

**Collin College - Continuing Education**  
**Course Syllabus**

**Course Title: Dental Assistant Training Course Number: DENT5285**

**Course Description:** A stimulating fast-paced dental assisting course designed to prepare you to function effectively as an integral member of the dental health care team. Focus will be on learning the techniques of: dental theory and terminology, four-handed assisting in chair side procedures, exposing and processing dental radiographs/x-rays (to include introduction to digital and panoramic radiology), infection control standards, obtaining impressions of the oral cavity for the fabrication of study models and custom trays used for bleaching procedures, learning instruments and their specific uses, preparing dental materials, and fabrication of provisional coverage (temporary crowns). It covers important background information on the dental profession as well as interpersonal skills, dental ethics and Practice Act laws, dental terminology, patient interactions, dental records management, and basic finance-related skills.

**Hours:** 100 hours of classroom training, and 50 clinical hours (to be assigned by instructor).

**Course Corequisite(s):** 50 hours of clinical externship

**Student Learning Outcomes:** Upon completion of this course, you will be able to:

1. Understand oral anatomy and dental terminology
2. Understand X-ray theory and techniques (exposure methods, darkroom care and maintenance, x-ray safety)
3. Develop x-rays.
4. Understand different impression materials and their uses.
5. Take and pour impressions for stone models.
6. Properly and safely trim stone models.
7. Utilize proper sterilization techniques.
8. Participate in chairside assisting with effective retraction and suctioning.
9. Know different dental materials and their proper use and care.
10. Fabricate provisional crowns and custom trays used for whitening procedures.
11. Discuss dental emergencies and appropriate procedures.
12. Use proper telephone techniques and appointment book management.
13. Understand dental billing, insurance forms, and pre-treatment estimates.
14. Function effectively in many dental administrative and clerical positions.
15. Describe the roles and perform duties of a professional dental assistant.
16. Manage protected health information and records according to privacy policies.
17. Identify the many dental instruments and their use.
18. Describe how to perform many dental assisting procedures
19. Assist the dental office in the event of an emergency

**Certification Notes:** Included in this course is the TSBDE RDA exam.

**Course Objectives:** At the completion of this course, each student will have received training for a job as a dental assistant, and will take the Texas State Board of Dental Examiners exam for Registered Dental Assistants, and will be given instructions for completing the application process for licensure.

**Textbook(s):** *Essentials of Dental Assisting* (Robinson/Bird) (Contact bookstore for current edition and cost)

**Withdrawal Policy:** See the current *Career Skills Training* catalog for the tuition refund policy.

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Meeting Location:** Central Park Campus, McKinney TX

**Attendance Policy:** Students must be in attendance for at least 90% in order to pass competencies. Students must be in proper attire (black scrubs, closed-toe shoes, properly groomed) Absences are counted as follows:

**\*15+ min. late to a 3-4-hour class = ½ attendance for the day.**

**\*30 min. late to a 7+ Saturday class = ½ attendance for the day.**

**\*5+ min. late to any class = 1 tardy. (3 tardies= one absence.)**

**\*Missing more than half the class, due to lateness and/or leaving early, counts as an absence.**

**Lesson Plan – Each class session will consist of lecture and/or lab activities**

Session	Lecture
Week 1	Introduction, Chapters 1-4: Introduction to Dental Assisting, Professional and Legal Aspects of Dental Assisting, Anatomy and Physiology, Dental Anatomy. (LAB: Walk through) <b>Topics:</b> Introduction/history of dental assisting, jurisprudence, planes and body directions and systems, parts of the mouth, tooth surfaces and numbers.
Week 2	Test 1. Chapters 5-8: Disease Transmission, Infection Control and Management of Hazardous Materials, Surface Disinfection and Treatment Room Preparation, Instrument Processing. (Hands-On: Instruments, passing instruments) <b>Topics:</b> Disease transmission, infection control, disinfection of treatment rooms through techniques and utilizing barriers, instrument sterilization/processing.

Week 3	<p>Test 2. (LAB: Sterilization procedures, disinfection and setup of treatment rooms/operatories, suction placement techniques and retraction, moisture control, full mouth rinsing and flossing of patient.)</p> <p><b>Topics:</b> Proper and safe instrument processing techniques, incident reporting, and disinfection and turnover of treatment rooms.</p>
Week 4	<p>Chapters 9-12: Clinical Dentistry, Moisture Control, the Dental Patient, the Dental Examination. (Hands-On: Exam materials and procedure, dental charting )</p> <p><b>Topics:</b> Chairside assisting, instrument transfer, proper ergonomics in the dental office and treatment operatory, duties and functions of the dental assistant, utilizing proper retraction techniques and materials for moisture control, seating patients, reviewing medical history and vital signs, creating patient charts, written and digital charting of complete oral examination of hard and soft tissue (probing measurements, tooth numbers, restorations, treatment needs, etc.).</p>
Week 5	<p>Test 3. Chapter 29.The Job Search. Discuss RESUME ASSIGNMENT. Discuss ESSAY ASSIGNMENT. Chapters 13 &amp;14: Medical Emergencies in the Dental Office, Pain and Anxiety Control. (LAB/Hands-On: Rubber dam placement, loading anesthetic syringe, placing matrices and tofflemires)</p> <p><b>Topics:</b> Personal and professional goals, appropriate interview etiquette and attire, negotiating salary, preparing a resume, the interview process, following up, proper termination or resignation procedures. Discuss types of anesthetic and sedation used in the dental office, techniques used to manage, control or eliminate pain and anxiety, discuss proper procedure for assembling and disassembling an aspirating syringe for anesthetic, proper documentation of all techniques used, learning and managing nitrous oxide equipment, administration and monitoring of nitrous oxide. Also, learn procedures for emergency situations in the dental office.</p>

