



Davis Applied Technology College

A UCAT Campus
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Course Descriptions - Dental Office Catalog Year: 2012

ACCT 1310 QuickBooks for the Non-Accountant - 45 Hours

This course is for small business owners who want to automate their bookkeeping functions. The course provides basics of the QuickBooks application for small business owners who do not require skills as a trained accountant. This hands-on course trains the small business owner on how to manage the financial functions within the business. Information needed for tax reporting and other financial reports is created through the business transaction and reporting processes. The course introduces QuickBooks and guides the student through setting up and maintaining a company. Students use the QuickBooks application to practice the functions and features and to complete problems with sample QuickBooks companies.

BTEC 1005 Keyboarding I - 30 Hours

This course provides an introduction to the computer keyboard and is designed to help the student develop proper keyboarding techniques, with an emphasis on increasing keyboarding speed and accuracy to a minimum job-market level of 40 wpm. Students will be given intensive skill building practice using drills and timed writings.

BTEC 1015 Financial Operations for Health Care - 60 Hours

This course is designed to instruct the administrative medical office assistant in the basic skills necessary to perform bookkeeping and financial functions in a medical practice setting.

BTEC 1110 Computer Literacy - 90 Hours

This course provides students with a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail. This course includes information regarding setting up an ergonomic environment, maintaining healthy work habits and health risks involving eye strain and repetitive stress injuries.

BTEC 1110_ Computer Literacy (Program Based) - 90 Hours

This course provides students with a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail. This course includes information regarding setting up an ergonomic environment, maintaining healthy work habits and health risks involving eye strain and repetitive stress injuries.

BTEC 1132 Word Processing Applications I (MS Word 2010) - 60 Hours

Students in this course will learn basic word processing features using Microsoft Word 2010. Students will learn how to create, save, and retrieve business documents. They will practice applying customized formatting to characters, paragraphs, and pages. Students will learn to use graphic elements to add interest and clarity to their document. This course is the first course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Word 2010.

BTEC 1510 Business English - 90 Hours

This course will focus on business English essentials, including writing, sentence structure, grammar, punctuation, and proofreading.

BTEC 1520 Business Correspondence - 90 Hours

This course reinforces essential English skills while developing and applying effective written business communication skills. This course will focus on the ability to produce clear and concise business documents in a mailable format. Students will utilize correct sentence structure, paragraph structure, word usage, grammar, and punctuation while composing business correspondence.

DENA 1010 Dental Terminology - 30 Hours

This course introduces the student to dental terminology that will be used throughout the program and will help students learn the correct pronunciation and proper application of each term as it relates to specific dental procedures. It will also provide the student with the skills necessary to interpret and understand dental terminology, in order to be successful in the dental setting.

DENA 1020 Dental Law and Ethics - 30 Hours

This course provides exposure to the legal and ethical issues that impact the dental office. Students will be required to understand and demonstrate proper ethics etiquette and protocol within a dental setting. They will understand HIPPA regulations and take a test to receive their HIPPA certificate. In addition, students will learn about the Dental Practice Act and be able to navigate the Department of Public Licensing (DOPL) website.

DENA 1030 Dental Assisting Anatomy and Physiology - 60 Hours

This course provides an overview of human anatomy and physiology with an emphasis on the head and neck and the importance for the assistant to be familiar with the terminology of body systems as they relate to the head and neck. Students will be able to identify and label specific anatomy of the head and neck and will learn proper anatomy and physiology terms so that they may dialogue in a professional manner with patients.

DENA 1040 Dental Assisting Clinical Procedures I - 30 Hours

This course discusses dental assisting as a profession and the individuals filling the many roles in a dental practice, along with exploring the many specialties found within dentistry. The student will study the prenatal development and composition and structure of the oral cavity as well as terms associated with the teeth.

DENA 1200 Dental Assisting Clinical Procedures Overview - 90 Hours

This course is designed to give dental assisting and administrative assistant students an introduction to chair side assisting and the dental specialties.

DENA 1410 Dental Assisting Clinical Procedures II - 60 Hours

This course provides a basic understanding of disease concepts, infection control measures and OSHA requirements and describes the microbiology and pathology related to disease transmission. Students will learn the importance of MSDS sheets as well as how they are used for safety. In this course safety protocol will be discussed and students will be required to demonstrate by written test that they understand all safety rules for the dental treatment areas and the sterilization areas. Exposure control and aseptic technique procedures will be taught.

DENA 1450 Dental Radiology - 30 Hours

This course meets the Utah State Dental Board requirement for non-licensed personnel x-ray certification and discusses methods to protect the patient and operator from the harmful effects of exposure to radiation. Students will learn the correct methods to expose, process, mount and store patient radiographs prior to entering the radiology lab for practice.

DENA 1500 Dental Assisting Clinical Lab Procedures I - 30 Hours

This course will incorporate the infection control and OSHA procedures learned in Dental Assisting Clinical Procedures II. Students will demonstrate proper aseptic technique while preparing, assisting in, and taking down a dental treatment room. They will also practice and demonstrate recirculation of dental instruments as well as following all infection control procedures.

