
COURSE PREFIX/NO:	DAT 122
COURSE TITLE	Dental Office Management
LECTURE HRS/WK	3.0 (Internet)
LAB HOURS:	0.0
CREDIT HRS/SEMESTER:	2.0

[Distance Learning Attendance/VA Statement](#)
[Textbook Information](#)

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

1. Identify the various types of Administrative Dental Assistants
2. Discuss the roles of the Administrative Dental Assistant.

Module III – Dental Office Communications

1. Identify methods of marketing the dental practice
2. Identify various forms of printed communications used in the dental office.
3. Identify and obtain entry-level skills with basic dental office equipment.
4. Identify communication skills necessary to manage a dental office.

Module IV – Records Management

1. Maintain client records.
2. Identify recall systems.
3. Discuss the process of maintaining a filing system.
4. Maintain an appointment book and daily sheet.
5. Maintain an active inventory control.

Module V – Bookkeeping Procedures

1. Complete dental insurance forms.
2. Prepare daily journal sheet, make entries, and balance daily journal sheet.
3. Prepare bank deposits and reconcile a bank statement.
4. Identify various methods of collecting overdue accounts.

MINIMAL STANDARDS

The minimal average for the Expanded Duty Dental Assisting Program is 70%.

ATTENDANCE:

Instructor will be updating and adding assignments to the course throughout the semester. Students are required to log in into D2L weekly. Students who miss 10% of the course may be withdrawn (see Distance Learning Attendance link).

ACADEMIC INTEGRITY

The student is bound to uphold the academic integrity policy stated in the York Technical College Student Catalog & Handbook and the signed agreement with the Dental Health Professions Department.

METHODS OF INSTRUCTION:

The lesson objectives, which include the reading assignment, will be available to the student on D2L. Students will be responsible for completing the reading assignment and the lecture material.

EVALUATION STRATEGIES:

Writing Assignments

The writing assignments will include a resume, cover letter, and other assignments from the instructor.

Testing

Students will be evaluated on each module with a written test. The written test will include multiple choice, matching, theory application questions, and exercises pertaining to the module. Students will be given an appropriate amount of time to take the test based on content.

GRADING:

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

Written tests	80%
Writing Assignments	<u>20%</u>
	100%

Grading Scale: A minimum grade of 70% must be earned in DAT 122 to meet the course and program requirements.

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F Below

Withdrawal before midterm = "W"; Withdrawal after midterm = "WF"

ENTRY-LEVEL SKILLS: Current student in the Expanded Duty Dental Assisting Program

PREREQUISITE: None

CO-REQUISITE: DAT 177

Disabilities Statement: Any student who feels she or he may need an accommodation based on the impact of the disability should contact the Special Resources Office (SRO) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.