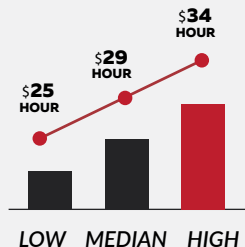


DENTAL OFFICE ADMINISTRATION

42-Week Diploma Program



Wage Statistics*1:



Program Overview:

Dental offices rely on skilled professionals to keep patients happy and ensure business is running smoothly. Gain the administrative skills and specialized dental knowledge to enter this rewarding field.

Industry Relevant Information

- The necessity for dental services makes for a stable and reliable job market.
- This is a dynamic field with constantly evolving technology and practices.
- With many dental offices in bigger cities, you can pick a job site with the best commute.

Program Features

- Courses cover dental terminology, billing procedures, appointment management, insurance company protocols, communication skills, and more.
- Earn valuable certifications in CPR, First Aid, and WHMIS.

Career Opportunities:

- Dental and Specialist Offices
- Dental Distribution Companies
- Hospital Dental Departments

Why Choose Reeves College?

- Get real-world experience during a five-week practicum placement.
- Gain specialized dental knowledge in terminology, software, working with patients, and more.
- Small class sizes mean you'll get the one-on-one attention you need.

Frequently Asked Questions:

Is this field right for me?

This career is often a good fit for people who are positive, work well on a team, enjoy customer service, and are detail-oriented.

Are the only jobs in private dental offices?

Your training could lead to employment in many other work environments, including medical clinics, hospitals, and businesses related to dentistry.

*1 alis.alberta.ca; 2020

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My favourite part about Reeves College was the small class sizes, which allowed me to make really good relationships. The instructors are extremely detailed and helpful, making it really easy to follow along."

-Brittaney B., Healthcare Program Graduate