DENA 1550 Dental Radiology Lab - 60 Hours

In this course students will put radiology techniques into practical use by exposing, processing, and mounting intraoral radiographs as well as using digital techniques on the radiology manikin. Panoramic extraoral techniques will be practiced as well. For final pass-off students will schedule two live patients and exposed full mouth w-rays on each. For patient safety only two retakes will be allowed. All radiation safety protocol will be followed.

DENA 2070 Dental Office Administrative Procedures I - 60 Hours

This course is designed to teach the basic skills needed to perform clerical functions efficiently in a dental setting. It will instruct the student in the basic skills necessary to perform bookkeeping and financial functions in a dental setting: including basic ten-key operations, business and financial math skills and fundamental bookkeeping knowledge.

DENA 2080 Dental Office Administrative Procedures II - 60 Hours

This course is designed to instruct the dental assistant student in the basic skills necessary to perform proper insurance, coding and billing procedures both manually and computerized. It will also provide the student with the necessary skills to seek and obtain employment within the dentistry field.

DENO 2090 Dental Office Administrative Procedures III - 60 Hours

Students in this course will develop basic skills in office management including personnel management, office finances, marketing, producing reports and professional documentation.

DENO 2200 Dental Office Site Observation - 30 Hours

This course is designed to allow the administrative dental assistant student the opportunity to demonstrate their administrative skills in a dental office setting. This non-paid observation takes place in a working dental office or clinic under supervision.

FUND 0050 Keyboarding Skills - 90 Hours

This course covers an introduction to the QWERTY keyboard, correct finger placement, and keyboarding techniques. Students will learn to touch type as they complete drills and timed writings. Through practicepractice, students will increase their typing speed and accuracy on a computer keyboard.

FUND 0065 Computer Skills - 30 Hours

Students will learn beginner computer skills in a Windows XP environment. Topics include starting a computer, using a mouse, launching programs, creating, saving and printing documents, surfing the World Wide Web and sending email.

FUND 0070 Spelling Skills - 30 Hours

Students will improve their spelling skills by learning and using phonics and common spelling rules.

FUND 0075 Language Skills - 90 Hours

In this course students will practice and improve their language and writing skills and will gain an understanding of the English language and its correct use in written communication. Topics include sentence structure, parts of speech, grammar and punctuation rules in addition to extending these rules to sentences and paragraphs.

FUND 0080 Reading Skills - 90 Hours

This course will provide students with a foundation in reading skills, build vocabulary, and will provide practice recalling and interpreting information.

FUND 0085 Math Skills - 60 Hours

In this course students will learn to perform all four basic math operations accurately with whole numbers, fractions and decimals. Students will also be introduced to percentage and converting between fractions, decimals and percents.

FUND 0090 Study Skills - 30 Hours

Students will learn to use effective study habits and strategies for remembering information found in their textbooks and heard in class lectures. Students will also learn to use a strategy for reading and taking notes from textbooks, in class, and learn effective strategies for taking the five types of tests most frequently given by teachers.

FUND 0091 Davis School District Technical Tutoring - 250 Hours

Technical tutoring provides designated high school students with individual tracking to improve student success in Davis Applied Technology College courses. Students are provided assistance in study skills, test preparation as well as review of student progress and attendance.

MATH 1000 Math I - 60 Hours

This course offers an introduction to basic mathematics using mathematical concepts that can be applied to everyday life. Topics include fractions, decimals, ratios, proportions, conversions, averages and percentages. Prerequisites: TABE Computation score of 570 or higher or FUND 0085 Computational Math Skills.

MATH 1000_ Math I (Program Based) - 60 Hours

This course offers an introduction to basic mathematics using mathematical concepts that can be applied to everyday life. Topics include fractions, decimals, ratios, proportions, conversions, averages and percentages. Prerequisites: TABE Computation score of 570 or higher or FUND 0085 Computational Math Skills

MEDA 1300 Psychology for Healthcare Professionals - 30 Hours

This course will provide the student with the basic principles of psychology required in a healthcare environment including the identification of developmental stages of the life cycle, hereditary, cultural and environmental influences on behavior and mental health issues.

MEDO 1525 CPR for Health Professionals - 15 Hours

Upon completion of the course, the student will understand the importance of knowing what to do in a timely manner during and shortly after a medical emergency. Students will learn the basics of first aid, how to control bleeding, CPR, and maintaining a patient until help arrives.

WKSK 1400_ Workplace Relations (Program Based) - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. This course includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1400B Workplace Relations - Blended - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. Course content includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1500_ Job Seeking Skills (Program Based) - 30 Hours

This course helps prepare students to successfully apply for a job. This course will present essential job-seeking skills needed to find gainful employment including: developing resumes, applications, networking and interview skills.

WKSK 1500B Job Seeking Skills - Blended - 30 Hours

This course helps prepare students to successfully apply for a job. This course will present essential job-seeking skills needed to find gainful employment including: developing resumes, applications, networking and interview skills.