

Dental Office Assistant PROGRAM



Blackstone Career Institute's distance learning programs enable you to learn a new career at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Dental Office Assistant diploma, along with the skills and confidence necessary to obtain employment in one of the fastest growing career fields.

The Job of the Future

Looking ahead, job prospects for dental office assistants should be excellent according to the Occupational Outlook Handbook produced by the U.S. Bureau of Labor Statistics. Employment opportunities in this career field are expected to grow up to 18% by 2024.

Why Choose to be a Dental Office Assistant

The Career

The job of the dental office assistant encompasses all of the business aspects related to running a dental practice. Some of the duties of the dental office assistant may include scheduling and confirming appointments, greeting patients, managing patient files, sending bills, receiving payments, and ordering office supplies and dental materials. With on-the-job training, the dental office assistant may also assist in chairside duties such as preparing patients for treatment, obtaining dental records, sterilizing instruments, and preparing trays of instruments for dental procedures.

Job Opportunities

While the majority of dental office assistants work in dental offices—including solo and group practices—others will find employment in managed care facilities and specialty practices working for periodontists, orthodontists, or oral surgeons. With additional education and training, dental office assistants can move into positions such as office managers, dental-assisting instructors, or dental product sales representatives.

YOUR Program Overview

Units 1 through 16

1. Blackstone's Skills for Success
2. Introduction to Computers, Keyboarding and Office Technology
3. Dental Office Management 1
4. Dental Office Management 2
5. English Usage and Written Communication
6. Time and Stress Management
7. Dental Office Management 3
8. Dental Office Management 4
9. Professional Development and Medicolegal Ethics
10. Critical Thinking Skills
11. Dental Office Practice 1
12. Dental Office Practice 2
13. Dental Office Practice 3
14. Creating an Effective Workplace Environment
15. Management Practices and Principles
16. How to Find a Job in Healthcare

Employment Outlook

Factors such as growth of the population and advancements in dental services causing people to keep their natural teeth longer will contribute to the growing need for dental office assistants. Younger dentists, who will be more likely to utilize assistants in their practices, will replace retiring dentists, which will also create more job opportunities. For many dental office assistants, this entry level position provides experience and training which often leads to more highly skilled and higher paying jobs.

What You Can Earn

As with many careers, the earning potential of dental office assistants varies depending on factors such as experience, skills, and geographic location. According to the U.S. Bureau of Labor Statistics, dental office assistants can earn up to \$50,660 and median salaries measure \$35,9800. Benefits vary and depend on whether the dental office assistant is part-time or full-time.

Certification

Some dental assistants seek certification through the Dental Assisting National Board (DANB). Graduates of Blackstone's Dental Office Assistant program are eligible for this exam after working full-time for two years or part-time for four years as a dental assistant and obtaining certification in cardiopulmonary resuscitation (CPR).



What you receive WITH YOUR program

- The Administrative Dental Assistant
by Linda J. Gaylor
- Dental Office Assistant Study Guides
- Mosby's Dental Dictionary
by Mosby/Elsevier
- Blackstone Typing Tutor
- Online Student Center
- Graduation Documents

A Blackstone Education Provides...

Superior Student Services

You are not alone when studying with Blackstone. While there is no formal campus or classrooms, we offer assistance to our students that is second to none.

Program Assistance

Our education department is simply a phone call, fax, or e-mail away if you need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

Thorough Testing

Eighteen multiple-choice exams, chapter self-checks, and a required keyboarding assignment assist us in assessing your understanding of the concepts taught. Online testing is available through our Online Student Center.

Ample Time

Students are permitted up to one year to complete the program. There are no formal classes to attend, so you can study when and where it suits you.

Affordable Tuition

Our Dental Office Assistant Program remains one of the most reasonably priced in the country. Your tuition cost covers your entire program including all e-books, electronic resources, study guides and study units, exam and homework evaluation services, access to the Online Student Center, and your diploma.

Financial Assistance

BCI takes the confusion out of understanding military education benefits. With career programs approved by both the Department of Veterans Affairs, and The Military Spouse Career Advancement Accounts Program (MyCAA), Blackstone offers assistance in receiving the benefits for which you are eligible.

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are available for financing your career training. Call Blackstone at 800-826-9228 to find out more today!

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, discussion boards, and more.

The Blackstone Facebook Page

Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone. www.facebook.com/Blackstone Career Institute

The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.

LICENSURE, ACCREDITATION & MEMBERSHIPS

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations. Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA.
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce



CALL: 800.826.9228 • **VISIT:** blackstone.edu • **EMAIL:** info@blackstone.edu
1011 Brookside Road, Suite 300 • Allentown, PA 18106