

Dental Assistant Academy Syllabus

DA4715	Dental Assisting Lecture	60 Total Hours	30 Lecture Hours	30 Lab Hours
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Course title: Dental Assisting Lecture

Prerequisite: None

Instructor: Kaitlin Dougherty

Course Schedule: Classes are done at the student's own time anytime during the week prior to lab on Saturdays. Lecture videos will be sent out every Monday morning. All online reading quizzes are due every Friday by 11:59 pm.

Course Length: 10-weeks of 30 online lecture hours and material and 30 in-person lab hours for a total of 60 clock hours.

Delivery Modality: All lecture material will be delivered via email. Each student will be sent the link and code to access each video within Cisco Webex and SIMTICS through the Evolve portal.

Digital/Online Access: Online classes are not interactive. These videos are pre recorded and sent out to each student with a link and access code in order to watch them. This can be accessed with a computer, phone, tablet or iPad. Please note that in order to practice the online SIMTICS dental simulation on a mobile device, Google Chrome must be used.

COURSE OVERVIEW:

10-week dental assisting program offers the basic skills that any dental office is seeking to hire. Not only do we offer the skills necessary for general dentistry but our curriculum also offers a focus on Orthodontics as well. By the end of our 10 sessions, our students will be able to assist the doctor with amalgam and composite restorations, crown and bridge, root canal therapy, oral surgery procedures, and periodontics as well as taking impressions, bonding and debonding braces, write referrals, pour up models, scan for clear aligners, do adjustments, abide by HIPPA, radiology and proper sterilization procedures.

COURSE OBJECTIVES: Upon successful completion of this course, the student will be able to:

1. Assist dentists in four-handed dentistry
2. Take alginate impressions
3. Pour-up impressions using stone
4. Set-up a syringe
5. Set-up for composite restorations
6. Assist a dentist in different procedures, including oral surgery, endodontics, periodontics, composite and amalgam restorations, crown and bridge and orthodontics
7. Bond and debond brackets
8. Place bands for adjustments
9. Abide by HIPPA
10. Practice intraoral radiology techniques
11. Proper sterilization techniques

RESOURCE REQUIREMENTS:

As part of the overall tuition, each student will be given the *Dental Assisting: A Comprehensive Approach 7th Edition* by Donna J. Phinney and Judy H. Halstead, SIMTICS Dental Assisting 1st ed and a subsequent binder with all physical practice worksheets and additional teaching material. Each lecture video will also be accompanied with extra videos for the students to watch that better explain the techniques discussed in the video and textbook. Along with the lecture and supplemental videos, each student will also be assigned SIMTICS practice and DALE radiology practice. Please refer to the syllabus for the clock hours for these specific practices.

Technology Requirements:

- Reliable electronic device that can access the internet, such as a computer, phone or tablet
- Reliable internet or data connection

For technology assistance, please contact

Kaitlin Dougherty at katie@dentalassistantacademy.com or 513-855-5100

Equipment and Teaching Devices

We will be utilizing the dental office as our classroom by practicing technical skills in each of the fully equipped operatories. This includes the air/water syringe and handpiece unit, patient chair, overhead light and supplies. We will also be using the sterilization room, including the autoclave and ultrasonic, the lab, and newest technology including the Itero scanner and 3D x-ray / panorex machine. Each student will also be provided with a multitude of typodonts to practice placing brackets, doing adjustments, and removing brackets.

INSTRUCTIONAL STRATEGIES:

This course combines lecture instructions with lab application. Instructional strategies include lecture, demonstration, discussion, practical application, simulation and presentations.

