

DA 2 COURSE OUTLINE

Instructors:

Judith Nelson, CDA RDA
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Lois Parento, CDA, RDA
Barbara Pope, CDA, RDA

Office Hours:

Judith Nelson:
Tuesday 9:30 – 11:30 am
Friday 9:30 – 10:30 am

Lois Parento:
Wednesday 1:00 – 2:00 pm
Thursday 11:00 am – 12:00 pm
Friday 1:00 – 2:00 pm

OFFICE LOCATION: DEN 10

Final Drop Date is: Friday, March 10, 2000

Grading:

Each assignment, examination, and lab project has an assigned point value. The student's grade is determined based on the total points earned out of the total points possible.

$$\frac{\text{Total points you earned}}{\text{Total points possible}} = \text{your \% earned}$$

90 – 100% of total points	= A
80 - 89%	= B
70 - 79%	= C
60 - 69%	= D
0 - 59%	= F

Attendance:

Attendance to each and every class in the Dental Assisting Department is mandatory. If you are absent or late, call this department, 638-0370. The program policies outlines procedures for all make up work.

Appearance:

During all classes, correct uniform will be worn, hair will be up in appropriate manner, and minimum jewelry will be worn (as outlined in the program policies) or **you will not be allowed in the classroom.**

PERSONAL COMMUNICATION DEVICES (TAPE RECORDERS, CELL PHONES, & PAGERS) ARE NOT ALLOWED IN THE CLASSROOM!

*Attendance
Final exam*

KINGS RIVER COMMUNITY COLLEGE
CREDIT COURSE OUTLINE

(1) DA 2 (2) Dental Assisting 2 (3) 21.0
Number Title Units

(4) Semester Course:
Hours per week: Lec. 12 (8) Classification (check those appropriate):
Lab. 21 Credit: Degree applicable X
Credit: Non-degree applicable _____
Pre-collegiate basic skills _____

Short-term Course:
Hours per course Lec. _____ (9) Kings River Community College:
Lab. _____ General education _____
Graduation requirement _____
Major category Dental Assisting

(5) Grading Basis:
Grading scale only X (10) California State Universities:
CR/NC option _____
CR/NC only _____ General education:
(Use CSU designator) _____ No

(6) Entrance Skills/Basic Skills (11) Variable Units: _____ No
Prerequisites: _____ (12) Repeatable: (A course may
_____ be repeated three times) _____ No
_____ Please complete "Request for Course
_____ Repeatability" _____

Advisories: Elig. for Engl 25 & 26

(7) Subject Prerequisites/
Corequisites: DA 1

Advisories: _____

OFFICE USE ONLY

CATID# _____ TOPS# _____
V.E.A. SAM Priority _____ ORG # _____

(13) Catalog Description:

This course provides the student with theory and skills necessary to perform the intraoral procedures tested on the registered dental assistant practical and written examination as outlined in the California State Dental Practice Act. Students are eligible for certification by DANB. (i.e. intraoral radiology, medical/dental emergencies, drugs used in dentistry, coronal polish, extramural clinical experiences-a total of 300 hours including summer session.)

Note: Radiology may not be taken during pregnancy. Student required to purchase malpractice insurance & complete American Heart Assn. or Red Cross approved CPR course prior to beginning clinical training assignment.

Originator(s): _____ Date: _____ Approvals: _____ Signature _____ Date _____
Department Chair: _____ Curriculum
Associate Dean: _____ Committee Chair: _____
Dean of Instr.: _____ Dean of Instr: _____

DA 2 - DENTAL ASSISTING 2
COURSE NAME AND NUMBER

COURSE OUTCOMES/OBJECTIVES:

List major objectives' in terms of the observable knowledge and/or skills to be attained as a result of completing this course.

