Dental Office Administration is a versatile field that provides individuals with the opportunity to work in the fast-paced clerical and clinical sides of a dental office. In this position, you will support the dentist and deliver high-quality care to patients. Whether checking patients in for their appointments, assisting with chairside dental procedures, or tactfully interacting with insurance companies, a Dental Office Administrator performs a range of dynamic tasks. Students in this dental degree program are taught to ensure that day-to-day dental office operations are run efficiently and effectively.

Program Objective

This program is designed to provide students with the skills and knowledge that will qualify them for entry-level positions in the Dental Office Administration field. Students are trained in clinical assisting processes, administrative procedures and business tactics.

The degree program offers state-of-the-art dental lab and classes in dental assisting techniques, dental sciences, dental materials, dental radiography, instrument sterilization, and specialty practices. Building upon the program, students learn office management, business accounting skills, and general education courses to ensure solid administration knowledge.

Students complete a five-week externship. Once completing the program, graduates are eligible to sit for the RDA exam.

Employment Outlook

According to the Bureau of Labor Statistics, the occupation of Dental Assistants is projected to grow much faster than the average of all occupations through 2022 — an employment increase of 25%.

*These national statistics are not geographically assigned. For more information, please see IBMC’s Career Services Department.

Instructor/Student Ratio:

- Theory class (non-dental): 1 instructor per 30 students
- Lab class (non-dental): 1 instructor per 16 students
- Theory class (dental): 1 instructor per 24 students
- Lab class (dental): 1 instructor per 12 students

Career Potential

Graduates are qualified to work in a dental practice, group practice, public healthcare facility, oral care office, school or hospital. They may also be employed in specialty practices, such as oral and maxillofacial surgery, orthodontics, dentofacial orthopedics, endodontic, periodontics, prosthodontics, and pediatric dentistry clinics.