Course Title: Dental Assistant Training

Course Number: XHLT 3104

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

Class Web Site: http://www.collin.edu/ce/courses/dental_asst_prog.html

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 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 vital bleaching procedures, 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.

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

- Understand oral anatomy and dental terminology
- Understand X-ray theory and techniques (exposure methods, darkroom care and maintenance, x-ray safety)
- Develop x-rays.
- Understand different impression materials and their uses.
- Pour models and trim. Use different sterilization techniques.
- Participate in chairside assisting and suctioning.
- Know different dental instruments and materials and their proper care and sterilization.
- Make temporaries and wax bites.
- Discuss dental emergencies and appropriate procedures.
- Use proper telephone techniques and appointment book control.
- Understand all aspects of billing. File insurance forms and pre-treatment estimates.
- Function effectively in many dental administrative and clerical positions
- Describe the roles of a professional dental assistant
- Manage health information and records according to privacy policies
- Identify the many dental instruments and their use
- Describe how to perform many dental assisting procedures
- Assist the dental office in the event of an emergency

Certification Notes: Included in this course is the TXBDE RDA exam.
Textbook(s): (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 proper attire (black scrubs, closed-toe shoes, properly groomed) and in attendance for at least 90% in order to pass competencies.

Lesson Plan – by week or session

Session 1: The History of Dentistry, the Dental Team, and Dental Ethics & Law.
Topics: dental history, important dental figures, education and professional development, the members of the dental office team, ethical principles, confidentiality, dentist-patient relationship.

Session 2: General Anatomy and Physiology, and Head & Neck Anatomy.
Topics: planes and body directions, structural units, body organ systems, regions of the head, bones of the skull, facial landmarks.

Session 3: The Face and Oral Cavity, and Oral Embryology & Histology
Topics: oral cavity, oral cancer and conditions, oral embryology, formation and growth of the teeth, oral histology, supporting structures.

Session 4: Tooth Morphology, Dental Charting, Oral Pathology & Microbiology.
Topics: tooth development histology, hard tissues of the teeth, periodontium formation, dentition periods, the dental arches, types and functions of teeth, surfaces of teeth, angles and divisions, tooth numbering systems, classification of cavities, oral cavity diseases and conditions, oral lesions, oral cancer, oral condition due to HIV and AIDS, developmental disorders, microbiology, bacterial and viral diseases.

Session 5: Dental Disease and Infection Control, Dental Caries, Periodontal Disease, Oral Health, and Oral Nutrition.
Topics: chain of infection, the immune system, disease transmission in the dental office, roles of the CDC and OSHA, caries process, importance of saliva, caries detection and intervention, signs and symptoms of periodontal disease, systemic conditions linked to periodontal disease, patient education, diet analysis and modification, eating disorders, healthy eating habits.

Session 6: Instrument Processing and Sterilization, Occupational Health and Safety, and Dental Unit Waterlines.
Topics: instrument processing, classification of patient care items, instrument processing areas, safety standards, hazardous chemicals, waste
handling and disposal, dental unit waterlines, biofilm, methods of reducing contamination in waterlines, infection control.

Session 7: The Dental Office, Examination and Care Planning, Caring for the Dental Patient, and Obtaining Vital Signs.
Topics: creating and maintaining patient records, sterilization area, patient records and confidentiality, charting, establishing patient rapport, rights of patients, caring for patients with special needs, taking vital signs.

Session 8: Dental Instruments and Ergonomics.
Topics: identifying dental instruments, instrument classification, rotary equipment, and ergonomics in the dental office, posture, common dental assistant injuries, four-handed dentistry, operating zones, and the expanded function dental assistant.

Session 9: Dental Instruments Laboratory and Handling and Transfer of Instruments Laboratory.

Session 10: Moisture Control.
Topics: oral evacuation systems, rinsing the oral cavity, dental dam placement and removal.

Session 11: Pharmacology, Anesthesia and Pain Control.
Topics: categories of drugs, drug administration, drug classification, antibiotic prophylaxis, adverse drug effects, local and topical anesthetics, complications and precautions, antianxiety agents, general anesthesia, documentation of pain control.

Session 12: Dental Radiography, Dental Film and Processing Radiographs.
Topics: discovery of x-ray radiation, the dental x-ray unit, radiation effects, radiation safety, controlling radiation, dental x-ray film holders, dental x-ray film, types of film, film storage, speed, and processing, quality assurance in dental radiography, infection control.

Session 13: Intraoral Radiographic Procedures.
Topics: intraoral radiography, paralleling technique, bisecting angle technique, bitewing technique, occlusal technique, mounting intraoral radiographs.

Session 14: Extraoral and Digital Radiographic Procedures.
Topics: panoramic radiography, digital radiography.

Session 15: Restorative and Esthetic Dental Materials, Dental Liners, Bases, and Bonding Systems, & Dental Cements.

Session 16: Restorative and Esthetic…cont’d

Topics: types of impressions, pouring and trimming dental models, custom impression trays, dental waxes, cavity preparation, restorations, veneers and bonding, tooth whitening, matrix systems.

Session 18: Impression Materials…cont’d


Session 20: Fixed Prosthodontics, Provisional Coverage, Removable Prosthodontics, and Dental Implants.
Topics: crown and bridge procedure, machined restorations, provisional fabrication, provisional restoration materials, removable partial denture, complete (full) dentures, immediate dentures, overdentures, denture relining, repairs and duplication, types of dental implants, dental implant maintenance.

Session 21: Fixed Prosthodontics…cont’d
Topics: dental pulp damage, endodontic procedures, instruments and accessories, surgical endodontics, periodontal examination, periodontal instruments, surgical and non-surgical periodontal treatment, oral surgery, surgical asepsis.

Session 23: Pediatric Dentistry Procedures, Coronal Polishing, Dental Sealants, and Orthodontic Procedures.
Topics: pediatric dentistry, pediatric dental trauma, reporting child abuse, coronal polishing, dental stains, coronal polishing materials and technique, dental caries and sealants, indications and contraindications for sealants, orthodontistry, understanding occlusion, alignment of teeth and arches, orthodontic treatment.

Topics: preventing medical emergencies, recognizing and emergency, protocol for emergencies, dental emergencies, listening skills, office equipment and maintenance, inventory management, dental insurance plans, codes and claims, professional career goals, resume and cover letter, employment negotiations, rights as an employee, advancing your career.

Session 25: Review
Session 26: Final Exam
Session 27: Review for RDA Exam (Radiology, Infection Control, and Jurisprudence)
Session 28: RDA Exam

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

Method of Evaluation: Students must achieve a minimum of 75% final average and must be in attendance 90% of the class time in order to pass competencies.

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.

Expectations for taking the online portion of this course: Homework assignments will be submitted and quizzes will be taken online by the student. It is the student’s responsibility to maintain computer and Internet access (there is an open computer lab at every Collin College campus; available for student use any time the building is open). In addition to expectations listed elsewhere, students are expected to keep a copy of all saved course work until the final grade has been posted, since electronic communications can fail or crash. This policy may allow resubmission of important items, if permitted by the instructor. If technology issues arise, students are expected to use Collin computers or other equipment for submitting work.
according to the schedule. In other words, a personal computer or Internet challenges are no excuse for failing to submit work on time. Students are expected to plan ahead concerning inquiries to allow for reasonable response time from the instructor. Students are expected to mark the weeks of the term on their personal calendars and to maintain a check list of work completed and grades received in order to self-monitor progress in the course.