



EFFECTIVE: SEPTEMBER, 2007

CURRICULUM GUIDELINES

A. Division: **Education**

B. Department /
Program Area: **Health Sciences**

Effective Date: September 2007

Revision **X** New2 1 Tf-0.0002 Tc 0z0002 Tc 02

M: Course Objectives / Learning Outcomes

The learning outcomes are based on the Curriculum Guide 2001 Education of Certified Dental Assistants in British Columbia, developed for the Ministry of Advanced Education, Training and Technology and the Centre for Curriculum, Transfer and Technology, February, 2001.

Upon successful completion of CHDA 1118 the student will:

1. Manage client records
2. Schedule appointments
3. Complete insurance claims
4. Manage financial records
5. Manage inventory control system

N: Course Content:1. **Manage client records**

Legal and ethical implications
 Personal, medical and dental histories
 Non-invasive identifying discs
 Numbering systems
 Annotation and charting
 Abbreviations
 Chart entries, manual and computerized
 Quality Assurance

2. **Schedule appointments**

Appointment entries, manual and computerized
 Guidelines for efficient appointment scheduling
 Confirmation of Appointments
 Daily schedules
 Preventive re.

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<p>O: Methods of Instruction</p> <ol style="list-style-type: none"> 1. Lecture/Practice 2. Class Discussion/Seminar 3. Demonstration 4. Computer
<p>P: Textbooks and Materials to be Purchased by Students</p> <ul style="list-style-type: none"> • Torres, H.O., Ehrlich, A., Bird, D., & Dietz, E. Modern Dental Assisting (latest edition). Philadelphia: W.B. Saunders Co. • Wilkins, Esther M., Clinical Practice of the Dental Hygienist, (latest edition). Philadelphia: Lea and Febiger. • Same texts used in all courses of the Dental Assisting Program.
<p>Q: Means of Assessment</p> <p>Course evaluation is based on course objectives, and is consistent with Douglas College Evaluation Policies. An evaluation schedule is presented to the students at the beginning of the course.</p> <p>A minimum mark of 65% is required to be successful in the course.</p> <p>Outlines of evaluation may be subject to change.</p>
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes</p>

 Course Designer(s)

 Education Council / Curriculum Committee Representative

 Dean / Director

 Registrar