

DA 102 ES/CT Syllabus

Instructors: Shelly Sorensen, CRFDA, CDPMA, CDA, RDA
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Office Hours: Monday 9:30-10:30; Tuesday 10:00-11:00;
Wednesday 12:00-2:00; Thursday 9:30-10:30

Lecture: Tuesday 12:30-1:30

Texts: Bird, Robinson, Modern Dental Assisting 12th Edition
Bird, Robinson, Modern Dental Assisting Student Workbook, 12th Edition
Various Handouts

Topics:

- Minimal Front Office – Dentrix
- Preparation for Employment
- Resume Writing
- Clinical Training Orientation and Responsibilities
- Clinical Training Office Assignment

Assignments: Student shall complete all assignments, including lab, quizzes and examinations on the designated dates. All assignments must have the students first and last name to be considered for points toward a grade. Bring a #2 pencil, eraser and an essay scantron card for every examination. It is your responsibility to follow directions on exams.

Cell phones and electronic watches shall not enter exam room.

Additional Comment: You will be responsible for all materials handed back. If you believe a score was not recorded properly, you will be responsible to show proof.

Final Drop Date: Friday, March 12, 2021

Final Exam: Tuesday, April 6, 2010

Grading: Grading scale is the same as DA 102 Course Outline.

All program policies as described in DA 102 Course Outline will be upheld.