**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**MEDICAL OFFICE ADMINISTRATION/**

**DENTAL OFFICE SPECIALIST CERTIFICATE (C25310C3)**

Effective Date: Fall 2024

Revised: 01/31/24

Day and Evening

The Dental Office Specialist certificate is designed to prepare individuals for employment in a dental office or other dental healthcare related business.

The certificate program covers keyboarding, dental terminology, dental billing and coding, medical ethics, and dental office management and simulation. Students will learn administrative and support functions and develop skills applicable in dental environments.

Upon completion of this program, students would be able to perform the necessary skills required in today's dental office or transfer the course credits to one of the Medical Office Administration programs for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OST130 | Comprehensive Keyboarding | 2 | 2 | 0 | 3 |
| or |  |  |  |  |  |
| OST132 | Keyboard Skill Building | 1 | 2 | 0 | 2 |
| \*OST143 | Dental Office Terminology | 3 | 0 | 0 | 3 |
| \*\*OST147 | Dental Billing and Coding | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **7** | **2** | **0** | **8** |

**SPRING SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OST149 | Medical Legal Issues | 3 | 0 | 0 | 3 |
| OST245 | Dental Office Management | 2 | 2 | 0 | 3 |
| OST246 | Dental Office Simulation | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **7** | **4** | **0** | **9** |

**TOTAL REQUIRED CREDITS.... 17**

**Work-Based Learning Option:** NA

**\***1st eight weeks

**\*\***2nd eight weeks