



# Dental Office Assistant

## PROGRAM BROCHURE

Get the training you need to earn your Dental Office Assistant certificate and you will be ready to find a more challenging and rewarding career ... today!

Millions of students have discovered online learning. Start on the path to a new career with accredited online training. By reviewing this information, you have already taken that important first step toward a better future.



**B**lackstone 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 certificate, along with the skills and confidence necessary to obtain employment in one of the fastest growing career fields.



# Why Choose to be a Dental Office Assistant

## 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 by 25 percent or more through the year 2022.

## 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.

## 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 \$47,580 and median salaries measure \$34,500. 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).



# A Blackstone Education Provides ...

## Superior Student Services

You are never alone when studying with Blackstone.

Even though there is no formal campus or classrooms, we offer assistance to our students that is second to none.

## Program Assistance

Our education department is only a phone call, fax, or e-mail away if you ever 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

Sixteen multiple-choice exams, chapter self-checks, and a required keyboarding homework 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 anytime, anywhere.

## Affordable Tuition

The Dental Office Assistant Program tuition covers your entire program including all textbooks, study guides and study units, exam evaluation services, online access to Mosby's Dental Dictionary, access to the Online Student Center, and your certificate.

## Financial Assistance

Blackstone serves all branches of the military and accepts 100% tuition assistance for its career training programs. Whether you are in the Air Force, Army, Coast Guard, Marines, Navy or National Guard, you can use Tuition Assistance to pay for your Blackstone education. Military spouses can also enroll using the Military Spouse Tuition Program, which pays 100% of their tuition. Veterans can obtain tuition assistance under the G.I. Bill. Find out today if you are eligible by contacting Blackstone.

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 1-800-826-9228 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.

## The Blackstone Career Center

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





# Online!

## Benefits of Blackstone Online

- Online testing
- Instant results
- Access to your records
- Access to grades & transcript
- Online chats with students & faculty
- Download your lessons anytime, anywhere
- Online student support
- Web resources

*Best of All ...*

No Additional Charge  
this is part of your standard tuition!

## System Requirements



**Reliable Internet Connection**



**An Active E-mail Account**



**Speakers/Working Sound System**



**Printer**



**Most recent version of a web browser such as  
Microsoft Internet Explorer, Mozilla Firefox, or  
Google Chrome**



### Licensure, Accreditation and 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
- Selected by *G.I. Jobs* magazine as a Military-Friendly School



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