



Dental Receptionist and Administrative Diploma

Graduates from this program are prepared with the skills necessary to secure a position in dental office administration.

Program Contents

- Dental Office Administration Procedures
- Dental Terminology
- Dental Anatomy
- Dental Radiography
- Insurance Billing
- AbelDent Software
- Career Management
- Computer Fundamentals
- Windows Environment
- MS Office Suite
- Accounting Concepts
- Business Communications
- Customer Service

Admission Requirements

- Grade 12 (or equivalent) or Mature student status
- Successful completion of a literacy and logic test
- Good command of the English language

Duration

- 17 week program
- 25 hours/week

Tuition Cost

\$5,630.00*

*Does not include books and other fees

Acquired Skills

- Basic dental terminology
- AbelDent processes
- Basic principles of dental imaging
- Radiography
- Dental pathologies and preventative programs
- Recording dental treatments and billing procedures
- Advanced word processing and spreadsheet procedures using Word and Excel
- Proficiency managing e-mail using Outlook
- Building effective presentations using PowerPoint

Career Opportunities

- Dental Office Receptionist
- Dental Office Manager
- Dental Insurance Claims Examiner
- Dental Bookkeeper
- Dental Recall Co-ordinator

Location(s)

- Mississauga Campus**
- 190 Robert Speck Parkway
- Mississauga, ON L6Z 3K3
- Phone: 905•949•9400

Call Now & Start Your Success Today!