

# DENTAL ADMINISTRATION

**Program:** DADM

**Credential:** Ontario College Certificate

**Delivery:** Full-time - online + Part-time - online

**Work Integrated Learning:** 1 Clinical Placement

**Length:** 2 Semesters

**Duration:** 1 year

**Effective:** Fall 2026

**Location:** Barrie

## Description

As a Dental Administration student, you develop specialized knowledge and skills needed to work in a variety of oral health-care settings. You learn to perform an operational role, within a dental team, to manage administrative duties and support daily operations. Technological skills are emphasized using computer applications and specialized software to enhance office workflow. You learn the importance of legal and ethical responsibilities required for clinical and office procedures. As an effective team member, you employ interpersonal and communication skills to ensure high-quality, diverse client care during which you create opportunities to foster leadership skills. Additionally, you consolidate your learning in a supervised placement gaining hands-on experience relevant to your program.

## Career Opportunities

Graduates of this program are qualified to work in a wide variety of dental settings including:

- General or Family Dental Clinics
- Endodontic Specialty Clinics
- Maxillofacial Radiology Clinics
- Oral and Maxillofacial Surgery Clinics
- Oral Pathology Clinics or Departments
- Orthodontic Clinics
- Pediatric Dental Clinics
- Periodontics Clinics
- Prosthodontic Clinics
- Public Health Dental Clinics
- Insurance companies

## Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. manage client records and practice information ensuring privacy, confidentiality and security in accordance with information management legislation;
2. manage financial operations of a dental office to meet organizational requirements and legislative guidelines;
3. use information technologies to support the daily operations and manage administrative duties of a dental office such as the collection, distribution and response to correspondence;
4. integrate theoretical knowledge into practical tasks within a dental office to maintain practice centered on the client;

5. develop marketing materials for dental practice promotion and for client education relating to post-procedure care and preventive strategies;
6. contribute to the development, implementation, and evaluation of processes related to employee recruitment, selection, and onboarding to ensure the dental office attracts, hires, and retains qualified staff;
7. support dental environment infection prevention and emergency protocols to maintain a safe practice;
8. create a positive and inclusive office environment, through reflective practice and adherence to professional and ethical standards, to foster a supportive workplace culture, enhance team collaboration, and ensure high-quality client care.

## Program Progression

The following reflects the planned progression for full-time offerings of the program.

### Fall Intake

- **Sem 1:** Fall 2026
- **Sem 2:** Winter 2027

## Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent, or mature student status
- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: [www.georgiancollege.ca/admissions/academic-regulations/](http://www.georgiancollege.ca/admissions/academic-regulations/) (<https://www.georgiancollege.ca/admissions/academic-regulations/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit for Prior Learning website for details:

[www.georgiancollege.ca/admissions/credit-transfer/](http://www.georgiancollege.ca/admissions/credit-transfer/) (<https://www.georgiancollege.ca/admissions/credit-transfer/>)

## Additional Information

For clinical placements, students have the opportunity to participate in work integrated learning, typically within a general or specialty dental practice. Students are required to provide their own transportation to the placement site.

Note: some certifications, checks and/or screenings may be required for placements.

## Graduation Requirements

- 9 Program Courses
- 1 Clinical Placement
- 1 Communications Course
- 1 General Education Course

## Graduation Eligibility

To graduate from this program, the passing weighted average for promotion through each semester, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

## Program Tracking

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the program tracking.

Semester 1		Hours
Program Courses		
DENT 1090	Dental Sciences for Office Administrators	56
DENT 1091	Regulations in the Dental Environment	42
DENT 1092	Dental Office Philosophy	42
DENT 1093	Dental Office Management 1	42
DENT 1094	Clinical Placement Preparation	28
DENT 1095	Professionalism and Client Management	56
Communications Course		
Select 1 course from the Communications list during registration.		42
<b>Hours</b>		<b>308</b>
Semester 2		
DENT 1096	Dental Theory and Imagery	42
DENT 1097	Dental Software for the Dental Administrator	70
DENT 1098	Dental Office Management 2	42
Clinical Placement		
DENT 1099	Dental Administration Clinical Placement	112
General Education Course		
Select 1 course from the General Education list during registration.		42
<b>Hours</b>		<b>308</b>
<b>Total Hours</b>		<b>616</b>

## Graduation Window

To graduate from this program, the passing weighted average for promotion through each semester, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

**Disclaimer:** *The information in this document is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs.*

*Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.*