

Dentistry (English)			
Bachelor	TR-NQF-HE: Level 6	QF-EHEA: First Cycle	EQF-LLL: Level 6

Course Introduction and Application Information

Course Code:	DENT005		
Course Name:	Dental Office Management		
Semester:	Fall		
Course Credits:	<div>ECTS</div> <div>2</div>		
Language of instruction:	English		
Course Condition:			
Does the Course Require Work Experience?:	No		
Type of course:	Departmental Elective		
Course Level:	<div> <div>Bachelor</div> <div>TR-NQF-HE:6. Master`s Degree</div> <div>QF-EHEA:First Cycle</div> <div>EQF-LLL:6. Master`s Degree</div> </div>		
Mode of Delivery:	E-Learning		
Course Coordinator:	Dr. Öğr. Üy. HALİL ÇELİK		
Course Lecturer(s):	Halil Çelik		
Course Assistants:			

Course Objective and Content

Course Objectives:	The aim of the course is to inform the future dentists with basic principles and knowledge for the establishment and management of a dental clinic
Course Content:	The course comprises the legal regulations for the establishment and management of a dental and/or dental specialty clinic, the ergonomic principles of the working medium, and comprehensive human relationships in the practice environment.

Learning Outcomes

The students who have succeeded in this course;

- 1) learn the legal regulations for the establishment of a dental clinic
- 2) learn to organise the clinic setting according to the rules of a ergonomics
- 3) learn to manage institutional and personal professional relationships
- 4) Learn the ways to maintain the professional progress
- 5) Learn the basic principles of financial and schedule management
- 6) Acquire knowledge about marketing in dentistry

Course Flow Plan

Week	Subject	Related Preparation
1)	Introduction to dental office management	Lesson slides 1
2)	Complying with regulations	Lesson slides 2
3)	The planning and making design for the dental office	Lesson slides 3
4)	Patient records, staff education and study plan	Lesson slides 4
5)	The relationships with dental team and technicians	Lesson slides 5
6)	Legal and ethical issues and responsibilities	Lesson slides 6
7)	Introduction to ergonomics and fundamentals	Lesson slides 7
8)	Mini-Quiz	Mini-Quiz
9)	The principles of ergonomics in dentistry	Lesson slides 8
10)	Ergonomic positions during dental treatments	Lesson slides 9
11)	The equipments in dental office and technical care of them	Lesson slides 10
12)	Mini-Quiz	Mini-Quiz
13)	Other career opportunities in dentistry	Lesson slides 11
14)	Presentations of Homework Assignments	Homework Assignments

Sources

Course Notes / Textbooks:	Ellen Dietz-Bourguignon, 2000, Dental Office Management, Delmar Thomson Learning, Canada
References:	Ellen Dietz-Bourguignon, 2000, Dental Office Management, Delmar Thomson Learning, Canada

Course - Program Learning Outcome Relationship

Course Learning Outcomes	1	2	3	4	5	6
Program Outcomes						
1) Has basic and up-to-date knowledge in the field of dentistry, follows scientific publications, and applies evidence-based data to his/her professional practice.	1	1	1	1	1	1
2) Knows well and effectively uses devices, tools, and materials specific to diagnosis and treatment in the field of dentistry.						
3) Evaluates the knowledge in the field of dentistry critically, integrates it with the knowledge of disciplines in the field of health, uses it by analyzing and synthesizing it.						
4) Produces projects related to the field of dentistry, can work with other health disciplines, takes part as a member of the research team and evaluates and reports the results obtained at a scientific level.						
5) Uses information that will contribute to the dentistry profession during practice, takes responsibility, and produces solutions in unforeseen situations.	2	2	2	2	2	2
6) Shares, compares, and exchanges dental knowledge with professional colleagues in social and scientific environments in written, verbal, and visual forms.						
7) Within the framework of social, scientific, and ethical values including patient privacy, communicates with patients and their relatives, knows all the characteristics of the patient, and recommends the most appropriate treatment with a patient-centered approach.						
8) Follows technological developments, participates in national and international studies, and shares and presents own observations, experiences, and research to further advance dental practices.						
9) By adopting the principle of lifelong learning throughout the dentistry profession, follows current evidence-based dental knowledge and uses it during his professional practice.						
10) During dental practice, in cases such as abuse and addiction, performs the treatment by exhibiting the behaviors required by social ethics and legal rules, and collects and records the relevant data.						

