

Polaris Career Center Course Syllabus

Dental Assisting
Adult

Course Information

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|-------------|--------------|---------------|--|
| Instructor: | Kathy Becker | Phone: | 440.891.7635 |
| | | Fax: | 440.243.3952 |
| | | Email: | kbecker@polaris.edu |
| | | Room: | 218 |
| | | Meeting Time: | September - June 5:00 PM - 10:30 PM |
| | | Availability: | Call for appointment |

Course Description

No trip to the dentist office would be the same without a highly trained dental assisting staff. Dental Assisting students will learn to work chair side with the dentist in the care and treatment of patients. Along with the basic dental laboratory procedures, they will learn dental terminology, infection control, OSHA safety standards, the use of dental instruments and equipment, x-ray procedures, preparation of dental materials, dental specialties, skills to perform chair side dental procedures, and dental office management skills.

Dental assistants perform many tasks requiring both interpersonal and technical skills. If students have strong communication skills, enjoy working with their hands as well as their mind, and want a career with responsibility that can help change people's lives, they will find the Dental Assisting program to be a rewarding experience.

This program is open to both male and female post-secondary students who have an interest in the dental field whether they plan on completing their education at the Adult level as a Dental Assistant or continuing their education in the dental field at the college level either as an Expanded Function Dental Assistant, Dental Hygienist or Dentist.

Upon completion of this one year, 900 hour program, students are eligible to take the Dental Assisting National Board and/or the Certified Ohio Dental Assisting Exam. Students are also eligible to hold the titles of CDA (Certified Dental Assistant), CODA (Certified Ohio Dental Assistant), to become Dental Radiology Certified, and receive their CPR certification.

Major Course Goals

The major goals of the Adult Dental Assisting program/course will ask students to:

1. Develop dental competencies in the following areas in order to prepare students for gainful employment in entry-level jobs in the dental field: Infection Control and Hazard Management, General Health, Dental Anatomy, Emergency Procedures, Preventative Dental Assisting Procedures, Chairside Assisting, Dental Materials, Dental Specialties, Dental Laboratory Procedures, Dental Office Procedures, Radiology, Communication, Professionalism, and Employability Skills
2. Develop competency in the area of embedded academics of science, employability skills, and communication.
3. Develop competencies in citizenship, leadership, and teamwork.
4. Become prepared to further pursue a career in the dental field at the college level.

Instructional Philosophy

Dental Assisting is a 900 hour program. Students will be required to participate in class 5.5 hours a day. The class time will be divided between lecture, class assignments, and laboratory time. Unit assignments are given on a weekly basis and must be completed and turned in for a grade. Students will be tested on each unit assignment. In order to teach the students' organizational skill, all the units have a completion checklist. There will be an emphasis on cooperative learning projects. Students are expected to be present and prepared for learning on a daily basis and are expected to be self-disciplined and self-motivated. A Dental Assistant must always be one step ahead of the dentist. Therefore, problem solving skills will be addressed during class. Employability skills are of primary importance and include attendance, honesty, responsibility, maturity, self-motivation, eagerness to learn, and the ability to work as part of a team. Employability skills will be reflected in daily employability points and they will be given for every aspect of the Dental Assisting program. Students will also learn pride in their work, self-improvement, and accountability.

Course Units of Study

The major units study in the Dental Assisting program include:

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|---|---|
| 1. Orientation to Dental Assisting | 22. Medical Emergencies |
| 2. Dental Ethics and Law | 23. Patient Data Gathering |
| 3. Dental Terminology | 24. Fixed Prosthetics |
| 4. Dental Anatomy | 25. Removable Prosthetics |
| 5. Microbiology | 26. Pediatric Dentistry |
| 6. Disease Transmission | 27. Implants |
| 7. Infection Control | 28. Periodontics |
| 8. Disinfection & Sterilization | 29. Endodontics |
| 9. Dental Examination, Oral Diagnosis and Treatment Plans | 30. Orthodontics |
| 10. Preventative Dentistry | 31. Oral and Maxi-facial Surgery |
| 11. Dental Instruments & Accessories | 32. Business Administration for the Dental As |
| 12. Restorative Materials & Dental Cements | a. Orientation to Business Administration |
| 13. Impression Materials & Laboratory Procedures | b. Scheduling and Appointment Control |
| 14. Restorative Dentistry | c. Record Management |
| 15. Moisture Control | d. Dental Charting and Terminology |
| 16. Coronal Polishing & Sealants | e. Preventative Recall Systems |
| 17. Delivery of Dental Treatment | f. Accounts Receivable Bookkeeping |
| 19. Radiology | g. Dental Insurance |
| 20. Anatomy & Physiology | h. Collections and Payment Plans |
| 21. Employability Skills | i. Inventory Control & Purchasing |
| | j. Accounts Payable Bookkeeping |

