



Associate of Occupational Studies Degree

DENTAL OFFICE ADMINISTRATION

Program available at the Fort Collins, Longmont and Colorado Springs, CO campuses

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 as Dental Office Administration professionals. Dental Office Administration students are trained in administrative, business and clinical procedures.

The degree program offers training in dental assisting techniques, dental sciences, dental materials, dental radiography, specialty practices, office management, as well as business and accounting skills and general education classes to ensure solid administration knowledge is gained for success in the dental field.

Students complete a 5-week externship and graduate from the program eligible to sit for the Registered Dental Assistant Exam. The Registered Dental Assistant examination is administered by the American Medical Technologists (AMT), which is a nationally and internationally recognized certification agency and membership society for medical professionals.

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 2024 — **an employment increase of 18%.***

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

Course Area / Minimum Credit Hours

ACCOUNTING / 4

(4) ACC111 Principles of Accounting

BUSINESS / 12

(4) BUS112 Introduction to Business & Customer Service

(4) BUS115 Leadership

(4) CMS111 Career Marketing Strategies

COMPUTER SKILLS / 9

(3) CIS110 Fundamental Computer Skills

(3) CIS121 Introduction to Spreadsheets

(3) KBD111 Beginning Keyboarding

DENTAL SKILLS / 45

(4) DAS110 Introduction to Dental Assisting

(4) DAS120 Dental Sciences I

(4) DAS125 Dental Sciences II

(3) DAS130 Preclinical Skills

(3) DAS140 Dental Materials

(3) DAS150 Dental Radiography I

(3) DAS155 Dental Radiography II

(3) DAS160 Clinical Skills I

(3) DAS165 Clinical Skills II

(4) DAS180 Dental Office Management

(4) DAS200 Dental Review

(5) DAS210 Externship

(2) EMG101 Basic CPR & First Aid Certification

GENERAL EDUCATION / 20

(4) ENG121 English Communications*

(4) MTH120 College Mathematics*

(4) PSY107 Psychology of Success

(4) PSY134 General Psychology*

(4) SPH111 Principles of Speech*

TOTAL CREDITS / 90

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 speciality practices, such as oral and maxillofacial surgery, orthodontics, dentofacial orthopedics, endodontic, periodontics, prosthodontics, and pediatric dentistry clinics.



- Fort Collins
- Greeley
- Longmont
- Colorado Springs
- Cheyenne

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