

DOUGLAS COLLEGE

A: Division: INSTRUCTIONAL

Date: MAY 7 1997

B: Faculty: HEALTH SCIENCES

New Course:

Revision of Course:

Dated:

MAY 19

ASSISTANTS

Descriptive Title

Semester Credit

Subject & Course No.

Summary of Revisions: (Enter date & section)

E: Calendar Description:

Subject and Course Number

Subject and Course Number

Biographic Form

Don't Assist (latest edition)

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Textbook and Materials to be Purchased by students. Use only

1. *Modern* by H. G. J. Ehrlich, G. H. C. & Dietz, Philadelphia: W. B. Saunders Co.

2. *Miller's Fashion Merchandising and Family Goods* by Febiger.

Subject and Course Number

2. Appointment Control

Time Utilization

Appointment Entries, manual and computerized

Single and Multiple Operatory Scheduling

Appointment Confirmation

Daily Schedules

Appointments

Recall System

Dental Claim Forms

Processing Claims, manual/computerized