



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

This course may be eligible for funding through the [StrongerBC future skills grant](#).

**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:

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New Caledonia