A. Radiology 2

The student will:

1. Demonstrate the skills necessary to produce a clinically diagnostic full mouth radiographic survey on at least four outpatients.
2. Expose, process and evaluate occlusal radiographs on manikins and outpatients.
3. Expose, process and evaluate pedodontic films taken on a pediatric manikin.
4. Identify developmental disturbances of the teeth and supporting bone, and pathological lesions apparent on radiographs.
5. Identify and correct technique and/or processing errors apparent on finished radiographs.
6. Identify types of extraoral films used in dentistry, common usage for such films and images apparent on types of films.
7. Demonstrate appropriate infection control procedures when preparing the operatory for a patient, exposing radiographs on a patient, and in manual and automatic processing.

B. Chairside Assisting 2

The student will:

1. Define physical, chemical and mechanical properties of selected dental materials.
2. Define terms and differentiate used of topical/local anesthetics, nitrous oxide/oxygen, and relative analgesia.
3. Differentiate normal and adverse anesthetic or analgesic reactions.
4. Identify appropriate precautions and emergency procedures for adverse reactions.
5. Evaluate the influence variable of manipulation have on properties of selected dental materials.
6. Modify manipulative techniques to reduce adverse effects on properties.
7. Interpret and comply with instructor/manufacturer instructions while manipulating selected dental materials.
8. Select and use the appropriate instruments/armamentaria for selected dental procedures, i.e., anesthetics, rubber dam, reversible hydrocolloid, rubber base impression materials, custom trays, and temporary crowns.
9. Demonstrate skills necessary to perform selected procedures.
10. Practice safety precautions while performing selected procedures.
11. Complete assigned projects, complete minimum of 3 evaluations on each project with a score of 75% or better.
12. Evaluate personal performance skills/projects to identify the need for modification of technique in order to achieve more ideal results.
13. Identify injection types, injection sites and tissues anesthetized for: ASA; MSA; PSA; nasopalatine; anterior palatine; mandibular block; long buccal; mental; infraorbital; and zygomatic injections.
14. Differentiate topical, local, relative analgesia and general anesthesia/anesthetics including appropriate precautions and contraindications.

15. Differentiate normal and abnormal patient response to anesthetic/anesthesia/analgesia.
16. Identify maximum allowable doses.
17. Identify syringe types and needle types and sizes.
18. Identify and apply topical anesthetic agents for specific injection sites and demonstrate technique to prevent patient harm and solution dilution.
19. Demonstrate loading; passing/retrieving; precautions; record keeping; sharps disposal and patient management procedures for local anesthetics.
20. Identify nitrous oxide-oxygen equipment.
21. Describe pharmacology, usage, indications, contraindications, patient management and emergency procedures for administration of nitrous oxide-oxygen analgesia.
22. Identify principles of application and precautions for a rubber dam.
23. Demonstrate sizing of clamps without harm to teeth/soft tissues.
24. Demonstrate a placement and removal rubber dam on a manikin.
25. Select and correctly use appropriate instruments to remove excess cement from coronal surfaces of teeth without trauma to tooth surfaces and adjacent periodontal tissues.
26. Identify the purpose of sizing stainless steel crowns, temporary crowns and bands.
27. Recognize the indications for stainless steel crowns, use proper materials in recognizing the different types of crowns, select a crown for a specific procedure, fabricate crowns to teeth without impinging integrity of the gingiva and occlusion, and dry the site.
28. Describe the purpose of temporary cementation and removal of temporary crowns.
29. Select the proper temporary crown; trim and contour it until proper occlusion, smooth margins and good adaptation to the tooth are attained; use proper materials; select necessary instruments; properly prepare the site; recognize necessary cements and mix them according to manufacturers' directions; cement crown in place; and check contacts and occlusion.

