

Syllabus
Dental Assistant
DA101 – Dental Assisting I
Summer 2017

Day/Time/Location: *Monday and Wednesday @ 6:00pm-8:20pm, Rm A21 – Riverside Campus*

Instructor: *Terri Dean*

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Contact: *541-941-8735 after 5pm Monday- Friday*

Course Description

Dental Assisting I introduces the basic concepts of preventative dentistry and the dental assistants role including but not limited to; dental terminology, infection control , basic microbiology, pharmacology, nutrition, oral and facial anatomy, tooth numbering, names of tooth surfaces, dental charting and oral assessment, the use of dental instruments and the various procedures used by dentists, dental asepsis techniques, patient education, legal and ethical issues, the collection of clinical data, and patient psychology as it relates to anxiety and pain management.

Students are introduced to the members of a dental team, current professional trends and the various operations within a dental office, including receptionist duties, bookkeeping, and chairside dental assisting. Students will have the opportunity to visit and observe a dental office in operation. This course may also include an online component for study material, quizzes and tests. Students are allowed to utilize RCC computer labs (based on availability) if they do not have access to a personal computer.

Course Prerequisites

This is a limited-entry program which requires completion of 13-18 credits of prerequisite/preparatory courses AND formal acceptance prior to entry. This class does not qualify as continuing education for dental assistants.

Required texts

Bird, D.L., & Robinson, D.S. (2017). *Modern Dental Assisting, 12th ed.*

Bird, D.L., & Robinson, D.S. (2017). *Workbook to Accompany Modern Dental Assisting, 12th ed.*

Boyd, L.R. (2018). *Dental Instruments: A Pocket Guide, 6th ed.* (or any ed. prior)

Additional handouts as determined by instructor.

Learning Outcomes

Course Learning Outcomes: In the left-hand column below, you will find the expected learning outcomes for this course. The outcomes are assessed by the methods described in the middle column.

Institutional Learning Outcomes (ILOs): In the right-hand column you will see “ILO Key Indicators.”

Institutional Learning Outcomes (ILOs) are skills that will contribute to your success in life beyond RCC. Rogue’s ILOs are: Application of Knowledge (AK), Approach to Learning (AL), Communication (COM), Critical Thinking (CT), and Personal Growth (PG).

Why are they important?

- Employers call these “soft skills” or “employability skills.” They may help you get and keep a job.
- These are skills that will help you complete a certificate or degree.
- They are skills for success in your life as a family member, worker, citizen, life-long learner, and more.
- On successful completion of this course, students will be able to:

Intended Outcomes:	Assessment Methods:	Key ILO Indicators
1. Study and describe the roles of dental health care professionals (dentist, dental hygienist, chairside assistant, administrative assistant), and explain how each dental team member contributes to a patient's oral health.	1. Written and/or oral examinations.	<p>COM 2 - <i>Express ideas clearly in oral, written and visual work.</i></p> <p>AK 1 - <i>Demonstrate ability to transfer learning in familiar and unfamiliar contexts in order to complete tasks.</i></p> <p>AL 3 - <i>Internalize and assimilates information into new situations.</i></p>
2. Demonstrate proficiency in dental charting and using dental terminology. (Including but not limited to oral and facial anatomy, tooth numbering systems, names of tooth surfaces, dental charting and oral assessment).	2. Written and/or oral examinations, written assignments, observation of group work, and evaluation by instructor.	<p>AK 1 - <i>Demonstrate ability to transfer learning in familiar and unfamiliar contexts in order to complete tasks.</i></p> <p>AL 3 - <i>Internalize and assimilates information into new situations.</i></p> <p>COM 2 - <i>Express ideas clearly in oral, written and visual work</i></p>
3. Describe the two most common infection oral diseases (caries and periodontal disease), including the cause and mechanism of action.	3. Written and/or oral examinations.	<p>COM 2 - <i>Express ideas clearly in oral, written and visual work.</i></p> <p>AK 2 - <i>Integrate previous and new learning, along with practical skills, to solve problems.</i></p>
4. Define embryology and histology. Describe prenatal dental development, and discuss influences on development.	4. Written and/or oral examinations.	<p>COM 2 - <i>Express ideas clearly in oral, written and visual work.</i></p> <p>AK 1 - <i>Demonstrate ability to transfer learning in familiar and unfamiliar contexts in order to complete tasks.</i></p> <p>AL 3 - <i>Internalize and assimilates information into new situations.</i></p>
5. Name and describe the tissues of the teeth. Describe the general and specific features of each tooth in the permanent and primary dentitions.	5. Written and/or oral examinations.	<p>COM 2 - <i>Express ideas clearly in oral, written and visual work.</i></p> <p>AK 2 - <i>Integrate previous and new learning, along with practical skills, to solve problems.</i></p>

