

# DENTAL OFFICE ADMINISTRATION PROGRAM (S115)

<b>PROGRAM NAME</b>	Dental Office Administration	<b>TUITION</b>	\$4,071.00 *
<b>COURSE CODE</b>	S115	<b>ADDITIONAL COST</b>	
<b>SCHOOL</b>	School of Health Services Management		
<b>CENTRE</b>	Health Sciences		* Amounts listed are the total of tuition, materials, student service and ancillary fees for the first two semesters of programs starting in Fall 2018. Fees are subject to change for programs starting in Fall 2019 and at later dates.
<b>LOCATION</b>	Waterfront Campus		
<b>DURATION</b>	1 year (2 semesters)		
<b>FIELD EDUCATION</b>	Field Education		<b>International students:</b> Visit the International Fees and Related Costs <sup>2</sup> page for more information.
<b>STARTING MONTH</b>	September		
<b>CREDENTIAL</b>	Ontario College Certificate		
<b>YEAR OF STUDY</b>	2019-2020		
<b>METHOD OF STUDY</b>	FT		
<b>APPLY TO</b>	Ontario Colleges <sup>1</sup>		



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 may have the opportunity to gain practical experience through exposure to the operation of our WAVE Dental Clinic<sup>3</sup> located on-site at the Daphne Cockwell Centre for Health Sciences, Waterfront Campus.

## PART TIME STUDY OPTIONS

This program is not available on a part-time basis.

## FIELD EDUCATION OPTIONS

The field placement component of this program provides an important opportunity for students to apply classroom learning including the various procedures, operating systems and overall processes of a dental practice, to a real-world environment.

Students can expect to be offsite in placement in Semester 2 between January – April. They are typically placed with a general or specialty dental practice for a minimum of 100 hours. During that time, students will have the chance to observe and participate in the day-to-day operations of a dental office.

## PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Set up office systems.
2. Organize and coordinate appointments.
3. Maintain and manage patient records.
4. Maintain accounting records.
5. Employ correct methods of processing insurance claims.
6. Utilize micro-computer systems.
7. Mount and store dental radiographs.

## REQUIRED COURSES

### SEMESTER 1

Code	Course name
ANAT1032	Anatomy and Terminology I
CLIN1001	The Clinical Environment I
DENT1109	Dental Office Theory I
DENT1111	Dental Software I
DENT1120	Transition to Work
DENT1121	The Dynamic Dental Practice
COMM1007	College English
GNEED	General Education Elective

### SEMESTER 2

Code	Course name
ANAT1059	Anatomy and Terminology II
CLIN1002	The Clinical Environment II
DENT1122	Dental Office Theory II
DENT1123	Dental Software II
DENT1125	Field Education
GSSC1053	Collaborative Health Care in Canada
HLTH1024	Introduction to Health-Care Law
HRM1012	Developing People

## YOUR CAREER

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

### Our graduates have found employment as administrative dental assistants within:

- dental practices
- specialty group practices
- dental insurance companies

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 website<sup>4</sup> to learn more about this certification and the associated fees.

## 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)

Mature Students may take the Admissions Assessment for English<sup>5</sup>, OR may consider upgrading to achieve the credit (s) needed in English<sup>6</sup>.

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](http://georgebrown.ca/transferguide) for more information.

## INTERNATIONAL STUDENTS

Visit the International Admissions<sup>7</sup> 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](mailto: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 an information session<sup>8</sup> where you can:

- Talk to faculty in greater detail.
- Check out our WAVE Clinics<sup>9</sup>.
- Meet potential classmates.
- Visit the Daphne Cockwell Centre for Health Sciences, Waterfront Campus where your classes will be held.

Visit [georgebrown.ca/s115\\_info](http://georgebrown.ca/s115_info) for a list of current information session dates and times.

## LINKS REFERENCE

<sup>1</sup><https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=S115&lang=en>

<sup>2</sup><http://www.georgebrown.ca/international/futurestudents/tuitionfees/>

<sup>3</sup><http://www.georgebrown.ca/wave/dentalclinic/>

<sup>4</sup><http://www.odaa.org>

<sup>5</sup><http://www.georgebrown.ca/assessment/admi-pre/>

<sup>6</sup><http://www.georgebrown.ca/upgrading-credits/english-diploma/>

<sup>7</sup><http://www.georgebrown.ca/international/futurestudents/applynow/>

<sup>8</sup>[http://www.georgebrown.ca/s115\\_info/](http://www.georgebrown.ca/s115_info/)

<sup>9</sup><http://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.*