

DENTAL OFFICE ASSISTANT (DOAS)

705-566-8101
continuing@CambrianCollege.ca

This program will prepare students to work as a receptionist in a Dental practice. It includes foundational knowledge about preventative dentistry for non-dental professionals, communication and customer service skills as well as an introduction to common scheduling and billing software used in this setting.

Admissions

OSSD or Mature Student Status

If you are interested in completing the entire certificate program, please click here (<https://CambrianCollege.ca/certificate-programs-sign-up/>) to sign up prior to registering for your courses. See Program of Study or Course Delivery tabs to register for individual courses.

Career Opportunities

- Clerical staff in dental public health department
- Customer service representative in dental office or insurance company
- Dental office administrator
- Receptionist

Certificate requirements

In order to obtain the Certificate of Completion, the following courses must be completed:

| Code | Title | Credits |
|----------------------|------------------------------------|----------|
| OFF 1002 | Communication in a Dental Practice | 1 |
| OFF 1003 | Dental Office Software | 2 |
| OFF 1004 | Dental Insurance and Billing | 2 |
| OFF 1012 | Dental Office Procedures | 3 |
| Total Credits | | 8 |

To apply to this program, please email continuing@CambrianCollege.ca with your request. Our team will be happy to assist you with the application process.

Course delivery

Please visit Cambrian College's eStore (<https://CambrianCollege.ca/estore/flywire.com/products/?storeCatalog=10752>) to see which courses from this program are available for registration at this time.

Courses are delivered asynchronously online. This means you do not have to log in at a specific day or time to complete your coursework. However, you are responsible for meeting all course due dates as posted within the course. Most courses will have weekly modules or assignments to complete. We recommend that students budget a minimum of 5 hours per week per 3-credit course they are taking online to be successful.

Important Note: Cambrian College reserves the right to cancel the offering of courses in certain terms.

Contacts

Continuing Education