



Marian Court College – ASSOCIATE DEGREE Dental Office Management

THE DENTAL OFFICE MANAGEMENT program is designed to prepare students to enter the highly in-demand field of Dental Office Management. Graduates possess the skills and knowledge required to work in a dental office and other related settings. Students complete foundation courses which emphasize dental terminology, computer applications, and basic knowledge of dental practice systems and insurance.

CAREER OUTLOOK

The Associate in Science in Dental Office Management program provides students with a foundation in the liberal arts, analytical skills, and an introduction to specialized professional courses. These subjects provide students with the opportunity to:

- ▶ Transfer to a four-year college or university to pursue a baccalaureate degree in a related program of study. Marian Court College has many transfer agreements with public and private four-year colleges and universities.
- ▶ Enter the job market in many professional work settings including independent dental offices, clinics, hospitals, and insurance, sales or marketing companies.

PROGRAM OUTCOMES

In addition to general education outcomes, graduates of the program will:

- ▶ Develop the skills necessary to function as dental office managers.
- ▶ Demonstrate knowledge of dental language and its structure.
- ▶ Apply critical thinking skills when providing dental office administration services.
- ▶ Develop competencies needed to succeed in the workplace, including time and organization management, human relations, and teamwork skills.
- ▶ Demonstrate a general knowledge of computers and understand technologies related to the dental field.

COURSE REQUIREMENTS

Core Requirements (30/31 credits)			Major Requirements		
CS100	Computer Concepts, Applications & Internet or CS120	3	BU211	Principles of Marketing	3
EC210	Macroeconomics	3	BU214	Advertising & Consumer Behavior	3
EN110	English Composition I*	3	BU216	Business Ethics	3
EN120	English Composition II	3		<i>or</i> Medical Ethics in Healthcare	
HI109	World History I	3	DE100	Dental Terminology	3
	<i>or</i> HI110 World History II		DE160	Dental Coding & Reimbursement	3
HU110	Oral Communication & Presentation	3	DE200	The High-Tech Dental Office	3
PS101	General Psychology	3	DE210	Dental Practice Hygiene	3
SO201	Introduction to Sociology	3	ME205	Medical Assisting - Administrative	3
	Math Elective**	3	SC110	Anatomy & Physiology	4
	Science Elective	3/4		Internship	3
			Total Credits:		60/61

Business Electives: BU205 Personal Finance Management, BU214 Advertising & Consumer Behavior, BU240 Small Business Management, BU232 E-commerce, BU245 Principles of Buying, BU255 Retail Management. Other electives may be selected with academic approval.

Math Electives: MA110 Math for Business, MA130 College Algebra, MA160 Pre-Calculus

Science Electives: BI101 Biological Concepts, SC101 Health & Wellness, SC110 Anatomy & Physiology

* Based on placement test scores students may be required to take EN109 Fundamentals of English *and/or* EN099 Reading and Study Skills as a prerequisite.

** Based on placement test scores students may be required to take MA098 Elementary Algebra as a prerequisite.