Week 6	<p>Chapters 15-18: Radiation Safety and Production of X-Rays, Oral Radiography. Preventive Care, Coronal Polishing and Dental Sealants. (LAB: Mounting x-rays manually, Learning x-ray holders and placement for any x-ray series.)</p> <p><b>Topics:</b> The physics of radiation, risks and specifics regarding x-ray exposure, safety measures to ensure absolute minimum amount of radiation exposure occurs, types of radiography, manual film processing procedures, errors in film placement or processing, different types of digital imaging and how to use them, mounting x-rays, proper film placement, and exhibiting infection control when taking and/or processing radiographs. Review proper oral hygiene instruction, discuss effects of nutrition and medical conditions on oral health, discuss benefits of good oral health with the use of fluoride and preventive care including placement of sealants and routine maintenance with coronal polishing. Also, learn and identify materials needed for preventative procedures.</p>
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Week 7	Test 4. (Lab: Exposing x-rays, coronal polishing and placing sealants on typodonts.)
Week 8	<p>RESUME DUE. ESSAY DUE. Chapters 19-21: Instruments, Handpieces, and Accessories, Restorative and Esthetic Dental Materials, Restorative Procedures.</p> <p><b>Topics:</b> Identify instruments and their uses, learn the different dental handpieces and burs used with each, how to insert and remove burs from each handpiece, proper care, disinfection, and sterilization of handpieces, materials used for different dental restorative procedures, how to place a matrix, the setup and steps for restorative procedures.</p>
Week 9	<p>Chapters 22 &amp; 23: Impression Materials, and Laboratory Procedures, Prosthodontics and Dental Implants. (LAB/Hands-On: Mixing cements, bite registrations.)</p> <p><b>Topics:</b> Learn the different impression materials and trays used for each, pouring up impressions to fabricate models for diagnostic purposes or for fabrication of custom trays used for bleaching procedures, learn different cements and how to mix them, the purpose and procedure for bite registrations.</p>

Week 10	<p>Test 5. <b>MOCK INTERVIEWS.</b> Business attire required. Bring scrubs to change after your interview. (Hands-On: Packing cord, mixing cements, charting with EagleSoft software.) <b>WE WILL CONFIRM DATES OF BUSINESS ATTIRE.</b></p> <p><b>Topics:</b> Students will dress in interview attire, participate in one-on-one mock interviews with focus on questions, responses, body language, and dialogue, and learn to achieve moisture control and hemostasis using proper gingival retraction techniques.</p>
Week 11	<p>(LAB: Impressions, pouring models, trimming models, fabricate whitening trays.)</p> <p><b>Topics:</b> Learn to safely use and maintain the model trimmer, use proper technique to trim stone models, fabricate and trim custom trays on the models for use in whitening procedures.</p>
Week 12	<p>Chapters 24-28: Periodontics, Endodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, Orthodontics. (LAB: Review restorative procedures, steps, and tray/operatory setup.)</p> <p><b>Topics:</b> Learn the different specialties in dentistry, learn different periodontal procedures (i.e. surgical scaling and root planing, soft tissue grafting), endodontic procedures (i.e. root canal retreatment, apicoectomy), oral surgery procedures (surgical extractions, alveoplasty), pediatric procedures (pulpotomy, stainless steel crown), and orthodontic procedures (Invisalign, space maintainer). Learn the different instruments used in each specialty. Learn the materials and steps to a composite procedure, crown procedure,</p>
	<p>and extraction procedure, packing cord, learn to breakdown, disinfect and setup an operatory between procedures, exercising proper infection control techniques.</p>
13	<p>Test 6. <b>State Board Review.</b></p> <p><b>Topics:</b> REVIEW for Texas State Board Exam, questions on radiology, infection control and jurisprudence. Discuss the steps involved in submitting RDA application to the state and any required steps and documents need to obtain an RDA certificate.</p>
14	<p>Final Lab (Fabricating provisionals) and <b>STATE BOARD EXAM</b> (Bring Scantron and #2 Pencil)</p>

Sessions listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, labs, and days.

**Grading Rubric:** Lab/class participation is worth 40% of student's grade. Tests are worth 40% of student's grade. The essay assignment is worth 10% of the student's grade. The resume assignment and mock interview are each worth 5% of student's grade.

**Methods of Evaluation:** Students must achieve a minimum score of 75% final average and must be in attendance 90% of the class time in order to pass competencies. **STUDENTS MUST BE PASSING THE CLASS TO BE ELIGIBLE TO SIT FOR THEIR EXAM. STUDENTS MUST REGISTER FOR THEIR EXTERNSHIP TO BE ELIGIBLE TO SIT FOR THEIR EXAM.**

**Computer Skills Needed:** You should know how to access a Web site when given an address (URL) or link, use features of your Web browser, download files, attach files to emails, and use MS Word processing software.