Primary Curriculum Materials

Delmar's Dental Assisting, A Comprehensive Approach

Author: Donna J. Phinney; Judy H. Halstead
Edition: 003
Product Type: Book w/Multimedia (CD, DVD or Electronic)
ISBN 13: 9781418048730
ISBN 10: 1418048739
Copyright: 2008

Modern Dental Assisting

Author Hazel Torres, ann Ehrlich
Edition: 009
Product type: Book w/multimedia (CD, DVD, or Electronic)
ISBN 978-1-4160-4245-7
Copyright 2009

Dental Assisting Instrument Guide

Author: Donna J. Phinney; Judy H. Halstead
Edition: 001
Product Type: Bound Book
ISBN 13: 9781418052003
ISBN 10: 1418052000
Copyright: 2007

Workbook to accompany Modern Dental Assisting

Author Doni L. Bird, Debbie S. Robinson
Edition 009
Product type workbook
ISBN 978-41604990-6
Copyright 2009

Business and Industry Credentials, Certifications, and/or Licenses

Students are eligible to take the State Certified Ohio Dental Assisting Exam, to hold the title of CODA (Certified Ohio Dental Assisting Association) and to become Dental Radiology Certified through the Ohio Dental Board.

Course Projects and Special Activities

Students will participate in ADA - Give Kids a Smile and North Coast Spring Meeting (table clinic).

Course Policies

Code of Conduct:

The published Code of Conduct for Polaris Career Center found in the Student Handbook will be enforced at all times. Students should refer to the Handbook for discussions of due process and safety violations.

Dress and Grooming Guidelines:

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect and is similar to those enforced in most working environments. Students should refer to the handbook for explicit explanations.

ID:

Not applicable.

Attendance/Tardiness:

Students should particularly note the attendance/tardiness policy in the Handbook as it will be followed at all times.

Make-up Work:

Students who have been excused absent may make up the work they missed. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange specific dates for completing the work and for taking tests, if any tests have been missed. Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. The student will be allowed one day for each day of an excused absence to make up the assigned work.

Computer Usage:

Access to technology is designated for the completion of class assignments only. Students must sign the Technology Acceptable Use Policy of Polaris in order to be given use of computers, software, and Internet access. The use of technology is a privilege, not a right. Any student who violates the Policy may lose their access to these items. Polaris Career Center reserves the right to monitor computer and Internet access.

Infinite Campus:

Not applicable.

Syllabus Changes:

The instructor/Polaris Career Center Administration reserves the right to make changes to this syllabus throughout the year.

Course Assessment Plan

Assignments will be dropped one letter grade for each day they are late. If an assignment is turned in more than four days late, it will be worth half credit.

Grades will be determined by a Total Points method using the following:

- Tests and Quizzes
- In-Class assignments
- Homework/Projects

Grades for the course will be based on the following levels of performance:

| Grade | Description |
|-----------------------|---|
| A (90-100%) | Work is correct with only minor flaws (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied to real-world examples. All assignments were completed on-time and were of a work quality. |
| B (80-89%) | Work was done with a few flaws. The concepts presented in class were applied with help. Almost all tasks and assignments were completed on-time and demonstrated with sufficient skills |
| C (70-79%) | Some difficulty was had understanding class concepts or applying concepts to real-world situations. Some assignments were late. |
| D (60-69%) | Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions. |
| F (0-59%) | Did not complete a significant amount of work for the class. Work had major errors and did not meet standards. |