COURSE OUTLINE*

Week 1:

- Introductions
- Go over syllabus points
- Read chapters 1, 2, 6-8
- Online reading quizzes**
- 1-hour RHS DALE exam review**

Week 2:

- Go over quiz
- Read chapters 3-5, 9-11
- Online reading quizzes**

- 1-hour RHS DALE exam review**
- Homework: memorize tooth numbers and surfaces**

Week 3:

- Read chapters 12-14 and 26
- Go over blank tooth charts
- Announce quiz 1 over dental specialties
- Online reading quizzes**
- 1-hour RHS DALE exam review**
- Homework: continue to memorize tooth numbers/ surfaces and charting symbols**

Week 4:

- Read chapters 17-22
- Online reading quizzes**
- 1-hour RHS DALE exam review**
- Simtics- Dental radiology 1**
- Homework: study for quiz 1 over dental specialties page 5 and tooth charting symbols**

Week 5:

- Read chapters 23, 25 and 29
- Online reading quizzes**
- 1-hour RHS DALE exam review**
- Homework: create separate resume for the dental field, study for test 1 on tooth surfaces, numbers, instruments**

Week 6:

- Read chapters 24, 27 and 28
- Online reading quizzes**
- 1-hour RHS DALE exam review**
- SIMTICS composite restoration**
- Homework: continue building dental resume**

Week 7:

- Read chapters 15 and 16
- Online reading quizzes**
- 1-hour DALE RHS review**
- Homework: finish dental resume and send out to offices, interview at one dental office and sign off on sheet**

Week 8:

- "Orthodontic Basics" video
- "Bonding Brackets" video
- watch video on bonding and scanning
- **1-hour DALE RHS review**
- **Homework: Send out resume and study for quiz 2**

Week 9:

- "Adjustments" video
- "Invisalign" video
- **2 hours RHS DALE review**
- **Homework: submit resumes, study for test 2**

Week 10:

- "Debond" lecture video
- "Retainer" lecture video
- additional videos on how to properly debond and create bonded retainers
- **2 hours DALE RHS review**
- **Homework: submit resumes and make sure to go on at least one interview,**

* Session Course Outline may change as needed, and shall be determined by the instructor. Content shall not change, and if so, students shall be given prior notice. However, depending on the term, the course breakout in sessions per week may vary, but all contact hours shall be met within the term, and within the class schedule parameters.

Make-up sessions may be scheduled during hours of regularly-scheduled meeting times, including breaks and weekends.

Attendance Requirements:

It is important for the school to be notified when a student is not able to attend class. It is the student's responsibility to inquire about make-up work for both classroom lectures and laboratory sessions.

Tardiness and/or absence from any part of a class/lab will constitute a partial absence. A total of two partial absences will constitute a full absence.

Attendance will be earned and recorded by signing in and participating in the regularly scheduled lab sections. Attendance for lectures will not be recorded and will be the responsibility of the student to watch all lecture videos to prepare for the lab.

Grading

A minimum average grade of a C (874 points minimum) is required to satisfactorily complete the program. Lectures are not able to be tracked for attendance. To make sure students are completing the lecture material, online reading quizzes will be graded and counted towards final grades. Lab attendance is recorded by the student being physically present in class for each lab. If a student attends a lab, they will earn 10 points. If a student is absent, he or she will not earn points for that class. Final grades are calculated as follows:

Lab Exams 1 and 2: points earned out of 100.

Lab Quizzes 1 and 2: points earned out of 50.

Clinical evaluations 1 and 2: points earned out of 168.

Online reading quizzes: points earned out of 580.

DALE RHS: points earned out of 100.

Class attendance: Each lab is worth 10 points (100 points total).

Total points: 1,248

1,124-1,248 A 999-1,123 B 874-998 C 750-873 D Below 750 F

Radiology has a separate pass/fail status.

Graduation Requirements

Students will receive a Certificate of Completion for Dental Assisting. A separate certificate for Radiology will be granted if the student passes the national exam. If he or she does not pass upon the first try, the student has unlimited chances to take this exam again. He or she must pay for each exam taken. Students must:

- receive a minimum passing grade average of C (525 points minimum)
- achieve at least 80 points on all but two lab works. Students will only receive points for each class physically attended. If a class is missed, a student will not earn points for that day.
- Attend all clock hours of the program with all missed hours made up with the instructor.
- have no outstanding balances owed to the school.

MAKE-UP WORK:

It is the student's responsibility to inquire about make-up work for laboratory sessions. The instructor will not re-teach material, therefore there is no charge for make-up work. For information regarding make-up work, please consult the current edition of the catalog and applicable student handbook.

