



# COURSE OUTLINE

**Please save a copy onto your computer before filling in the form**

**Course Name:** Dental Communication 2

**Department Head/Coordinator:** Michele Rosko

<b>School or Centre:</b>		<b>Department:</b>	
School of Health Sciences		Certified Dental Assisting/Dental Reception	
<b>Course History:</b>		<b>Year of Study:</b>	
Revised Course		1st Year Post-secondary	
<b>Name of Replacing Course (if applicable):</b>	N/A	<b>Course Number:</b>	DREC 1234
		<b>Number of Credits:</b>	4.5

**Course Pre-requisites (if applicable):**

All term one courses DREC 1110, DREC 1131, DREC 1132

**Course Co-requisites (if applicable):**

**PLAR (Prior Learning Assessment & Recognition)**

No  Yes (details below):

**Course Description:**

This course builds on Dental Communication, 1 DREC 1132. The course focuses on the utilization of computer software to manage all financial procedures and appointment control in the dental office.

**Note to instructors:** An instructional strategy is an approach that an instructor uses to achieve the learning outcomes (e.g., lecture, case study, video, group work).

### **Instructional Strategies:**

This course combines lecture/seminar/case study/group work both in the classroom and the computer lab.

### **Course Learning Outcomes:**

Upon successful completion of this course, the learners will be able to:

1. Demonstrate knowledge of dental software to manage financial procedures and appointment scheduling.

### **Program Learning Outcomes:**

Upon successful completion of this program, the graduates will be able to:

1. Communicate in a professional manner to work as an integral part of the dental team
2. Integrate knowledge of professionalism and ethics in dental practice
3. Promote oral health
4. Practice in accordance with infection control protocols
5. Manage the financial aspects of dental office administration
6. Manage appointment scheduling to ensure dental office efficiency
7. Expose diagnostic dental radiographs in accordance with radiation safety standards

**Evaluation/Grading System** *(Click on drop down box arrows to see list of options)*

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		64% (C+)

**Components and Weighting of the Assessment/Evaluation Plan:** *(Click on drop down box arrows to see list of options)*

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Lab Work	25	Appointment Control assignments
Lab Work	40	Computer software assignments
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-		
Final Exam	35	Computer based scenario testing
	<b>Total</b>	<b>100</b>

**Learning Environment/Type** *(Select all that are used within the course)*

Instruction Type	Hours Per Instruction Type	Comments
L - Classroom	6	
E - Seminar	21	
CT - Computer Based Training	108	
<b>Enter Total Hours</b>	<b>135</b>	

**Resource Material(s):**

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

**Course Topics and Sequence Covered:**

- . Appointment Control
- . Treatment Planning
- . Dental Software

### **VCC Education and Education Support Policies**

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about-vcc/policies/index.cfm>

To find out how this course transfers, visit the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

#### **FOR COMMITTEE USE ONLY**

Date Approved by Education Council:		Date Approved by VCC Board (if applicable):	
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