

COURSE INFORMATION

COURSE PREFIX/NO:	DAT 122
COURSE TITLE:	Dental Office Management
LECTURE HRS/WK:	3.0
LAB HOURS:	0
CREDIT HRS/SEMESTER:	2.0

DL ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION

Entry Level Skills – Must be a student enrolled in the Expanded Duty Dental Assisting Program

Pre-Requisites – None

Co-Requisites – None

COURSE DESCRIPTION:

This course provides a study of the business aspect of a dental office.

COURSE COMPETENCIES:

Upon successful completion of this course, the student will be able to perform the following objectives stated in each module:

Module I – Marketing Your Skills & Employment Opportunities

1. Prepare resume and cover letter for job interview.
2. Identify various employment opportunities.
3. Discuss techniques for a successful job interview.

Module II – Dental Team Management & Administrative Roles in Dentistry

4. Identify the various types of Administrative Dental Assistants
5. Discuss the roles of the Administrative Dental Assistant
6. Explain HIPPA's role in the dental practice.

Module III – Dental Office Communications

7. Identify methods of marketing the dental practice
8. Identify various forms of printed communications used in the dental office.
9. Identify and obtain entry-level skills with basic dental office equipment.
10. Identify communication skills necessary to manage a dental office.

Module IV – Records Management

11. Maintain client records.
12. Identify recall systems.
13. Discuss the process of maintaining a filing system.
14. Maintain an appointment book and daily sheet.
15. Maintain an active inventory control.

Module V – Bookkeeping Procedures

16. Complete dental insurance forms.
17. Prepare daily journal sheet, make entries, and balance daily journal sheet.
18. Prepare bank deposits and reconcile a bank statement.
19. Identify various methods of collecting overdue accounts.

COURSE REQUIREMENTS:

In order to successfully complete DAT 122, the student is required to fulfill the following requirements:

1. Attend lecture sessions. The student is responsible for all information covered in any session.
2. Complete all reading assignments. The student is responsible for all information in reading assignments and exams regardless of extent of discussion in class.
3. Successfully complete all written tests with a minimum average grade of 70%.
4. Complete and turn in all writing assignments on due date.

ATTENDANCE POLICY

Students are expected to attend all lecture sessions. If an absence is unavoidable, the student must contact the instructor prior to class at **327-8039** or **1-800-922-8324 ext 8039**. Failure to attend class will result in an absence. If a student is absent more than three consecutive days, a doctor's statement will be needed. Students who are absent from class more than 20% of the hours assigned will be withdrawn. Refer to the York Technical College Catalog and Handbook.

ACADEMIC INTEGRITY

The policies stated in the *York Technical College Catalog and Handbook* will be enforced. "The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero (0) and will be subject to further disciplinary action".

METHODS OF INSTRUCTION

Lectures	Discussions
Reading Assignments	Homework Assignments
WebCT	

There are lesson objectives which correspond with each lecture, and these are available on WebCT. The theory will be given in the lecture session to include discussion, and question and answer sessions.

MINIMAL STANDARDS

The student must achieve a final grade of 70% or better to successfully complete the course. The student must receive a passing grade in this course to successfully complete the Expanded Duty Dental Assisting Program.

EVALUATION STRATEGIES

Testing

There will be a minimum of one (1) test per module. The tests will be multiple choice, matching, fill-in the blank, listing and theory application questions (short essay). Tests will be timed on the basis of content. All tests will be announced one (1) week prior to the testing date. **If a student will be absent on the day of the test, she/he is to contact the instructor prior to testing time.** If a student is not present on the day of the assigned test, the grade for the test will be dropped one letter grade. The student must make an appointment with the Assessment Center (981-7176) to take the test. The test must be taken prior to the next class meeting. If the student fails to make up the test, the student will receive a zero (0) on the test.

Writing Assignments

The writing assignments are posted on WebCT. The **student is to be present during class period that assignment is due. Instructor will not accept assignments from other students.** Failure to turn in assignment on due date will result in an eleven (11) point deduction for each written assignment. Failure to turn in at the next class meeting will result in a grade of zero (0).

GRADING

The final grade for DAT 122 will be determined as follows:

Written tests	80%
Writing Assignments	20%
	100%

The grading scale is as follows:

A	90-100
B	80-89
C	70-79
F	69-below

There will be no rounding up of grades to achieve 70%!