



EFFECTIVE: SEPTEMBER 2003
CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **SEPTEMBER 2003**

B. Department / Program Area: **Health Sciences** Revision New Course

If Revision, Section(s) Revised: F, M,N,

Date of Previous Revision: May 7, 1997

Date of Current Revision: August 25, 2003

C: **CHDA 1118** D: **Reception Skills For Dent**

Course No.	Descriptive Title	Semester Credits
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F: Calendar Description:

This course will provide the learner with the knowledge, skills and values related to the fundamental principles of dental office management, focusing on basic dental reception procedures. The course will include the organization and management of client records, appointment scheduling, insurance claims, financial records and inventory control systems.

Primary Methods of Instructional Delivery and/or Learning Settings:

Lecture/Practice
 Field Experience

Number of Contact Hours: (per week / semester for each descriptor)

Lecture/Practice: 15 per semester
 Field Experience: 5 per semester

Number of Weeks per Semester: 15

K: Maximum Class Size:
 30

L: PLEASE INDICATE:

Non-Credit

X

M: Course Objectives / Learning

<p>O: Methods of Instruction</p> <ol style="list-style-type: none"> 1. Lecture/Practice 2. Class Discussion/Seminar 3. Demonstration 4. Computer
<p>P: Textbooks and Materials to be Purchased by Students</p> <p style="padding-left: 40px;">Torres, H.O., Ehrlich, A., Bird, D., & Dietz, E. Modern Dental Assisting (latest edition). Philadelphia: W.B. Saunders Co.</p> <p style="padding-left: 40px;">Wilkins, Esther M., Clinical Practice of the Dental Hygienist, (latest edition). Philadelphia: Lea and Febiger.</p> <p style="padding-left: 40px;">Same texts used in all courses of the Dental Assisting Program.</p>
<p>Q: Means of Assessment</p> <p>Course evaluation is based on course objectives, and is consistent with Douglas College Evaluation Policies. An evaluation schedule is presented to the students at the beginning of the course.</p> <p>A minimum mark of 65% is required to be successful in the course.</p> <p>Outlines of evaluation may be subject to change.</p>
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes</p>

Course Designer(s)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar