The Dental Office Administration program will equip you with the office administrative skills and clinical knowledge necessary to work effectively in a dental practice.

You will study dental office procedures such as:

- preparation and maintenance of client records
- inventory systems
- recall systems
- appointment scheduling
- dental insurance
- accounting
- computer literacy (including dental software)
- oro-facial anatomy
- terminology
- basic clinical dentistry theory

Students have the opportunity to gain practical experience through exposure to the operation of our WAVE Dental Clinic located on-site at the Daphne Cockwell Centre for Health Sciences, Waterfront Campus.

PROGRAM STANDARDS AND LEARNING OUTCOMES

Each George Brown College certificate, diploma, advanced diploma and graduate certificate program is expected to deliver specific program learning outcomes. Program learning outcomes are statements that describe the knowledge and skills that students are expected to demonstrate by the end of their program of study. Programs are designed to deliver both vocation or discipline-specific learning outcomes and more generic essential employability skills (including communication, numeracy, critical thinking and problem solving, information management, interpersonal and personal skills).

In addition to the aforementioned learning outcome requirements, College programs are required to provide students with exposure to a breadth of learning beyond their vocational field, to increase their awareness of the society and culture in which they live and work. This breadth requirement is addressed through additional mandatory General Education courses in the program curriculum.

To see the relevant program learning outcomes for your specific program of study, please visit georgebrown.ca/programs/learning-standards-and-outcomes

REQUIRED COURSES

SEMMESTER 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Course name</th>
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<tbody>
<tr>
<td>ANAT1032</td>
<td>Anatomy and Terminology I</td>
</tr>
<tr>
<td>CLIN1001</td>
<td>The Clinical Environment I</td>
</tr>
<tr>
<td>DENT1109</td>
<td>Dental Office Theory I</td>
</tr>
<tr>
<td>DENT1111</td>
<td>Dental Software I</td>
</tr>
<tr>
<td>DENT1120</td>
<td>Transition to Work</td>
</tr>
<tr>
<td>DENT1121</td>
<td>The Dynamic Dental Practice</td>
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<tr>
<td>COMM1007</td>
<td>College English</td>
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SEMMESTER 2

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<td>ANAT1059</td>
<td>Anatomy and Terminology II</td>
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<tr>
<td>CLIN1002</td>
<td>The Clinical Environment II</td>
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<td>DENT1122</td>
<td>Dental Office Theory II</td>
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<td>DENT1123</td>
<td>Dental Software II</td>
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<tr>
<td>DENT1125</td>
<td>Field Education</td>
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<tr>
<td>GSSC1053</td>
<td>Collaborative Health Care in Canada</td>
</tr>
<tr>
<td>HLTH1024</td>
<td>Introduction to Health-Care Law</td>
</tr>
<tr>
<td>HRM1012</td>
<td>Developing People</td>
</tr>
</tbody>
</table>
YOUR CAREER

Upon graduation you will be prepared to become an integral part of a dental health-care team.

Our graduates have found employment with:

• a dental practice
• a specialty group practice
• a clinic as a receptionist or administrator
• a dental insurance company

With experience, you may advance in your career to become a treatment coordinator, supervisor or office manager.

Graduates are eligible to write the Ontario Dental Assistants Association (ODAA) Certified Dental Receptionist (CDR) examination. If successful, they are recognized as Certified Dental Receptionists. Please visit the Ontario Dental Assistants Association website⁴ to learn more about this certification and the associated fee.

ADMISSION REQUIREMENTS

Applicants are selected on the basis of their academic achievement, including the required courses, and the selection criteria outlined below.

• Ontario Secondary School Diploma or equivalent**
• Grade 12 English (C or U)
• Attending an information session is highly recommended
• Basic knowledge of keyboarding skills is recommended.
• Basic knowledge of computer skills is recommended.

** Mature Student status (19 years of age or older and no OSSD)

Please note that George Brown is committed to ensuring that applicants will succeed in their program of choice and meeting the minimum requirements does not guarantee admission to the program. Applicants may be required to have grades higher than the minimum requirements stated.

COURSE EXEMPTIONS

College or university credits may qualify you for course exemptions. Please visit georgebrown.ca/transferguide for more information.

INTERNATIONAL STUDENTS

Visit the International Admissions⁵ page for more information.

CONTACT US

For more information, contact the School of Health Services Management at 416-415-5000, ext. 4542 or email kcallemartinez@georgebrown.ca. You may also call the George Brown College Contact Centre at 416-415-2000 (TTY 1-877-515-5559) or long distance 1-800-265-2002.

VISIT OUR CAMPUS

Register for a free information session⁶ where you can:
• Talk to faculty in greater detail.
• Check out our WAVE Clinics⁷.
• Meet potential classmates
• Visit the Daphne Cockwell Centre for Health Sciences, Waterfront Campus where your classes will be held.

Visit georgebrown.ca/s115_info for a list of current information session dates and times.

LINKS REFERENCE

¹https://www.ontariocolleges.ca/en/programs?q=s115&page=0
²http://www.georgebrown.ca/international/futurestudents/tuitionfees/
³http://www.georgebrown.ca/wave/dentalclinic/
⁴http://www.odaa.org
⁵http://www.georgebrown.ca/international/futurestudents/applynow/
⁶http://www.georgebrown.ca/S115_info/
⁷http://www.georgebrown.ca/wave/

George Brown College is continually striving to improve its programs and their delivery. The information contained in this calendar is subject to change without notice. It should not be viewed as a representation, offer or warranty. Students are responsible for verifying George Brown College admission, graduation, and fee requirements as well as any requirements of outside institutions, industry associations, or other bodies that may award additional designations concurrently with, or after completion of, a George Brown College program.