

Vocational School / Dental Assisting

2023 - 2024 Academic Year

OFFICE MANAGEMENT

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
OFFICE MANAGEMENT	ADS2262890	Spring Semester	1+0	1	4
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Prof.Dr. Mahmut KUŞDEMİR				
Name of Lecturer(s)	Prof.Dr. Mahmut KUŞDEMİR				
Assistant(s)					
Aim	To provide skills for organising the dental clinic.				
Course Content	This course contains; Automation systems used in dental clinics,Automation systems used in dental clinics,Making the registrations of patients,Making the registrations of patients,Following-up the expenditures done for patients,Following-up the expenditures done for patients,Following-up the expenditures done for patients,Following-up the expenditures done for patients,Central archive systems of patients files,Central archive systems of patients files,Central archive systems of patients files,Central archive systems of patients files,The Content and organisation of patient files,The Content and organisation of patient files archive,The Management and organisation of patient files archive,The Management and organisation of patient files archive.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1.Summarizes the process management in a dental clinic.			16, 9	A	
Teaching Methods	16: Question - Answer Technique, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Automation systems used in dental clinics				
2	Automation systems used in dental clinics				
3	Making the registrations of patients				
4	Making the registrations of patients				
5	Following-up the expenditures done for patients				
6	Following-up the expenditures done for patients				
7	Following-up the expenditures done for patients				
8	Central archive systems of patients files				
9	Central archive systems of patients files				
10	Central archive systems of patients files				
11	The Content and organisation of patient files				
12	The Content and organisation of patient files				
13	The Management and organisation of patient files archive				
14	The Management and organisation of patient files archive				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Lecturer's own notes