



Business *Skills* College

Business • Technology • Healthcare

Course Information:

Dental Office Administration

TRAIN FOR DENTAL OFFICE ADMINISTRATION

With over 400 dentists practicing in the Hamilton area, graduates skilled in dental office administration are in demand. Graduating from the Dental Office Administration Diploma program will prepare you not only to work in a dental office, but in various healthcare settings including insurance and pharmaceutical companies, dental supply companies, and research and development firms. You may also choose to write the Certified Dental Receptionist exam through the Ontario Dental Assistants Association. Upon successful completion of the exam, you may add the “CDR” initials after your name.

START YOUR NEW CAREER IN HEALTHCARE

As a graduate of the Dental Office Administration Diploma program, you will learn the skills required to work in either a computerized or manually run dental office. The course covers topics such as dental insurance, coding and billing, and terminology and treatments. ABELdent software, the industry leader in dental software, is featured in this 8-month course. In addition, you will learn a wide variety of in-depth computer programs. The computer skills you will gain will provide a foundation for pursuing certification as a Microsoft Office Specialist in Microsoft Word, Excel, Access, and PowerPoint.

USE THE FLEXLEARN™ SYSTEM TO GRADUATE IN 8 MONTHS

With the Flexlearn™ system, you can prepare for your new career in less than 8 months.

- Extra courses at no charge – free electives are possible
- Flexible schedules – work around your family and home schedule
- Extra assistance when YOU need it – book one-on-one assistance from qualified instructors
- Customized courses can be created for you