Intended Outcomes:	Assessment Methods	Key ISLO Indicators:
6. Name and identify the landmarks of the face. Describe the action of the temporomandibular joint.	6. Written and/or oral examinations.	AK 2 - <i>Integrate previous and new learning, along with practical skills, to solve problems.</i> AL 3 - <i>Internalize and assimilates information into new situations.</i>
7. Describe the principles of basic nutrition.	7. Written and/or oral examinations.	AK 2 - <i>Integrate previous and new learning, along with practical skills, to solve problems.</i>
8. Identify common dental hand instruments, and explain how they are used in delivering dental care. Identify the differences between high-speed and slow-speed dental handpieces, and explain how they are used in delivering dental care.	8. Written and/or oral examinations.	COM 2 - <i>Express ideas clearly in oral, written and visual work.</i> AK 2 - <i>Integrate previous and new learning, along with practical skills, to solve problems.</i> AL 5 – <i>Use technological tools to research new information, solve problems, and communicate effectively.</i>
9. Describe the properties of common dental materials, identifying potential hazards (through MSDS sheets or standard warning labels) and addressing public controversies (such as mercury fillings and fluoride).	9. Written and/or oral examinations.	AK 2 - <i>Integrate previous and new learning, along with practical skills, to solve problems.</i> AL 5 - <i>Use technological tools to research new information, solve problems, and communicate effectively.</i> AK 5 - <i>Demonstrate the ability to adhere to personal and industry safety standards.</i>
10. Describe the differences between dental laws and the dental code of ethics, and describe the major components of each branch.	10. Written and/or oral examinations, written assignment.	AK 2 - <i>Integrate previous and new learning, along with practical skills, to solve problems.</i> AL 5 - <i>Use technological tools to research new information, solve problems, and communicate effectively.</i>

Intended Outcomes:	Assessment Methods:	Key ISLO Indicators
11. Identify the basic principles of pharmacology and basic microbiology.	11. Written and/or oral examinations and evaluation of small group work by instructor.	COM 2 - Express ideas clearly in oral, written and visual work. AK 1 - Demonstrate ability to transfer learning in familiar and unfamiliar contexts in order to complete tasks. AL 3 - Internalize and assimilates information into new situations.
12. Describe how to apply the principles of dental asepsis in performing dental assisting duties.	12. Written and/or oral examinations.	COM 2 - Express ideas clearly in oral, written and visual work. PG 1 - Act as a responsible member of a community.
13. Describe the dangers and benefits of using x-ray technology in a dental office.	13. Written and/or oral examinations.	AK 1 - Demonstrate ability to transfer learning in familiar and unfamiliar contexts in order to complete tasks. AL 3 - Internalize and assimilates information into new situations.
14. Discuss the impact of cultural, ethnic, racial backgrounds, geographic, and learning styles on the delivery of dental care, and utilize concepts when providing patient care.	14. Written and/or oral examinations.	COM 4 - Work respectfully with others by considering opposing view-points and different cultural perspectives in order to find commonalities for cooperation and to aid productivity.
15. Adhere to facility and dental assisting program policies, e.g. attendance, working as member of a team, responding to feedback unemotionally and non-defensively, acting ethically and within scope of practice, utilization of standard precautions throughout the program.	15. Evaluation of performance by instructor.	PG 1 - Act as a responsible member of a community. PG 6 - Adhere to a strong work ethic and is able to negotiate and abide by the terms of agreement that defines one's employment.

Grading Information

Midterm (week 4)	120 points (12% of grade)
Daily Quiz (14 quizzes @ 20 pts ea.)	280 points (28% of grade)
Project	100 points (10% of grade)
Attendance in Class (30 pts per class)	480 points (48% of grade)
Final (closed book, in class)	200 points (20 % of grade)
Vocabulary & Tooth numbering	80 points (8% of grade)
<u>Workbook</u>	<u>40 points (4% of grade)</u>

Total points possible

1300 points

1300 - 1170 points = A

1169 - 1039 points = B

1038 – 908 points = C

907 – 777 points = D

776 - 1000 points = F

Course Outline:

Note: This is subject to change.

