

Prepared by: E. Hershkowitz  
Reviewed by: S. Eastman  
Reviewed by: D. Champion  
Reviewed by: S. Jennings  
Reviewed by: G. Golling  
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Dental Hygiene (DNTH) 2241 Practice and Financial Management (1 Unit) CSU  
[formerly Dental Hygiene 41]

Prerequisite: Successful completion of all first, second and third semester Dental Hygiene Program courses with a grade of “C” or better

Advisory: None

Total Hours: 16 hours lecture

Catalog Description: This course discusses dental office practice concepts, financial, and business matters relating to dental hygiene practice as well as employment issues such as practice settings, job-seeking, interviewing skills, resume writing and cover letter composition.

Type of Class/Course: Degree Credit

Text: Kimbrough-Walls, Vickie J., and Charla J. Lautar. *Ethics, Jurisprudence, and Practice Management in Dental Hygiene*. 3rd ed. Prentice, 2012. Print.

Additional Instructional Materials: None

Course Objectives:

By the end of the course a successful student will be able to:

1. discuss concepts of dental office practice management,
2. understand personal financial and business issues relating to the practice of dental hygiene,
3. write an effective resume and cover letter,
4. effectively seek employment in the dental hygiene profession, and
5. perform effectively in an interview and formulate responses to interview questions.

Course Scope and Content:

Unit I            History of Dental Hygiene  
    A.            Retrospective

B. Organizational History

Unit II Aspects of Practice Management

- A. Management Consultants
- B. Employer Management Styles
- C. The Team Concept
- D. Defining Staff Roles
- E. Cross Training
- F. Staff Meeting Benefits
- G. Expectations and Public Relations
- H. Marketing the Dental Practice

Unit III The Business of Dental Hygiene

- A. Dental Hygiene Assessment
- B. Maximizing Skills
- C. Developing Leadership Qualities
- D. The Business of Dental Hygiene
- E. Dental Insurance and Hygiene Services
- F. Continuing Care and Recare Systems
- G. Time Management
- H. Working With Other Dental Hygienists
- I. Working as a Public Health Dental Hygienists
- J. Career Alternatives
- K. Lifelong Learning

Unit IV Alternate Practice Models: Future Trends

- A. Overview of Alternate Practice Models in the United States
- B. Alternate Practice Models

Unit V Seeking the Dental Hygiene Position

- A. Beginning the Search
- B. Working as a Temporary
- C. Employment Resources
- D. Preparing for Interviews
- E. Leadership vs. Management
- F. Resumes
- G. Beginning the New Job
- H. Employee Evaluations

Unit VI Planning for the Future and Career Longevity

- A. The Basics of Investing
- B. Spend Money Wisely
- C. Insurance Coverage for Dental Hygienists
- D. Professional Membership
- E. Self-Care



Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hours per week outside of the regular class time doing the following:

1. Independent study
2. Reading
3. Research

Methods of Instruction:

1. Lecture
2. Class discussion
3. Audiovisual aids
4. Guest speakers

Methods of Evaluation:

1. Writing assignments including:
  - A. Resume
  - B. Cover Letter
2. Examinations including:
  - A. Multiple choice
  - B. Fill-in
  - C. True/False
  - D. Short Essay
3. Observance of oral presentations

Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	B: Advanced Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course

Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE