



# Dental Office Receptionist

## Course Overview

**\$876**

Do you want a rewarding and challenging career? Do you like working in a team environment? Dental Office Reception could be a great job for you!

In this course, you will learn dental terminology and anatomy, telephone and customer etiquette, tooth identification and numbering, dental records management, dental insurance and billing procedures, appointment scheduling, and how to work with current dental fee guides.

### Textbook:

The Digital Textbook: Dental Office Administration, 2nd Edition 2021 (Baillargeon, S) can be purchased at the Bookstore.

### Prerequisites

Grade 10 or equivalent

## 60 Hours In-Person

**1**

**2025S CEDR 150 - 101**

**January 20 - March 31, 2025**

Monday & Wednesday | 6:00pm - 9:00pm

Registration recommended by  
January 3, 2025.

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

## Ready to Register?

Request for Registration Online Form; and/or  
Sponsor an Employee Form

## FOR MORE INFORMATION:

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