

HED-52 – Dental Assisting Certificate Program with Clinical Externship

Professional Education Course Syllabus

Program includes National Certification & a Clinical Externship Opportunity

Course Contact Hours: 60

The Dental Assisting Profession

The Dental Assisting Program prepares students for entry-level positions in one of the fastest growing healthcare professions – Dental Assisting. With the national increase in healthcare-related services, and the national shortage of healthcare professionals, the need for dental assistants is growing substantially. With a growing workforce over 300,000 strong, a career in dental assisting ranks as the fourth fastest growing occupation in the healthcare technician field. To meet our nation's growing medical demands, recent studies indicate that over 400,000 assistants will be employed by 2020.

The Dental Assisting Program

The program prepares students for entry-level positions as a chair-side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity; and other areas. The purpose of this program is to familiarize students with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice. This course covers the following key areas and topics:

- Introduction to the dental office and history of dentistry and dental assisting
- Legal aspects of dentistry including policies and guidelines
- Introductory oral anatomy, dental operator, and dental equipment
- Introductory tooth structure including primary and permanent teeth
- The oral cavity and related structures
- Dental hand-pieces, sterilization, and other areas

Education and Certifications

- Dental assistants & aides should have or be pursuing a high school diploma or GED.
- Although there are no state approval or state requirements associated with this program, in some states, DANB-RHS certification is required to work in dental radiography.
- There are several Dental Assistant National Certification exams that are available to students who successfully complete this program:
 - **Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) exam, and the DANB Infection Control Exam (ICE).**

Dental Assisting Detailed Course Information:

- The dental assisting profession and the history of Dental anatomy and physiology
- Tooth charting, tooth surfaces, and classification of restorations on a tooth

- Parts of the jaw, areas of the mouth, oral health and preventions of dental disease
- Infection control in dentistry and occupational health and safety
- Patient information and assessment
- Foundation of clinical dentistry
- Dental radiology
- Single crown restoration, bridge, implant, partial denture, and full denture
- Dental equipment, accessories and the treatment room, hand pieces & accessories
- Dental cements and impression materials; Assisting in comprehensive dental care
- Coding of radiology services and the use of ICD-9-CM codes
- Dental administration and communication skills

National Certification

Students who complete this Dental Assisting program will be prepared to sit for the Dental Assisting National Board (DANB) Radiology Health and Safety (RHS) exam and the DANB Infection Control (ICE) national certification exams. Although certain states do require that Dental Assistants successfully complete this DANB-RHS exam prior to working with radiography (X-Ray) in a particular state, most states do not have other requirements. This Dental Assistant program focuses heavily on radiography / x-ray techniques and includes an important review of the DANB-RHS examination requirements. Students who complete this program are encouraged to complete the clinical externship option with their program. Students who complete this program can and do sit for the DANB - RHS and the DANB-ICE national certification exams and are qualified, eligible and prepared to do so.

Clinical Externship / Hands on Training / Practicum

Although not a requirement of this program, once students complete the Dental Assistant program they have the ability to participate in a clinical externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a Dental Assistant. Students will be assisted with completing a resume and/or other requirements necessary to work in a hospital, dental practice and/or with other healthcare organizations. All students who complete this program are eligible to participate in an externship and will be placed in a healthcare organization near their location.

Course Overview

The History & Profession of Dentistry

- Lesson 1 - History of Dentistry
 - Reading Assignment: Chapter 1 (pp. 1-10)
 - Reading Assignment: Chapter 2 (pp. 11-20)
- Lesson 2 Dental Ethics and Law
 - Reading Assignment: Chapter 3 (pp. 21-30)

Dental Sciences

- Lesson 3 - General Anatomy and Physiology
 - Reading Assignment: Chapter 4 (pp. 31-71)
- Lesson 4 Head and Neck Anatomy
 - Reading Assignment: Chapter 5 (pp. 72-92)
- Lesson 5 The Face and Oral Embryology
 - Reading Assignment: Chapter 6 (pp. 93-102)
 - Reading Assignment: Chapter 7 (pp. 103-114)
- Lesson 6 Tooth Development
 - Reading Assignment: Chapter 8 (pp. 115-127)