INSTRUCTOR RESPONSIBILITIES:

1. At the beginning of each course, the instructor will provide a course syllabus to each student in the class.
2. The instructor will evaluate each student's participation, assignments, assessments and projects based on the grading criteria published in the syllabus.
3. Accurate records of each student's attendance and grades will be maintained by the instructor, and retained using an online system. Attendance will be reported at the conclusion of each class meeting; course grade averages will be reported at the mid-term and final weeks, as a minimum.

STUDENT: TEACHER RATIO

Students will have one instructor for every ten students. The maximum capacity for a class is twenty students.

OFFICE HOURS:

Students have the availability to contact the Program Director Monday-Thursday 8am-5pm to schedule a meeting over the phone or via Zoom for any questions regarding grades, assignments or online help. Instructors are also available Monday-Friday for phone calls and emails. To schedule an in person meeting with an instructor, please contact Dr. Kellyn or Jennifer Monday-Friday 8am-5pm or on Saturdays from 9am-12pm during normal lab class hours.

Kaitlin Dougherty, Program Director
513-855-5100
katie@dentalassistantacademy.com

Jennifer Pusey, Lab Instructor
267-549-2568
Puseyj4@gmail.com

Program Syllabus and Topics Covered

Course Syllabus and Topics Covered

Each lecture is 3 contact hours and each lab is 3 contact hours

Week	Lecture (online)	Lab (on ground)
<p>1- 2 hours 20 mins vidoes 1 hour DALE RHS review</p>	<p>-Watch lecture videos on chapters 1-2, 6-8: -Chapter 1 "Introduction to Dental Assisting" -Chapter 2 "Professional and legal aspects of dental assisting" -Chapter 6 "Infection control and managing hazardous materials" -Chapter 7 "Surface disinfection and treatment room preparation" -Chapter 8 "Instrument processing" -Watch vidoes on handwashing techniques, surface barriers, treatment room cleaning and disinfecting and autoclaving instruments -online reading quizzes -1 hour RHS DALE exam review -Optional Simtics practice: Hand Hygiene soap and water, Hand Hygiene hand sanitizer, Isolation Room PPE, Impressions</p>	<p>-Setting up the dental chair and unit -Pulling patient charts and taking blood pressure -Preparing patient for procedures -Breaking down the chair and unit -Assist dentist with passing instruments -impressions</p>

