

Course Title	Dental Office Administration				
Course Code	DES494				
Course Type	Elective				
Level	Bachelor (1 st Cycle)				
Year / Semester	4 th year / 7 th semester				
Teacher's Name	TBA				
ECTS	1	Lectures / week	1 hr / 13 weeks + exam week	Laboratories / week	1 hr / 13 weeks
Course Purpose and Objectives	The objective of the Dental Office Administration course is to equip students with a strong combination of the office administrative skills necessary, to work effectively in a dental practice.				
Learning Outcomes	<p>Upon successful completion of this course students should be able to:</p> <ul style="list-style-type: none"> • Prepare and maintain client records • Schedule appointments • Manage client accounts • Handle Practice Management Software 				
Prerequisites	None		Co-requisites	None	
Course Content	<ul style="list-style-type: none"> • Preparation and maintenance of client records, • Inventory systems, • Recall systems, • Appointment scheduling, • Dental insurance, • Billing & Account Management, • Effective Scheduling, • Practice Management Software, • Customer Service, • Accounts Receivable. 				
Teaching Methodology	Face-to-face				
Bibliography	<p>Burton S, Shelton N, Jennings LM. Procedures for the Automated Office. Upper Saddle River, New Jersey: Prentice Hall, 2000. Quible ZK. Administrative Office Management. Upper Saddle River, New Jersey: Prentice Hall, 2004</p>				

Assessment	<table border="1"><tr><td data-bbox="432 226 1034 264">Final Examination</td><td data-bbox="1034 226 1206 264">60%</td></tr><tr><td data-bbox="432 264 1034 338">Laboratory / Clinical Work / Oral presentations</td><td data-bbox="1034 264 1206 338">30%</td></tr><tr><td data-bbox="432 338 1034 376">Participation and attendance</td><td data-bbox="1034 338 1206 376">10%</td></tr><tr><td data-bbox="432 376 1034 414">Total</td><td data-bbox="1034 376 1206 414">100%</td></tr></table>	Final Examination	60%	Laboratory / Clinical Work / Oral presentations	30%	Participation and attendance	10%	Total	100%
Final Examination	60%								
Laboratory / Clinical Work / Oral presentations	30%								
Participation and attendance	10%								
Total	100%								
Language	English								