C. Biomedical Science 2

The student will:

1. List and explain factors contributing to the cariogenicity of foods.
2. Complete and evaluate a personal diet survey.
3. List the categories of drugs used in dentistry to control pain, anxiety and infection and list the characteristics, effects and precautions for each category.
4. Explain the record keeping required for prescriptions of both narcotic and non-narcotic drugs.
5. List the symptoms and recommended treatment for designated emergency situations that might occur in the dental practice; including medical and dental emergencies.
6. List the stages in tooth development and growth.
7. List, explain and give examples of genetic and environmental factors influencing prenatal dental development.
8. List and give examples of the categories of microorganisms.
9. List the modes of transmission, preventive measures and prognosis for infectious diseases of concern in dentistry.
10. Discuss bacterial endocarditis relevance to dental treatment including a current prophylactic regimen.

D. Dental Office Management

The student will:

1. Compose and process accurate written business correspondence.
2. Develop and implement a recall system.

3. Demonstrate the ability to record appropriate financial information into bookkeeping systems and process banking records.
4. Demonstrate the ability to develop credit policies and implement acceptable collection procedures.
5. Process private and public insurance forms and maintain insurance tracking.
6. Develop and implement an inventory system and account for supply distribution and usage.
7. Demonstrate the correct methods for compiling clinical information, and processing the complete and accurate records.

E. Dental Specialties

The student will:

1. Identify the dental specialties and define terminology associated with each, i.e., oral surgery, periodontics, prosthodontics, endodontics, orthodontics, pediatrics dentistry, community and public health dentistry, and forensic dentistry.
2. Identify common procedures associated with each specialty.
3. Identify the assistant's role in specialty assisting.
4. Identify/assemble armamentaria used with the specified procedures.
5. Demonstrate skills necessary to perform the intraoral procedures as outlined in the California State Dental Practice Act and this course outline, i.e., place and remove post extraction and periodontal dressings; remove sutures; provide post operative instruction; place and remove orthodontic separators; taking intraoral measurements; place and remove archwires; place and remove ligature ties; seat adjusted retainers and headgear; check for loose bands; removal of orthodontic bands; take endodontic cultures; dry canals; and test vitality. Demonstrate aseptic technique and provide patient and/or tissue protection during the performance of assigned projects.
7. Identify principles for application, areas of application and criteria for application of materials for the designated procedures.
8. Demonstrate correct manipulation techniques of materials and instrumentation while performing the designated procedures.
9. Evaluate assigned projects/procedures to determine modifications of a criterion.
10. Complete all assigned projects, complete minimum of three evaluations on each procedure with a grade of 75% or better.
11. Practice safety protocols while performing the designated procedures.
12. Perform the various orthodontic tasks properly and will know the rationale, terminology, procedures, instrumentation and materials for each.
13. On a typodont of complete adult dentition, demonstrate correct operating and fulcrum positions and correct selection and placement of elastic and non-elastic separators in all four quadrants.
14. Measure arch width correctly and accurately record the findings.

F. Coronal Polish

The student will:

1. Differentiate types of fluoride, methods of administration and factors influencing maximum uptake of fluoride types and administration methods.
2. Describe precautions and/or contraindications relating to fluoride application.

3. Select appropriate armamentaria, fluoride solution and method of administration for individual patients.
4. Follow established procedure including patient protection and post operative instruction while administering fluoride to coronal polish patients.
5. Differentiate normal and abnormal oral tissues, i.e., teeth, gingiva, mucosa.
6. Differentiate pellicle, plaque, calculus and stain.
7. Identify formation components and distribution of soft and hard deposits.
8. Classify stains, i.e., exogenous vs. endogeneous
9. Describe responsibilities of the RDA. including: medical history, patient inspection, emergencies, CA. DPA., standard of care and ethical responsibilities.
10. Describe plaque control and patient education and motivation techniques.
11. Demonstrate the skill necessary to remove soft deposits and extrinsic stains without damage to hard and soft tissues.
12. Demonstrate the skill necessary to correctly apply topical fluoride upon completion of coronal polishing.
13. Instruct the patient in accepted plaque control techniques.
14. Utilize accepted standard of aseptic and barrier techniques to protect both patient and operator from the transmission of infectious diseases.
15. Successfully complete a written examination with a grade of 75% or better.
16. Complete outpatients as required to meet the requirements of the California Board of Dental Examiners for certification in coronal polish, i.e., four outpatients with no more than five missed areas per patient.

