

COURSE INFORMATION SHEET

COURSE NUMBER AND TITLE:

DNTA – 1251 DENTAL OFFICE MANAGEMENT

Lecture: Thursday – 10:00 a.m. – 12:00 p.m.

Labs: Friday – 8:00 a.m. – 10:00 a.m.; 1:00 p.m. – 3:00 p.m.

COURSE (CATALOG) DESCRIPTION:

An introduction to business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third party reimbursements forms, supply inventory maintained, data entry for charges and payments, managing recall systems, and operating basic business equipment.

INSTRUCTOR: Ms. Jill Brunson	OFFICE: D-105
OFFICE HOURS: Wednesday 1-2 pm	OFFICE TEL: (956) 364-4765
INSTRUCTOR EMAIL ADDRESS: jill.brunson@harlingen.tstc.edu	

REQUIRED TEXT AND MATERIALS

Ellen Dietz, CDA, AAS, BS Dental Office Management Delmar Thomson Learning, 2000.

Black pen

Pencil

Paper

1" binder

3 ½ floppy

GRADING CRITERIA

5 Test @	50%
5 Labs Evaluations @	<u>50%</u>
	100%

GRADING SCALE

90-100	A
86-92	B
78-85	C
77-0	F

COURSE SCANS COMPETENCIES:

(1a) – Time – Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules

(1b) – Money – Uses or prepares budgets, makes forecasts, keeps records, and makes adjustment to meet objectives

(2e) – Negotiates – works toward agreements involving exchange or resources, resolves divergent interests.

(3d) – Uses computers to process information

(4b) – Monitors and corrects performance – distinguishes trends, predicts impacts on system operations, diagnoses system’s performance and corrects malfunctions.

(4c) – Improves or designs system – suggest modifications to existing systems and develops new or alternative systems to improve performance

PROFESSIONALISM:

The Dental Assistant is an integral part of the dental team and is expected to value those behaviors that are considered part of professional demeanor. Courtesy to other classmates and to all faculty members is expected at all times. This includes attentiveness to course work, effective time management, and personal hygiene. There will be times when students will be expected to talk in class or in small groups, but students should **NOT TALK** when the instructor is lecturing or when there is a dialogue going on between the instructor and another student. Remaining very quiet during lecture time and during the instructor's organized dialogue with other students is considered by the instructor to be part of academic integrity.

CHEATING:

Cheating and/or copying another's work will result in a failing grade for the course and immediate dismissal of the program. This includes all parties involved directly or indirectly. Cheating is covered in the college's catalog and the student handbook.

DEPARTMENTAL PARTICIPATION POLICY:

“Class Participation in this course is **MANDATORY**. Students must maintain a class participation rate of 85% for all daily assignments, class discussions, unit tests, lecture and laboratory quizzes, class projects, and all other assignments, or receive a grade of “F” at the end of the semester.

There is **NO MAKE UP WORK**. **NO EXCEPTIONS!!!!!!!!!!** The grade will be recorded as “0”. Students are responsible for getting to class on time. If a student misses an evaluation or practical **THERE IS NO MAKE UP**. Again **NO EXCEPTIONS!!!!!!!!!!** The grade will be recorded as a “0”. Labs are impossible to make up. You must make every effort to be in class and be on time.

ACCOMMODATION STATEMENT:

If you have a documented disability which will make it difficult for you to carry out classwork as outlined and wish to request reasonable accommodations, please notify me or the Support Services Office within the first two (2) weeks of the semester. For more information, visit the Support Services Office in the Auxiliary Services Building or call (956) 364-4520.

The instructor reserves the right to make any changes to the Course Information Sheet she perceives necessary to facilitate the delivery of the course material and student learning. The students will be notified if any changes occur.

SCHEDULE:

DATE	DESCRIPTION
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