- Lesson 7 Dental Charting
 - Reading Assignment: Chapter 9 (pp. 128-142)
- Lesson 8 Oral Pathology
 - Reading Assignment: Chapter 10 (pp. 143-164)
- Lesson 9 Microbiology
 - Reading Assignment: Chapter 11 (pp. 165-174)

Oral Health& Prevention

- Lesson 10 Dental Disease and Infection Control
 - Reading Assignment: Chapter 12 (pp. 175-202)
- Lesson 11 Dental Caries & Periodontal Disease
 - Reading Assignment: Chapter 13 (pp. 203-212)
 - Reading Assignment: Chapter 14 (pp. 213-222)
- Lesson 12 Oral Health & Nutrition
 - Reading Assignment: Chapter 15 (pp. 223-239)
 - Reading Assignment: Chapter 16 (pp. 240-251)
- Lesson 13 Instrument Processing and Sterilization
 - Reading Assignment: Chapter 17 (pp. 252-270)
- Lesson 14 Occupational Health and Safety & Water Lines
 - Reading Assignment: Chapter 18 (pp. 271-281)
 - Reading Assignment: Chapter 19 (pp. 282-289)

Dental Patient Care

- Lesson 15 The Dental Office
 - Reading Assignment: Chapter 20 (pp. 290-304)
- Lesson 16 Examination and Treatment Planning
 - Reading Assignment: Chapter 21 (pp. 305-327)
- Lesson 17 Caring for the Dental Patient
 - Reading Assignment: Chapter 22 (pp. 328-342)
 - Reading Assignment: Chapter 23 (pp. 343-354)

Instrumentation and Ergonomics

- Lesson 18 Dental Instruments
 - Reading Assignment: Chapter 24 (pp. 355-377)
- Lesson 19 Ergonomics
 - Reading Assignment: Chapter 25 (pp. 378-388)
- Lesson 20 Moisture Control
 - Reading Assignment: Chapter 26 (pp. 389-412)
- Lesson 21 Pharmacology & Pain Control
 - Reading Assignment: Chapter 27 (pp. 413-420)
 - Reading Assignment: Chapter 28 (pp. 421-441)

Dental Procedures

- Lesson 22 Dental Radiography
 - Reading Assignment: Chapter 29 (pp. 442-455)
- Lesson 23 Dental Film and Processing Procedures
 - Reading Assignment: Chapter 30 (pp. 456-472)
- Lesson 24 Intraoral Radiographic Procedures
 - Reading Assignment: Chapter 31(pp. 473-505)

- Lesson 25 Extraoral and Digital Radiographic Procedures
 - Reading Assignment: Chapter 32 (pp. 506-518)
- Lesson 26 Restorative and Esthetic Dental Materials
 - Reading Assignment: Chapter 33 (pp. 519-536)
- Lesson 27 Dental Liners, Bases, and Bonding Systems
 - Reading Assignment: Chapter 34 (pp. 537-549)
 - Reading Assignment: Chapter 35 (pp. 550-560)
- Lesson 28 Impression Materials & Laboratory Materials and Procedures
 - Reading Assignment: Chapter 36 (pp. 561-577)
 - Reading Assignment: Chapter 37 (pp. 578-595)
- Lesson 29 General Dentistry & Matrix Systems
 - Reading Assignment: Chapter 38 (pp. 596-613)
 - Reading Assignment: Chapter 39 (pp. 614-625)
- Lesson 30 Coronal Polishing & Dental Sealants
 - Reading Assignment: Chapter 48 (pp. 763-772)
 - Reading Assignment: Chapter 49 (pp. 773-779)
- Lesson 31 Fixed Prosthodontics & Provisional Coverage
 - Reading Assignment: Chapter 40 (pp. 626-642)
 - Reading Assignment: Chapter 41 (pp. 643-656)
- Lesson 32 Removable Prosthodontics
 - Reading Assignment: Chapter 42 (pp. 657-666)
- Lesson 33 Dental Implants & Endodontic Procedures
 - Reading Assignment: Chapter 43 (pp. 667-675)
 - Reading Assignment: Chapter 44 (pp. 676-698)
- Lesson 34 Periodontal & Oral Surgery Procedures
 - Reading Assignment: Chapter 45 (pp. 699-716)
 - Reading Assignment: Chapter 46 (pp. 717-746)
- Lesson 35 Pediatric & Orthodontic Procedures
 - Reading Assignment: Chapter 47 (pp. 747-762)
 - Reading Assignment: Chapter 50 (pp. 780-806)