G. Clinical Training 1

The student will:

1. Perform all procedures in a manner consistent with the accepted standard of care.
2. Adapt to the procedures, materials and equipment utilized in the assigned training facility.
3. Display the characteristics of responsibility, dependability, cooperation, and professionalism in the assigned training facility.
4. Maintain all clinical training documentation neatly, accurately, and in a timely manner.
5. Complete a résumé, cover letter, employment application that is suitable for prospective employment.
6. Complete cost of living survey and personal budget
7. Sign and comply with contractual agreement (contract) for Clinical Training 1.
8. Complete 144/156 hours of clinical training in the assigned facility. (Hours are adjusted to meet institutional dates and RDA examination dates, when necessary).
A total of 300 hours are required to meet the requirements for DA1 and DA 2.
9. Make up any hours missed due to absence.
10. Confer with supervising instructor to monitor progress.
11. Cooperate in making adjustments in performance when instructed by supervising instructor or clinical facility supervisor(s).
12. Send an appropriate recognition of thanks to the clinical training facility.

H. Registered Dental Assisting

1. Identify DA, RDA, and RDAEF duties per DPA.
2. Differentiate between general and direct supervision

3. Recognize functions not designated to auxiliaries, must be performed by DDS and/or RDH.
4. Participate in mock RDA practical examination.
5. Identify principles for application of deep base, insulating base, temporary restoration, matrix, periodontal dressing, rubber dam and elastic separators.
6. Identify areas of application of deep base, insulating base, temporary restoration, matrix, periodontal dressing, rubber dam and elastic separators.
7. Identify criteria for application of deep base, insulating base, temporary restoration, matrix, periodontal dressing, rubber dam and elastic separators.
8. List hazards and precautions associated with each procedure.
9. Demonstrate skills necessary to perform the intraoral procedures as outlined in the California State Dental Practice Act and this course outline.
10. Select and use appropriate instruments, equipment and materials while performing the designated procedures.
11. Demonstrate correct manipulation techniques of materials and instrumentation appropriate to the procedure being performed.
12. Practice safety precautions while performing designated procedures.
13. Evaluate assigned projects/procedures to determine modifications of technique necessary to perform the procedures at an advanced level.
14. Demonstrate placement and removal of rubber dam including correct teeth isolated; clamp selection and seating; latex punching; complete inversion; stable with a straight frame; no harm to teeth or tissue.
15. Place accurately sized elastic separators on correct teeth with contact encircled.
16. Use correct instruments for placement and removal of elastic separators.
17. Protect teeth and soft tissues from harm while placing and removing elastic separators.
18. Select a correct matrix band for assigned procedure.
19. Adapt a matrix band to a retainer with a small loop and slots directed toward gingiva.
20. Use correct wedge to seal gingival wall and reproduce anatomical interproximal contours including closed contact area.
21. Select and place appropriate deep base/liner material within deep dentin area of cavity preparation.
22. Leave liner material concave approximately .5-1mm in depth with none in line angle retention areas.
23. Differentiate liner and insulating base including appropriate criteria for placement for each.
24. Fill the deep dentin area with appropriate insulating base material leaving it even with the pulpal floor or reproducing the pulpal axial line angle.
25. Remove excess from retention areas.
26. Select and correctly place appropriate temporary restorative material with adequate overfill.
27. Reproduce interproximal contours including closed contact, and no overhang.
28. Reproduce occlusal anatomy including central groove; marginal ridge height and shape; remove marginal flash leaving no shy margins; cause no teeth or tissue harm.
29. Select and use appropriate instrumentation and material for placing and removing periodontal dressing.
30. Produce smooth periodontal dressing.
31. Cover the incision area adequately by placing at least one tooth beyond stated incision.
32. Interlock buccal to lingual periodontal dressing
33. Restrict width of periodontal dressing to the gingival 1/3 of each tooth and no more than 2-3mm. apical of the incision.

