

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: Health Sciences: Allied Health

Submitter

First Name: Maria
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Course Prefix and Number: DA - 145

Credits: 2

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 22

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Dental Office Procedures

Course Description:

This course prepares the student for basic knowledge of dental office procedures to include dental charting. Introduction of dental software, management of patient information, maintenance and retention of business records, inventory and recall systems. Written and oral communication are taught to prepare students for employment opportunities.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Dental Assistant Certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations: None

Requirements: Admission into Dental Assisting program. Instructor consent.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. utilize effective telephone etiquette when managing incoming and outgoing calls,
2. apply indexing rules for storage and retrieval of patient records,
3. identify the various types of recall systems,
4. construct an office newsletter,
5. enter data on a clinical chart,
6. schedule patients in an electronic appointment system,
7. complete an electronic claim form,
8. generate a patient statement using an automated bookkeeping system,
9. compare and contrast the various types of inventory systems,
10. reconcile a bank statement,
11. create a resume,
12. prepare a job application,
13. create a follow up or thank you letter.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Computer and dental software
2. Recall systems
3. Business oral and written communication
4. Inventory systems and supply ordering
5. Maintenance and retention of business records
6. Management of patient information
7. Planning and managing your career path

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

First term to be offered:

Specify term: Spring 2018
