



ORIGINAL COURSE IMPLEMENTATION DATE: September 2024
 REVISED COURSE IMPLEMENTATION DATE:
 COURSE TO BE REVIEWED (six years after UEC approval): September 2029
 Course outline form version: 28/10/2022

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: DOR 01		Number of Credits: 0 Course credit policy (105)											
Course Full Title: Introduction to Administrative Dentistry													
Course Short Title: Intro to Admin Dentistry													
Faculty: Faculty of Education, Community, & Human Dev.		Department (or program if no department): Continuing Education											
Calendar Description: An overview of the delegated responsibilities of the dental receptionist and the dental team, focusing on the specialized roles of each member. Examination of the legal and ethical responsibilities of the dental professionals to maximize patient confidentiality and trust. Introduction to patient records with training on analog and digital recordkeeping with Power Practice dental software systems in accordance with guidelines set by the British Columbia College of Oral Health Professionals.													
Prerequisites (or NONE):		Admission to the Dental Office Receptionist certificate.											
Corequisites (if applicable, or NONE):		NONE											
Pre/corequisites (if applicable, or NONE):		NONE											
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: N/A Cross-listed with: N/A Equivalent course(s): N/A <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Annually Maximum enrolment (for information only): 24											
Typical Structure of Instructional Hours		Prior Learning Assessment and Recognition (PLAR) PLAR cannot be awarded for this course because: this is a course in a non-credit certificate program that relies on in class experience and training.											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Lecture/seminar</td> <td style="text-align: center; padding: 5px;">30</td> </tr> <tr> <td style="padding: 5px;">Supervised laboratory hours (computer lab)</td> <td style="text-align: center; padding: 5px;">15</td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="text-align: right; padding: 5px;">Total hours</td> <td style="text-align: center; padding: 5px;">45</td> </tr> </table>		Lecture/seminar	30	Supervised laboratory hours (computer lab)	15					Total hours	45	Transfer Credit <i>(See bctransferguide.ca.)</i> Transfer credit already exists: No Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>	
Lecture/seminar	30												
Supervised laboratory hours (computer lab)	15												
Total hours	45												
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Date of meeting: April 17, 2023											
Department approval		Date of meeting: May 26, 2023											
Faculty Council approval		Date of meeting: September 29, 2023											
Undergraduate Education Committee (UEC) approval													

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

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

1. Describe the daily duties of the Dental Office Receptionist.
2. Explain the roles of the dental team and their delegated duties within the office.
3. Explain the legal and ethical responsibilities they are to uphold to protect both the patient and the dental office.
4. Prepare new patient records in both analog and digital formats.
5. Analyze recordkeeping guidelines, upholding the standards as per the British Columbia College of Oral Health Professionals.
6. Apply appropriate standard office protocols for delivering exceptional patient care.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Assignments:	30%	Lab work:	20%	%
Quizzes/tests:	20%	Final exam:	30%	%

Details:

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Combination of lectures, group activities, and self-directed learning.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. [Open Educational Resources \(OER\)](#) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form.](#))*

Type	Author or description	Title and publication/access details	Year
1. Textbook	Sandie Baillargeon	Dental Office Administration, 2e	Current
2.			
3.			
4.			
5.			

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Power Practice dental software; access provided to the student to utilize for the duration of the program.

Course Content and Topics

1. Responsibilities of the dental office receptionist
2. The dental team
3. Legal and ethical responsibilities
4. Patient records
5. Introduction to Power Practice dental software
6. Patient care