



# Dental Office Receptionist

## Course Overview

**\$893**

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 CNC Bookstore.

### Pre-requisites:

Grade 10 or equivalent

**60 Hours  
Offered In-Person  
(Prince George  
Campus)**

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**2026S CEDR 150 101**

**January 19 - March 30, 2026**

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

## Ready to Register?

[Request for Registration Form;](#)  
[and/or Sponsor an Employee Form](#)

### FOR MORE INFORMATION:

P 250 561 5846

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