

# Associate of Occupational Studies Degree DENTAL OFFICE ADMINISTRATION

Not currently enrolling in this program

Fort Collins  
Greeley  
Longmont



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, office management, as well as business, accounting, and applied general education classes to ensure solid administration knowledge is gained.

Students complete a 5-week externship and graduate from the program are 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 / Career Potential

- According to the Bureau of Labor Statistics, the occupational of Dental Office Administration is projected to grow much faster than the average of all occupations through 2026 — **an employment increase of 19%.\***
- Graduates are qualified to work in a dental practice, group practice, public healthcare facility, oral care office, school or hospital or in specialty practices, such as oral and maxillofacial surgery, orthodontics, dentofacial orthopedics, endodontic, periodontics, prosthodontics, and pediatric dentistry clinics.

\*U.S. Bureau of Labor Statistics Occupational Outlook Handbook: Dental Assistants. For more information, please see IBMC's Career Services Department.

## Program Overview: Minimum Credit Hours, Course Area

### Core Courses: 32 Credit Hours

4	DAS110	Introduction to Dental Assisting
4	DAS126	Dental Sciences Applications
3	DAS130	Preclinical Skills
3	DAS140	Dental Materials
3	DAS151	Dental Radiography
3	DAS160	Clinical Skills I
3	DAS165	Clinical Skills II
4	DAS180	Dental Office Management
5	DAS210	Externship

### Online Courses: 42 Credit Hours

4	ENG121OL	English Communications
4	MTH120OL	College Mathematics
4	ETH150OL	Ethics in the Workplace
4	BUS112OL	Introduction to Business and Customer Service
4	PSY134OL	General Psychology
4	BUS115OL	Leadership
3	CIS111OL	Computer Literacy
4	HRM201OL	Human Resources Management
4	SPH111OL	Principles of Speech
3	OPP111OL	Office Procedures
4	ACC111OL	Principles of Accounting

## Instructor/Student Ratio

**Theory class:** 1 instructor per 30 students

**Lab class:** 1 instructor per 16 students

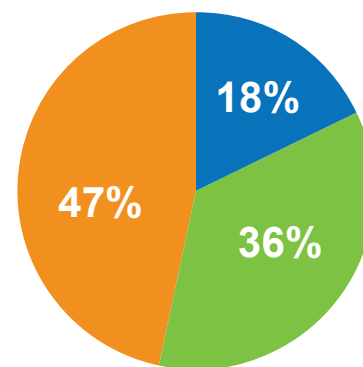
## Course Breakdown

**Total Credits: 90**

**Total Weeks: 80**

# FLEXED

- Foundation Campus
- Online Courses
- Core Courses



### Foundation Courses: 16 Credit Hours

4	PSY107	Psychology of Success
4	MTA111	Medical Terminology and Basic Anatomy I
4	MTA112	Medical Terminology and Basic Anatomy II
4	CMS111	Career Marketing Strategies

*Foundation Courses may be available at alternate IBMC campuses*

*Meets General Education Requirements for A.O.S. Degree*