

- tuition, fees, books and school supplies
- moderate standard of living allowance for shelter, food, transportation and miscellaneous costs
- child/[dependant](#) living expenses
- day-care expenses

How to apply for Student Loan

Instructions

Below are the steps in applying for B.C. and Canada student loans.

1. Please go to <https://studentaidbc.ca/dashboard/login>

Log in with a StudentAid BC User ID

User ID *

Password *

Log in with StudentAid BC User ID

Forgot your StudentAid BC User ID/Password?

Log in with a BC Services Card enabled StudentAid BC User ID

Log in with BC Services Card

2. Choose one of the following

Log in with BC Services Card

Choose how to log in with your card:

Mobile card
Use a BC Services Card set up on a mobile device

Card reader for Android
Use it to read the chip in a BC Services Card with a passcode

USB card reader
Use it to read the chip in a BC Services Card with a passcode

3. Verify in Person by visiting their office at 200 - 10470 152nd Street Surrey, BC between Monday to Friday 8:30am – 4:30pm. (Please call in prior to your visit 1-800-663-7867)
4. Create Your Account
5. Log into your account and start the application for Student Loan.



PARTNERS WITH



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