



DENTAL PRACTICE MANAGEMENT — DENT 1280

A. Course Description

- **Credits:** 2.00
- **Lecture Hours/Week:** 2.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course is an overview of duties performed by a dental assistant with emphasis on patient registration, medical history forms, telephone skills, appointments, recordkeeping, and correspondence. It also will provide the student with knowledge of professional ethics and dental laws with emphasis on the Minnesota Dental Practice Act. Students will write the Minnesota Dental Jurisprudence Exam. Prerequisites: Admission to Dental Assisting Program or instructor permission

B. Course Effective Dates: 2/26/98 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. Identify the importance of dentistry as a service profession.
2. Demonstrate the importance of communication in an organizational culture and common organizational cultures that could be applied to a dental practice.
3. Identify the importance of staff and patient communication.
4. Understand the Minnesota dental practice act and they professional standards for licensure.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted

