

# DAT 114: Dental Office Administration

This course is designed to introduce basic dental office procedures. Emphasis includes appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Upon completion, students should be able to demonstrate efficiency in dental office administrative procedures.

**Credits:** 4

**Transfer Code:** Code C

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

As required by program

**Program:** Dental Assisting

**Semester Offered:**

Summer