

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

|  |           |   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
|--|-----------|---|----|--|----|--|--|--|--|--|--|--------------------|-----------|--|--|
| <b>Course Code and Number:</b> DOR 06  |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>  |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Course Full Title:</b> Career Planning<br><b>Course Short Title:</b> Career Planning  |           |   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Faculty:</b> Faculty of Education, Community, & Human Dev.  |           | <b>Department (or program if no department):</b> Continuing Education   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Calendar Description:</b><br>Prepares students for the transition to practicum and employment within a dental office in the community. Students will receive training on medical emergencies protocols, staff management, payroll, and employment strategies. Students will learn job readiness skills for a successful practicum experience.   |           |   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Prerequisites (or NONE):</b>  |           | A- or better in DOR 05.   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Corequisites (if applicable, or NONE):</b>  |           | NONE  |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>  |           | NONE  |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><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> |           | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Typical Structure of Instructional Hours</b>  |           | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>this is a course in a non-credit certificate program that relies on in class experience and training.   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <table border="1"> <tr> <td>Lecture/seminar</td> <td>20</td> </tr> <tr> <td>Supervised laboratory hours (computer lab)</td> <td>10</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total hours</b></td> <td><b>30</b></td> </tr> </table>  |           | Lecture/seminar   | 20 | Supervised laboratory hours (computer lab) | 10 |  |  |  |  |  |  | <b>Total hours</b> | <b>30</b> | <b>Transfer Credit</b> <i>(See <a href="#">bctransferguide.ca.</a>)</i><br>Transfer credit already exists: <b>No</b><br>Submit outline for (re)articulation: <b>No</b><br><i>(If yes, fill in <a href="#">transfer credit form.</a>)</i> |  |
| Lecture/seminar  | 20        |   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| Supervised laboratory hours (computer lab)   | 10        |   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
|  |           |   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
|  |           |   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
|  |           |   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Total hours</b>   | <b>30</b> |   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes  |           | <b>Department approval</b> <b>Date of meeting:</b> April 17, 2023   |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Faculty Council approval</b>  |           | <b>Date of meeting:</b> May 26, 2023  |    |  |    |  |  |  |  |  |  |                    |           |  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>  |           | <b>Date of meeting:</b> September 29, 2023  |    |  |    |  |  |  |  |  |  |                    |           |  |  |

**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. Explain medical office emergencies and their role to support the dental team.
2. List the typical terms of employment around hiring, termination, and other office benefits.
3. Describe payroll terms and conditions.
4. Interpret job posting descriptions, benefits, bonus structures and office hours available.
5. Design a well-organized, detailed oriented cover letter, resume and reference document.
6. Describe professional etiquette, interview techniques and post interview reflections in preparation for employment.
7. Identify personal goals and expectations of their practicum in a dental office.

**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. Dental office medical emergencies
2. Staff management
3. Payroll
4. Employment strategies
5. Cover letters
6. Resumes and references
7. Interview skills
8. Prep for practicum