Week 1	Mon July 10:	Vocabulary Chapter 1 – History of Dentistry Chapter 3 – The Dental Team
	Wed July 12	Chapter 25 – Ergonomics Chapter 32 – The Dental Office
Week 2	Mon. July 17	Chapter 19 – Disease Transmission and Infection Control Chapter 20 – Principals of Disinfection
	Wed. July 19	Chapter 21 – Instrument Processing and Sterilization Chapter 24 - Dental Unit Waterlines
Week 3	Mon. July 24	Chapter 11 – Dentition Chapter 12 – Tooth Morphology
	Wed. July 26	Chapter 13 – Dental Caries Chapter 28 – Oral Diagnosis and Treatment Planning Intro to Charting
Week 4	Mon. July 31	Chapter 14 – Periodontics Chapter 15 – Preventative Dentistry
	Wed. Aug. 2	Midterm Opens on Blackboard Chapter 10 – Landmarks of the Face and Oral Cavity Chapter 16 - Nutrition Charting exercise

Week 5	Mon. Aug. 7	Chapter 26 – Patient Record Chapter 27 – Vital Signs
	Wed. Aug. 9	Chapter 33 – Delivering Dental Care Chapter 34 – Hand Instruments
Week 6	Mon. Aug. 14	Chapter 29 – The special needs patient Chapter 30 – Pharmacology
	Wed. Aug. 16	Chapter 31 – Medical Emergencies Chapter 35 – Dental Handpieces Charting exercise
Week 7	Mon. Aug. 21	Chapter 36 – Moisture Control Chapter 37 – Anesthesia and Pain Control
	Wed. Aug. 23	Chapter 48 – General Dentistry Chapter 49 – Matrix Systems
Week 8	Mon. Aug. 28	Chapter 61 – Communication in the Dental Office Chapter 38 – Foundations of Radiology
	Wed. Aug. 30	Final Exam in Class

EXPECTATIONS FOR STUDENTS

Expectations for classroom behaviors are outlined in the Student Code of Conduct, available in the catalog, schedule, and online. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Instructors have the right to remove students from class for not following the Code of Conduct or other specified classroom rules outlined in the Dental Assistant Student Handbook.

Attendance

Students are expected to attend all class meetings unless an excused absence has been arranged in advance (further information is listed below). If you are unable to attend a class, please notify me via email or phone.

- **Administrative Drop:** students who do not attend at least 50% of the class sessions during the first week of school and who do not contact the instructor to indicate a plan to attend will be automatically dropped from the class during the 2nd week of the term.
- **Refund policy:** Students dropping a class by 11:59 p.m. on Wednesday of the second week of the term get a full refund. After that there is no refund.
- **Withdrawal from class:** A student may withdraw from a class between the Thursday of Week 2 and the Friday of Week 8 at 11:59 pm. (Week 5 during summer term). A grade of W will be assigned.

Academic Honesty

Cheating, plagiarism, and other acts of academic dishonesty are regarded as serious offenses. Instructors have the right to take action on any suspected acts of academic dishonesty. Depending on the nature of the offense, serious penalties may be imposed, ranging from loss of points to expulsion from the class or college.

Classroom Behavior

Expectations for classroom behavior are outlined in the Student Code of Conduct, available in the catalog, schedule, and online. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Instructors have the right to remove students from class for not following the Code of Conduct or other specified classroom rules. Expectations for behavior in online classes are similar to what is required in the classroom.

Student Evaluations of this Course: “What Do You Think?”

Students enrolled in all credit (and some non-credit) courses will receive an RCC email around the 8th week of each term to complete online evaluations on each course they are enrolled in. Full instructions for accessing and completing the evaluations will be in the reminder email. These evaluations are anonymous and will not be released to the teachers until after the term is over. They provide valuable feedback to faculty about your experiences in and impressions of the course.

Disability Services

Any student who feels that he or she may need academic accommodations for a disability, such as vision, hearing, orthopedic, learning disabilities, psychological or other medical conditions, should make an appointment with the Disability Services Office.

Redwood Campus (Wiseman Tutoring Center):

Phone: 541-956-7337; Fax: 541-471-3550; Oregon Relay Service: 7-1-1

Riverside and Table Rock Campuses (main office: Riverside Campus B-9):

Phone: 541-245-7537; Fax: 541-245-7649; Oregon Relay Service: 7-1-1

For more information, go to <http://www.roguecc.edu/disabilityservices/>.

Discrimination, Harassment and Sexual Violence Policies

RCC is committed to ensure that its learning and working environments are free from all forms of discrimination and harassment, including sexual harassment. Therefore, it is a violation of College policy for any employee, student or third-party at RCC to engage in these practices.

In addition, RCC has a zero tolerance for sexual assault, stalking, intimate partner or domestic violence, dating violence and workplace violence. Anyone found participating in any of these activities will be subject to disciplinary action and prosecuted in accordance with RCC policies and procedures and Oregon state laws. For more information, go to <http://web.roguecc.edu/title-ix-and-sexual-misconduct>

Safety

The College assists in keeping the campus safe, but a safe campus can only be achieved through the efforts and cooperation of all students, faculty, and staff. For information on safety services, go to <https://www.roguecc.edu/safety/>

Smoking restrictions (Board policy)

Smoking is not permitted on the premises of Rogue Community College except in designated areas. For more information go to: <http://web.roguecc.edu/board-policies>