

# Dental Office Administrative Assistant Certificate



Central Okanagan  
Public Schools  
Together We Learn



This 120-hour certificate program is an introduction to the basic skills necessary for employment as a dental office administrative assistant, including front-desk skills. Students will receive an introduction to dentistry and routine dental procedures, and learn maintenance of patient records, insurance forms, appointment control, and record keeping within a computerized environment. Emphasis is on effective oral and written communication and professionalism in the dental office.

## Admission Requirements

Grade 12 student with good attendance and academic standing on a Dogwood graduation plan.

## English Requirements

English 12 with a minimum of 60%. Concurrent enrollment in English is allowed.

## Graduation Requirements

Students must pass the practicum and attain a minimum grade of 60% in all courses in the program.

## Program Outline

DAA 100 - Communication Skills

DAA 101 - Introduction to Dentistry

DAA 102 - Dental Office Procedures and Computers

## Tuition

SD23 Pays: Tuition: \$1,742.00

Student Pays: \$50.00 materials

Course books are supplied in an electronic format online.

You will need a computer or laptop with a camera, microphone and speakers.

Okanagan College uses the Dentrix system.

\*All program costs are approximate and subject to change without notice.

## Intake Dates (subject to change)

September and January

## Program Delivery via Okanagan College

Synchronous online learning: Mon, Wed and Thurs evenings

## Credits Earned

Students will earn 8 elective credits, (2 courses) at the gr 12 level

## Sponsorship Requirements for SD23 Students

- Complete the School District application package and hand it into your Career Programs Coordinator
- Be on track to graduate with a Dogwood diploma
- Meet with high school Career Coordinator to review program
- Okanagan College course requirements / admission requirements met for program
- Application approved and accepted by School District
- An interview may be required for potential applicants



## Student for a Day

Due to the delivery of this course, there is no student for the day opportunity. Students are encouraged instead to participate in their own career research. Evidence of career research will be evaluated during the in-person interview with the dual credit coordinator.

Applications are available at your school Career Centre  
or go to [www.dualcredit23.sd23.bc.ca](http://www.dualcredit23.sd23.bc.ca)

## CONTACTS:

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