



**CAMOSUN COLLEGE**  
**School of Health and Human Services**  
**Certified Dental Assistant Program**

**CDA 151 Professional Practice 2**  
**Winter, 2013**

## COURSE OUTLINE

The Approved Course Description is available on the web @ <http://www.camosun.bc.ca/learn/calendar/cda.html#CDA151>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records.

### 1. Instructor Information

<b>(a) Instructor</b>	Janet Reagan, CDA, Dip.Adult Ed, B.Ed, M.Ed, Ph.D.	
<b>(b) Office hours</b>	By Appointment	
<b>(c) Location</b>	F106a	
<b>(d) Phone</b>	250-370-3228	<b>Alternative:</b> 250-370-3189 (Dental Programs Secretary)
<b>(e) E-mail</b>	reaganj@camosun.bc.ca	
<b>(f) Website</b>	On D2L site	

### 2. Intended Learning Outcomes

Upon successful completion of this course, the learner will be able to understand the concepts and principles of CDA Practice at an introductory level, and:

1. *Apply critical thinking processes for problem-solving and ethical decision making within certified dental assistant practice.*
2. *Provide legal, respectful and equitable interactions in professional practice with clients, families and groups representing diverse needs, abilities, values, and cultures.*
3. *Practice effective communication with clients, families, colleagues and team members and prepare at a basic level, clearly written dental office communications.*
4. *Integrate educational processes that promote oral health and help clients make informed choices.*
5. *Practice effective time management and organization to facilitate the comfort and safety of the client.*

**Intended Learning Outcomes continued:**

6. *Relate the basic principles and processes of financial management to the efficient functioning (and economic viability) of the dental office.*
7. *Function in collaborative practice with members of the dental and interdisciplinary teams, the regulatory body, and community agencies.*
8. *Take responsibility for own lifelong learning and career development.*
9. *Take responsibility for own actions and decisions as a Certified Dental Assistant learner.*

**3. Required Materials**

## (a) Texts

Dental Office Administration. Girtel, G. and Girtel, G.S., Lippincott, Williams and Wilkins. 2010.

Torres and Ehrlich Modern Dental Assisting. Bird, D. L., and Robinson, D. S., Elsevier Saunders, 10<sup>th</sup> Edition, 2012.

Clinical Practice of the Dental Hygienist. Wilkins, E.M., Lippincott, Williams and Wilkins, 11<sup>th</sup> Edition, 2013.

## (b) Other

CDA 151 Professional Issues 2 – Course Learning Package (provided in class)

**4. Course Content and Schedule****Calendar Description**

CDA 151 outcomes build on the content introduced in CDA 150 and relate to the professional practice of the Certified Dental Assistant at an advanced level. Ethical and legal aspects of certified dental assistant practice, current trends and issues in dentistry, self-advocacy and dental career development will be examined, then through case based exploration, a framework for CDA practice in oral health care will be established. This course also introduces the learner to effective business practice and written communication.

**Pre-requisites**

CDA 110, CDA 120, CDA 140

**Co-requisites**

CDA 111, CDA 121, CDA 141

## Course Particulars

(a) Credits 2.0

(b) Components

class 3hrs; lab 0; seminar 0; practicum 0; mastery learning model n/a;  
other: n/a

### **Course Particulars continued:**

(c) Is the course available by distributed education? No

(d) Contact Hours

(Refer to CDA Program Winter 2013 Timetable for CDA 151 schedule)

Hours per week 3hrs; # of weeks 14; Total contact hours 42  
(Note: does not include final examination week)

(e) Is prior learning assessment available for this course? No

## 5. Basis of Student Assessment (Weighting)

- (a) **Assignments:**
- (1) Group Presentation:  
Ethical Issues Debate  
(Assignment details to follow)  
**valued at 25% of the final grade in CDA 151**
  - (2) Resume and Cover Letter:  
(Assignment details to follow)  
**valued at 15% of the final grade in CDA 151**
- (b) **Exams:**
- Exam #1 - Individual  
**valued at 25% of the final grade in CDA 151**
- Exam #2 - Collaborative  
**valued at 35% of the final grade in CDA 151**
- (c) **Other:**
- (1) Regular class attendance is required for completion of group and individual assignments. Self-directed group participation outside of class hours may also occur.
  - (2) Please arrive to class punctually and prepared to participate in class discussions and activities (i.e.: with assigned reading completed).
  - (3) Submissions to the instructor must be word processed as described within the assignment details.
  - (4) Spelling and grammar will be assessed within assignments.

## 6. Grading System

***The minimum grade for successful completion of CDA 151 is B-or 70%.***

- Standard Grading System (GPA)
- Competency Based Grading System

### **A. GRADING SYSTEMS** <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

#### 1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-	PASSING GRADE	4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

#### 2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

## B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

<http://www.camosun.bc.ca/policies/E-2.5.pdf>