<p>2- 1 hour 57 mins videos 1 hour DALE RHS review</p>	<p>-Read chapters 3-5, 9-11 assigned pages: -Chapter 3 "Anatomy and physiology" pgs 24, 25, 28, 30, 34, 35, 36-38 Chapter 4 "Dental anatomy" pgs 41-51 Chapter 5 "Disease transmission" pgs 58,59,60,63 Chapter 9 "Clinical dentistry" pgs 116-124 Chapter 10 "Moisture control" pgs 128-138 Chapter 11 "The dental patient" pgs 143-157 -Watch videos on transferring instruments, suctioning, the dental dam and taking blood pressure -online reading quizzes -1 hour RHS DALE exam review -Homework: memorize tooth numbers and surfaces -Optional Simtics practice: Disinfection, Sterilization and BBP, Assist with routine patient exam</p>	<p>-Setting up the dental chair and unit -Pulling patient charts and taking blood pressure -Preparing patient for procedures -Breaking down the chair and unit -Assisting the dentist with charting -Assisting the dentist with suctioning -impressions</p>
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<p>3- 1 hour 53 mins videos 1 hour DALE RHS review</p>	<p>-Read chapters 12-14, 26 assigned pages: -Chapter 12 "The Dental Examination" pgs 159-175 -Chapter 13 "Medical Emergencies in the Dental Office" pgs 179-182 -Chapter 14 "Pain and Anxiety Control" pgs 189-208 -Chapter 26 "Oral and Maxillofacial Surgery" pgs 428-442 -watch videos on bitewings, placing topical, putting together a syringe and minor oral surgery -online reading quizzes -1 hour RHS DALE exam review -Homework: continue to memorize tooth numbers/ surfaces and charting symbols -Optional Simtics practice: DA anatomy, Dental charting, Assist with minor oral surgery</p>	<p>-Bitewings and PA's -Assisting the dentist with charting -Assist the dentist with extraction -impressions</p>
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<p>4- 2 hours 16 mins videos 30 mins Simtics 1 hour DALE RHS review</p>	<p>-Read chapters 17-22 assigned pages: -Chapter 17 "Preventive Care" pgs -Chapter 18 "Coronal Polishing and Dental Sealants" pgs -Chapter 19 "Instruments, Handpieces and Accessories" pgs -Chapter 20 "Restorative and Esthetic Dental Materials" pgs -Chapter 21 "Restorative Procedures" pgs -Chapter 22 "Impression Materials and Laboratory Procedures" pgs -watch videos on coronal polishing, handpieces, amalgam restorations, impressions and pouring models -online reading quizzes -1 hour RHS DALE exam review -Simtics- Dental radiology 1 -1 hour DALE RHS review -Homework: study for quiz 1 over dental specialties page 5 and tooth charting symbols</p>	<p>-Bitewings and PA's -impersions -pour up impressions -Assist the dentist with composite restoration -Take quiz 1 -Begin xray clinical testing</p>
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<p>5- 1 hour 32 mins videos 1 hour DALE RHS review</p>	<p>-Read chapters 23, 25 and 29 assigned pages: -Chapter 23 "Prosthodontics and Dental Implants" pgs -Chapter 25 "Endodontics" pgs -Chapter 29 "The Job Search" pgs -watch videos on placing cord, creating temporary crowns, example resume -online reading quizzes -1 hour RHS DALE exam review -Homework: create separate resume for the dental field, study for test 1 on tooth surfaces, numbers, instruments -Optional SIMTICS Dental Radiology 1, Assist with anesthetic delivery, Dental Anatomy, Root canals</p>	<p>-Bitewings and PA's impressions -pour up impressions -Assist the dentist with a root canal -Test 1: Written and finish xray clinical portion</p>
<p>6- 1 hours 39 mins videos 30 mins Simtics 1 hour DALE RHS review</p>	<p>-Read chapters 24, 27, and 28 assigned pages: -Chapter 24 "Periodontics" pgs -Chapter 27 "Pedriatics" pgs -Chapter 28 "Orthodontics" pgs -watch videos on periodontal dressings, orthodontic pictures and orthodontic ties -online reading quizzes -1 hour RHS DALE exam review -SIMTICS composite restoration -Homework: continue building dental resume</p>	<p>Test 1: Clinical portion -Assisting the dentist with charting -Assist the dentist with composite restoration -impressions -pour up impressions</p>

<p>7- 3 hours 25 mins videos 1 hour DALE RHS review</p>	<p>-Read chapters 15 and 16 assigned pages: -Chapter 15 "Radiation Safety and Production of X-rays" pgs -Chapter 16 "Oral Radiography" pgs -watch video on panoramic xrays -online reading quizzes -1 hour DALE RHS review -Homework: finish dental resume and send out to offices, interview at one dental office and sign off on sheet</p> <p>-Optional Simtics-DA comprehensive review dental radiography</p>	<p>-Take Pano/ceph -Take X-ray practice test</p>
<p>8- 1 hour videos 1 hour DALE RHS review</p>	<p>-"Orthodontic Basics" video -"Bonding Brackets" video -watch video on bonding and scanning -online reading quizzes -1 hour DALE RHS review -Homework: Send out resume and study for quiz 2</p> <p>-Optional Simtics-Communication, Time Management</p>	<p>-bond brackets -Scanning -ties on/off -Take Ortho quiz 2</p>
<p>9- 36 mins videos 2 hours DALE RHS review</p>	<p>-"Adjustments" video -"Invisalign" video -online reading quizzes -2 hours RHS DALE review -Homework: submit resumes, study for test 2</p>	<p>-bond brackets -Scanning -ties on/off -Take test 2: Written Only</p>

	-Optional Simtics- Ethics	
10- 30 mins videos 2 hours DALE RHS review	-“Debond” lecture video -“Retainer” lecture video -additional videos on how to properly debond and create bonded retainers - online reading quizzes - 2 hours DALE RHS review - Homework: submit resumes and make sure to go on at least one interview, - Optional SIMTICS comprehensive review simulation	-Bond brackets -scanning -ties on/off -anything left the students feel they need practice on -Graduation ceremony