



## CERTIFICATION TO ENHANCE YOUR SKILLS.

### DENTAL OFFICE COORDINATOR CERTIFICATE

#### PROGRAM THE CERTIFICATE IS A PART OF

- Dental Hygiene Program
- Dental Assisting Certificate

The Dental Office Coordinator prepares completers for positions in private dental offices; dental clinics; federal, state and municipal health departments. Dental office coordinators work in a variety of office situations, both specialty and general practice offices. Main duties include using electronic patient management software, scheduling dental appointments, creating patient files, reviewing dental insurance and dental coding and performing reception and office management procedures. The Certificate provides opportunities to acquire knowledge in dental and medical terminology, small business accounting, and interpersonal communication skills. Classroom sessions are complemented by planned practical experiences in the on-campus dental clinic and off-site dental offices for hands-on learning opportunities.

This certificate is approved by the Department of Higher Education and is financial aid eligible.

#### JOB OPPORTUNITIES FOR GRADUATES

Dental Office Coordinators experience excellent job placement and flexible scheduling in general and specialty dental offices. Alternative career opportunities include public health departments, community programs and clinics, teaching and consulting.

#### SALARY

The Ohio entry annual wage is \$23,761 - \$33,016.

#### LOCATION

Toledo-area Campus

#### PREREQUISITES, CO-REQUISITES, AND ELECTIVE INFORMATION

Contact your advisor for elective recommendations. Prerequisites and co-requisites may apply.

#### TRANSFER OPTIONS

Completers may pursue an associate degree through Owens, transfer to area colleges, or through online options. Meet with an admissions representative or the program chair for more information.

#### ADMISSION REQUIREMENTS

25 students are admitted to the Cohort. Certificate Applications are ongoing.

- Students must submit an application to be accepted in the Dental Office Coordinator Certificate.
- Students must have any developmental courses completed in reading and math to be accepted in the Dental Office Coordinator Certificate.
- Students must have a 2.0 GPA by the end of the 1st semester and be college ready in reading.
- Students who do not qualify for admission can reapply in following semesters. Students may take Arts and Sciences courses as specified by the Dental Office Coordinator Certificate.

Upon successful completion of these courses, students may apply for entrance into the Dental Office Coordinator Associate of Applied Business degree. Contact the Advising office for more information.

**OWENS.EDU**

Office of Admissions  
Toledo-area Campus - (567) 661-7777

School of Nursing and Health Professions  
Dental Hygiene Department  
(567) 661-7290



**OWENS**  
COMMUNITY COLLEGE

# PROGRAM CURRICULUM

## DENTAL OFFICE COORDINATOR CERTIFICATE

You can complete the Dental Office Coordinator Certificate in two semesters. You will learn accounting for small business, medical terminology, and dental office management as part of the curriculum. Effective communication, business/professional communication, and dental insurance coding and billing will prepare you to be a professional dental office coordinator.

### REQUIRED COURSES

#### 1ST SEMESTER

|          |                                |                           |
|----------|--------------------------------|---------------------------|
| DAS 120  | Dental Practice Coordination   | Credits: 3(Lec: 3)        |
| ENG 111  | Composition I *                | Credits: 3 (Lec: 3)       |
|          | or                             |                           |
| ENG 111P | Composition I Plus *           | Course Credits: 4(Lec: 4) |
| HIT 125  | Language of Medicine           | Credits: 3(Lec: 3)        |
| IST 131  | Computer Concepts and Apps     | Credits: 3(Lec: 3)        |
| OAD 100  | Beginning Keyboarding          | Credits: 2(Lec: 2)        |
| OAD 135  | Intro to Office Administration | Credits: 3(Lec: 3)        |

#### 2ND SEMESTER

|         |  |                                 |
|---------|--|---------------------------------|
| ACC 100 | Accounting for Small Business            | Credits: 3(Lec: 3)              |
| BUS 105 | Effective Human Relations                | Credits: 3(Lec: 3)              |
| DAS 121 | Dental Insurance Coding                  | Credits: 2(Lec: 2)              |
| DAS 122 | Dental Practice Coordinator<br>Practicum | Credits: 1(Lec: 0.5 Other: 3.5) |
| MTH 133 | Quantitative Reasoning *                 | Credits: 3 (Lec: 3 Lab: 1)      |
| OAD 110 | Bus & Professional Communication         | Credits: 3(Lec: 3)              |

\*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at [www.ohiohighered.org/transfer/transfermodule](http://www.ohiohighered.org/transfer/transfermodule)

Complete and pass the proficiency test (25wpm) and OAD 100 will be waived.



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Your *Success* Starts Here.



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