

DA 101 – Course Syllabus

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Office Hours:

Shelly Sorensen: Monday 4:00-5:00	Wendy Garza: Monday 10:30-12:00
Tuesday 4:00-5:00	Tuesday 10:30-12:00
Thursday 9:00-12:00	Thursday 8:30-9:30
	Friday 8:00-9:00

Office Location: MSCI 102

Attendance: Attendance to each and every class in the Dental Assisting Program is mandatory. If you are absent or late you must leave a message on Canvas to ALL instructors. After 5 absences, the instructors will evaluate the student for dropping DA 101.

Homework: The program policies outline NO late work. You may turn in early if needed. All homework will be complete, typed and turned in as instructor specifies in Canvas for the assignment.

Appearance: During class, the policy uniform will be worn, hair will be up off the collar, minimal facial hair and no jewelry (except wristwatch) will be worn. All tattoos must be covered. If you are not in compliance, you will not be allowed into the classroom. See the dental program policy for details.

GRADING

Each assignment, quiz, exam, and laboratory project has been assigned a point value. Every point for every class goes toward your DA 101 grade. You must receive a grade of 70% C in DA 101 in order to proceed to DA 102.

Your grade will be calculated as follows:

		<u>Grading scale</u>
<i>Homework</i>	= 35% of total grade	90 – 100% = A
<i>Exams/Quizzes</i>	= 45% of total grade	80 – 89% = B
<i>Laboratory projects</i>	= 20% of total grade	70 – 79% = C
		60 – 69% = D
		0 – 59% = F

HOLIDAYS

Monday, September 4, 2023	Friday, November 10, 2023
Thursday, November 23, 2023	Friday, November 24, 2023

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact either Mrs. Sorensen or Mrs. Garza.

PERSONAL COMMUNICATION DEVICES (tape recorders, cell phones & pagers) **ARE NOT ALLOWED IN THE CLASSROOM**. No taping of an instructor or student without prior permission.

FINAL DROP DATE: FRIDAY, OCTOBER 6, 2023
FINAL EXAM DATE: MONDAY, DECEMBER 4, 2023

Academic Dishonesty

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

Student Learning Outcomes:

Students will be able to chart restoration and lesions in the oral cavity utilizing designated symbols and a two-color system. They will demonstrate four-handed dentistry techniques in team concepts, along with utilizing aseptic and infection control techniques. Manipulation of selected dental materials, and knowledge of legal duties regulated by the Dental Board of California. During the semester, they will learn skills needed to expose, process, mount and evaluate radiographic dental images taken on manikins. Student's will be taught the muscles and nerves of the head and neck.

Fall – DA 101 Courses

Schedule Weeks	Intro to Dental Assisting - 101	Biodental - 101	Chairside - 101	Operative - 101	Radiology - 101	Infection Prevention- 101	Oral Health & Assessment- 101
Start – 3 rd Week	Chp 1 History of Dentistry Chp 2 Dental team	Chp 8 Embryology/ Histology. Chp 6 Planes of the body Chp 11 Overview of the dentitions	Chp 47 Lab Safety Chp 33 Four Handed Dentistry	Chp 34 Instruments Chp 35 Rotary Instruments	Chp 38 Operator safety Chp 41 Intra oral imaging	Chp 18 Microbiology will be taught throughout the semester. Minimum Standards	Chp 26 Dental Record Chp 27 Vital Signs
3 rd – 6 th Week	Chp 3 Professional Dental Assistant Chp 4 Ethics and Code of Conduct	Chp 10 Landmarks of the face and oral cavity Chp 11 Methods of tooth classifications & surfaces	Chp 36 Moisture Control	Chp 49 Matrix bands and wedging	Chp 39 Digital imaging, film and processing	.Chp 19 Disease Transmission Disinfection	Chp 13 Oral Public Health
6 th – 9 th Week	Chp 5 Dentistry and the Law Dental Practice Act HIPAA	Chp 9 Skull Chp 28 Charting Chp 12 Tooth Morphology	Chp 46 Impression Materials and Techniques	Chp 44 Bases, liners and bonding materials/	Chp 38 Foundation and Safety of Radiation	Chp 24 Dental Unit Waterlines.	Chp 15 Dental Caries
9 th – 12 th Week	Continued	Chp 9 Head and neck anatomy/muscles Chp 11 Occlusion & Maintenance of tooth positions	Chp 47 Lab Materials and Procedures	Chp 48 General Dentistry	Chp 40 Legal, Quality Assur, Infection Prev	Chp 21 Instrument Processing and Sterilization	Chp 16 Periodonal Disease
12 th – 15 th Week	Chp 61 Communication in the dental office	Chp 9 Head and neck anatomy cont. Chp 11 Cavity Classification & Preparation Line and Point Angles	Pre-Clinical impressions on Students with bite registrations	Chp 43 Temporary Sedative Restorations/ Amalgam	Chp 42 Extra oral imaging	Chp 23 Waste Management Sharps & Disposal	Chp 17 Pathology
16 th – Finals Week	Continued	Continued	Continued	Chp 49 Restorative Resins and Cements	Preparation for certification examination and Exam	Chp 22 Dental Agencies	Continued