11) Uses basic and current knowledge in the field of dentistry during professional practice for the benefit of society within the framework of national values and country realities.	1	2	3	4	5	6
12) In natural disasters and emergency cases, takes the protective measures required by the dentistry profession; performs professional practices that benefit patients and society						
13) Generates ideas regarding health policy in dentistry, prioritizes individual and public health, and carries out preventive and therapeutic medical practices within the framework of scientific, ethical, and quality processes.						
14) Differentiates the signs and symptoms commonly encountered in the dentistry profession, makes a treatment plan and refers when necessary, and manages diseases and clinical situations regarding their urgency and patient priority.						
15) Can assume the leadership responsibility of the team he/she works for, manage it following scientific criteria, and support the professional development of the team.	2	2	2	2	2	2

Course - Learning Outcome Relationship

No Effect	1 Lowest	2 Average	3 Highest

	Program Outcomes	Level of Contribution
1)	Has basic and up-to-date knowledge in the field of dentistry, follows scientific publications, and applies evidence-based data to his/her professional practice.	1
2)	Knows well and effectively uses devices, tools, and materials specific to diagnosis and treatment in the field of dentistry.	
3)	Evaluates the knowledge in the field of dentistry critically, integrates it with the knowledge of disciplines in the field of health, uses it by analyzing and synthesizing it.	
4)	Produces projects related to the field of dentistry, can work with other health disciplines, takes part as a member of the research team and evaluates and reports the results obtained at a scientific level.	
5)	Uses information that will contribute to the dentistry profession during practice, takes responsibility, and produces solutions in unforeseen situations.	2
6)	Shares, compares, and exchanges dental knowledge with professional colleagues in	

	social and scientific environments in written, verbal, and visual forms.	
7)	Within the framework of social, scientific, and ethical values including patient privacy, communicates with patients and their relatives, knows all the characteristics of the patient, and recommends the most appropriate treatment with a patient-centered approach.	
8)	Follows technological developments, participates in national and international studies, and shares and presents own observations, experiences, and research to further advance dental practices.	
9)	By adopting the principle of lifelong learning throughout the dentistry profession, follows current evidence-based dental knowledge and uses it during his professional practice.	
10)	During dental practice, in cases such as abuse and addiction, performs the treatment by exhibiting the behaviors required by social ethics and legal rules, and collects and records the relevant data.	
11)	Uses basic and current knowledge in the field of dentistry during professional practice for the benefit of society within the framework of national values and country realities.	
12)	In natural disasters and emergency cases, takes the protective measures required by the dentistry profession; performs professional practices that benefit patients and society	
13)	Generates ideas regarding health policy in dentistry, prioritizes individual and public health, and carries out preventive and therapeutic medical practices within the framework of scientific, ethical, and quality processes.	
14)	Differentiates the signs and symptoms commonly encountered in the dentistry profession, makes a treatment plan and refers when necessary, and manages diseases and clinical situations regarding their urgency and patient priority.	
15)	Can assume the leadership responsibility of the team he/she works for, manage it following scientific criteria, and support the professional development of the team.	2

Assessment & Grading

Semester Requirements	Number of Activities	Level of Contribution
Midterms	1	% 40
Final	1	% 60
total		% 100
PERCENTAGE OF SEMESTER WORK		% 40
PERCENTAGE OF FINAL WORK		% 60

total	% 100
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Workload and ECTS Credit Calculation

Activities	Number of Activities	Preparation for the Activity	Spent for the Activity Itself	Completing the Activity Requirements	Workload
Course Hours	14	2		2	56
Midterms	1	1			1
Final	1	1			1
Total Workload					58