Emergencies & Office Management

- Lesson 36 Assisting in Emergency Care
 - Reading Assignment: Chapter 51 (pp. 807-825)
- Lesson 37 Communication & Practice Management Procedures
 - Reading Assignment: Chapter 52 (pp. 826-844)
 - Reading Assignment: Chapter 53 (pp. 845-862)
- Lesson 38 Financial Management, Dental Insurance, and Skills Marketing
 - Reading Assignment: Chapter 54 (pp. 863-883)
 - Reading Assignment: Chapter 55 (pp. 884-901)
 - Reading Assignment: Chapter 56 (pp. 902-916)

Fresno Pacific University Student Learning Outcomes (FPU-SLO)

FPU-SLO 1	Student Learning Outcomes Oral Communication: Students will <i>exhibit</i> clear, engaging, and confident oral communication – in both individual and group settings – and will critically <i>evaluate</i> content and delivery components.
FPU-SLO 2	Written Communication: Students will <i>demonstrate</i> proficient written communication by <i>articulating</i> a clear focus, <i>synthesizing</i> arguments, and utilizing standard formats in order to <i>inform</i> and <i>persuade</i> others.

FPU-SLO 3	Content Knowledge: Students will <i>demonstrate</i> comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.
FPU-SLO 4	Reflection: Students will <i>reflect</i> on their personal and professional growth and <i>provide evidence</i> of how such reflection is utilized to manage personal and vocational improvement.
FPU-SLO 5	Critical Thinking: Students will <i>apply</i> critical thinking competencies by <i>generating</i> probing questions, <i>recognizing</i> underlying assumptions, <i>interpreting</i> and <i>evaluating</i> relevant information, and <i>applying</i> their understandings to new situations.
FPU-SLO 6	Moral Reasoning: Students will <i>identify</i> and <i>apply</i> moral reasoning and ethical decision-making skills, and <i>articulate</i> the norms and principles underlying a Christian world-view.
FPU-SLO 7	Service: Students will <i>demonstrate</i> service and reconciliation as a way of leadership.
FPU-SLO 8	Cultural and Global Perspective: Students will <i>identify</i> personal, cultural, and global perspectives and will employ these perspectives to <i>evaluate</i> complex systems.
FPU-SLO 9	Quantitative Reasoning: Students will accurately <i>compute</i> calculations and symbolic operations and <i>explain</i> their use in a field of study.
FPU-SLO 10	Information Literacy: Students will <i>identify</i> information needed in order to fully understand a topic or task, <i>explain</i> how that information is organized, <i>identify</i> the best sources of information for a given enquiry, <i>locate</i> and critically <i>evaluate</i> sources, and accurately and effectively <i>share</i> that information.

Continuing Education Student Learning Outcomes (CE-SLO)

CE-SLO 1	Demonstrate proficient written communication by articulating a clear focus, synthesizing arguments, and utilizing standard formats in order to inform and persuade others, and present information applicable to targeted use.
CE-SLO 2	Demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.
CE-SLO 3	Reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and professional improvement.
CE-SLO 4	Apply critical thinking competencies by generating probing questions, recognizing underlying assumptions, interpreting and evaluating relevant information, and applying their understandings to the professional setting.
CE-SLO 5	Reflect on values that inspire high standards of professional and ethical behavior as they pursue excellence in applying new learning to their chosen field.
CE-SLO 6	Identify information needed in order to fully understand a topic or task, organize that information, identify the best sources of information for a given enquiry, locate and critically evaluate sources, and accurately and effectively share that information.