COURSE OUTLINE –DENTAL ASSISTING

A. Introduction to Dental Assisting 101 - Sorensen

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| 1. | History | Lecture Hours: 3 |
| 2. | Educational and licensing requirements | Lecture Hours: 3 |
| 3. | Professional associations and code of ethics | Lecture Hours: 3 |
| 4. | California State Registered Dental Assistant and D.A.N.B. Certification | Lecture Hours: 2 |
| 5. | Professional qualifications | Lecture Hours: 2 |
| 6. | Human relations | Lecture Hours: 5 |
| 7. | Human behavior | Lecture Hours: 2 |
| 8. | Patient psychology | Lecture Hours: 2 |
| 9. | Interpersonal communications | Lecture Hours: 4 |
| | a. Verbal | |
| | b. Nonverbal | |
| 10. | Special patients | Lecture Hours: 2 |
| 11. | Malpractice issues | Lecture Hours: 4 |
| 12. | State of California Dental Practice Act | Lecture Hours: 4 |

B. Biodental 101- Garza/Milton

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| 1. | Methods of tooth classifications | Lecture Hours: 2 |
| 2. | Tooth surfaces | Lecture Hours: 4 |
| 3. | Odontography of permanent dentition | Lecture Hours: 10 |
| 4. | Charting | Lecture Hours: 4 |
| 5. | Importance of primary dentition | Lecture Hours: 2 |
| 6. | Occlusion | Lecture Hours: 2 |
| 7. | Maintenance of tooth position | Lecture Hours: 2 |
| 8. | Self-sustaining tooth characteristics | Lecture Hours: 2 |
| 9. | Cavity classification and preparation | Lecture Hours: 4 |
| 10. | Line and Point Angles | Lecture Hours: 4 |
| 11. | Embryology | Lecture Hours: 4 |
| 12. | Landmarks of the face and oral cavity | Lecture Hours: 8 |
| 13. | Skull | Lecture Hours: 10 |

