



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.

<b>Course Code and Number:</b> DOR 07		<b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>													
<b>Course Full Title:</b> Dental Office Receptionist Practicum <b>Course Short Title:</b> DOR Practicum															
<b>Faculty:</b> Faculty of Education, Community, & Human Dev.		<b>Department (or program if no department):</b> Continuing Education													
<b>Calendar Description:</b> A 75-hour work integrated practicum placement for the Dental Office Receptionist certificate program. Under the direct supervision, mentorship, and guidance of a host dental office within the community, students will demonstrate their skillset gained throughout the program.															
<b>Prerequisites (or NONE):</b>		A- or better in DOR 06.													
<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> Former course code/number: <b>N/A</b> Cross-listed with: <b>N/A</b> Equivalent course(s): <b>N/A</b> <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> Special Topics course: <b>No</b> <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: <b>No</b> <i>(See <a href="#">policy 207</a> for more information.)</i> Grading System: <b>Credit/No Credit</b> Delivery Mode: <b>Face-to-face only</b> Expected frequency: <b>Annually</b> Maximum enrolment (for information only): <b>24</b>													
<b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Practicum</td> <td style="width: 20%; text-align: center;">75</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>75</b></td> </tr> </table>		Practicum	75									<b>Total hours</b>	<b>75</b>	<b>Prior Learning Assessment and Recognition (PLAR)</b> 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.	
Practicum	75														
<b>Total hours</b>	<b>75</b>														
<b>Scheduled Laboratory Hours</b> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Transfer Credit</b> <i>(See <a href="#">bctransferguide.ca</a>.)</i> Transfer credit already exists: <b>No</b> Submit outline for (re)articulation: <b>No</b> <i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>													
<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. Describe their delegated roles as the dental office receptionist as well all roles within the dental team.
2. Communicate effectively in a variety of modes.
3. Explain clinical dentistry procedures proficiently with the patient and dental team.
4. Prepare treatment estimates, insurance claims and schedule appointments efficiently within the provided dental software program.
5. Interpret dental insurance payments, account payables, account receivables and prepare day end and month reports.
6. Perform dental office reception skills with professionalism.

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

Practicum:	100%	%	%
	%	%	%

**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 mentorship 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.			
2.			
3.			
4.			
5.			

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

Dental software access; provided to the student to utilize for the duration of the practicum.

**Course Content and Topics**

1. 75-hour work integrated learning.
2. Perform all duties as assigned by practicum host.
3. Demonstrate proficiency in all learning outcomes in the Dental Office Receptionist program.