

Dental Administrative Specialist

405 HOUR PROGRAM

Program Objectives:

This program of study is designed to prepare the student for employment in areas such as Dental Administrative Specialist, Administrator, Secretary, Receptionist or Manager of a Dental Facility. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be employed as an entry level Dental Administrative Specialist in the broad field of Dentistry.

Courses include Windows, Medical Terminology, Dental Terminology, HIPAA, and the latest Microsoft Applications. The main focus of this program is to prepare the student for any Medical related Administrative position that emphasizes the personal computer and Interpersonal Relations.

Courses:

Windows
Microsoft Word (Introduction to Advanced)
Microsoft Excel (Introduction to Advanced)
Microsoft Access (Introduction to Advanced)
Microsoft PowerPoint (Introduction to Advanced)
Microsoft Office (Integration techniques)
Microsoft Outlook (Setup, Email, Calendar, Tasks, Journal Entries, Contact Information, Address Book and more!)
Dental Terminology
Medical Terminology
HIPAA
Internet Explorer (Introduction to Advanced)
ICD-9, CPT-4
Medical Coding Techniques
Career Development
Job Placement Assistance
Resume Preparation