14. Head and neck anatomy Lecture Hours: 10

15. Dental Histology Lecture Hours: 4

C. Chairside 101 - Garza

1. Gypsum products Lecture Hours: 10
Laboratory Hours: 22

2. Irreversible hydrocolloid (alginate) Lecture Hours: 10
Clinic Hours: 20

3. Bite registration Lecture Hours: 6
Laboratory Hours: 8
Clinic Hours: 12

4. Four handed dentistry Lecture Hours: 10
Laboratory Hours: 10

D. Infection Prevention – Garza

1. Safety Lecture Hours: 12
Laboratory Hours: 12

2. Clinical patient management Lecture Hours: 12
Laboratory Hours: 10

3. Infection control Lecture Hours: 12
Laboratory Hours: 14

E. Operative instruments and materials 101 Milton/Garza

1. Dental cements Lecture Hours: 12

2. Bases and liners Lecture Hours: 12
Laboratory Hours: 16

a. Deep base

b. Varnish

c. Insulating bass

3. Matrices Lecture Hours: 8
Laboratory Hours: 14

a. Functions/rationale

b. Types

c. Retainers/adapting

d. Armamentaria/tray set up

e. Band

f. Wedge

4. Temporary sedative dressing Lecture Hours: 12
Laboratory Hours: 16

a. Materials

1. IRM

2. Zinc phosphate

3. ZOE

b. Armamentaria/tray set up

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| 5. | Dental amalgam | Lecture Hours: 6 |
| | a. Silver alloy | Laboratory Hours: 10 |
| | b. Mercury | |
| | c. Manipulation | |
| | d. Amalgam restoration procedure | |
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| 6. | Restorative resins | Lecture Hours: 6 |
| | a. Filled resins | Laboratory Hours: 10 |
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| 7. | Hand cutting instruments | Lecture Hours: 8 |
| | a. Identification and classification | Laboratory Hours: 12 |
| | b. Categories and uses | |
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| 8. | Rotary instruments | Lecture Hours: 8 |
| | a. Identification and classification | Laboratory Hours: 12 |
| | b. Parts of rotary instruments | |
| | c. Hand pieces | |

F. Radiology 101 – Sorensen/Kron

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| 1. | Introduction, characteristics of radiation and dental unit | Lecture Hours: 4 |
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| 2. | Effects of radiation exposure, infection control and protection | Lecture Hours: 6 |
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| 3. | Technical aspects of radiation production | Lecture Hours: 6 |
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| 4. | Dental film processing | Lecture Hours: 2 |
| | | Laboratory Hours: 2 |
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| 5. | Dental films, principles of shadow casting and anatomical landmarks | Lecture Hours: 4 |
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| 6. | Intra-oral techniques and film holding devices | Lecture Hours: 4 |
| | | Laboratory Hours: 14 |
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| 7. | The interproximal or bitewing examination | Lecture Hours: 2 |
| | | Laboratory Hours: 14 |
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| 8. | The Periapical examination | Lecture Hours: 2 |
| | | Laboratory Hours: 26 |

9.	Interpretation of films for diagnostic quality	Lecture Hours: 2 Laboratory Hours: 18
10.	Advanced radiograph techniques, errors-causes and corrections	Lecture Hours: 3
11.	The occlusal examination	Lecture Hours: 1 Laboratory Hours: 6
12.	Radiography for children	Lecture Hours: 1
13.	Radiographic for edentulous patients	Lecture Hours: 1
14.	Panoramic radiographic	Lecture Hours: 1
15.	Extra-oral radiography	Lecture Hours: 1
16.	Radiographic interpretation: Development disturbances of the teeth and bone	Lecture Hours: 2
17.	Radiographic interpretation: caries, periodontal disease, and pulpal, periapical, and bone lesions	Lecture Hours: 2
18.	Oral Exams a. Landmarks and anatomy b. Pathology and deviations from normal c. Terminology and descriptive terms d. Examination sequence e. Recording in a clinical record	Lecture Hours: 4 Clinic Hours: 10
19.	Supervised clinical outpatient management	Clinic Hours: 18

G. Oral Health and Assessment 101- Sorensen

1.	Patient management a. Value of patient education b. Program policy for outpatient procedures c. Appointment scheduling d. Outpatient exposure, processing and evaluation e. Benefits of preventive radiation f. Goals of dental diagnostic radiographs	Lecture Hours: 4
2.	Vital signs a. Blood pressure b. Pulse rate c. Respiration rate d. Temperature	Lecture Hours: 4
3.	Oral examination a. Armamentarium/materials needed b. Types of records c. Diagnostic aids	Lecture Hours: 4

- d. **Medical/dental history**
 - 1. **Interpretation**
 - 2. **Recording deviations from normal**
 - 3. **Legal/ethical considerations**
 - 4. **Supervised clinical practice**

- 4. **General patient appraisal** **Lecture Hours: 2**
 - a. **Physical appearance**
 - b. **Deviations from normal**
 - c. **Treatment planning considerations**

- 5. **Impact of Oral Health** **Lecture hours: 5**
 - a. **Caries**
 - b. **Periodontal disease**

- 6. **Charting and classification of occlusion** **Lecture Hours: 2**
 - f. **Classification of occlusion**
 - g. **Recording information in a clinical record**

- 7. **Oral Pathology** **Lecture Hours: 5**