34. Contour periodontal dressing to reproduce natural contours of the gingiva.
35. Provide post operative instruction for each procedure.
36. Complete all assigned projects with minimum two evaluations each project with a score of 85% or better.

DA 2 - DENTAL ASSISTING 2
COURSE NAME AND NUMBER

COURSE OUTLINE

A. Radiology 2

1. Supervised clinical outpatient management
 - a. Appointment control
 - b. Appropriate forms completion and record keeping
 - c. Correct armamentarium
 - d. Correct radiation safety procedures
 - e. Infection control procedures
 - f. Expose, process, mount and evaluate full mouth survey
 - g. Error identification and correction
 - h. Records filing procedures
 - I. Expose, process, evaluate occlusal films.
2. Supervised Clinical Oral Examinations
 - a. Evaluation of clinical findings including:
 - 1) medical/dental history
 - 2) vital signs
 - 3) general patient appraisal
 - 4) intraoral soft tissue examination
 - 5) charting and classification of occlusion

Laboratory Hours: 5

Clinic Hours: 50

Clinic Hours: 5

B. Chairside Assisting 2

1. Anesthesia/Anesthetics
 - a. Definitions
 - 1) anesthesia
 - 2) anesthetics
 - b. Local anesthetics
 - 1) active agents
 - 2) brands
 - 3) vasoconstrictors
 - 4) types
 - a) short acting
 - b) medium acting
 - c) long acting
 - 5) cartridge/carpules
 - a) storage
 - b) shelf life
 - c) disinfection
 - d) problems

Lecture Hours: 8

Laboratory Hours: 8

- 6) reactions
 - a) normal limits
 - b) adverse reactions
 - 1. syncope
 - 2. hematoma
 - 3. allergy
 - c) maximum allowable dose
- c. Types of injections
 - 1) Block
 - a) effect
 - b) indications for use
 - 2) Infiltration
 - a) effect
 - b) indications for use
- d. Injections/injection sites/tissues anesthetized
 - 1) ASA
 - 2) MSA
 - 3) PSA
 - 4) Nasopalatine
 - 5) Anterior palatine
 - 6) Mandibular block
 - 7) Long buccal
 - 8) Mental
 - 9) Infraorbital
 - 10) Zygomatic
- e. Topical anesthetics
 - 1) Definition
 - 2) Uses
 - 3) Types
 - a) Ointment
 - 1. Application
 - 2. Activity
 - b) Spray
 - 1. Application
 - 2. Activity
 - c) Viscous Solution
 - 1. Application
 - 2. Activity
- f. Syringes and needles
 - 1) Types of syringes
 - a) Aspirating
 - b) Non-aspirating
 - c) Ligajet
 - 2) Needles/sharps
 - a) Length and gauge
 - b) Parts and types
 - c) Disposal and OSHA requirements

- g. Procedure
 - 1) Loading
 - 2) Passing retrieve
 - 3) Patient management
 - 4) Precautions
 - 5) Records
 - 6) Sharps disposal

 - 2. Nitrous oxide analgesia
 - a. Operatory preparation
 - b. Establish patient rapport
 - c. Pharmacology of nitrous oxide
 - d. Usage of nitrous oxide
 - e. Indications and contraindications
 - f. Equipment and its operations
 - g. Methods of administration
 - 1) setup unit
 - 2) application of a nose piece
 - 3) giving proper breathing instructions
 - 4) observing patient for problems
 - 5) surge technique
 - 6) removal of patient from unit
 - 7) recording information in a clinical record
 - h. Obtain proper ratio levels of N₂O to O₂, as prescribed by the dentist
 - i. Emergency procedures
 - j. How to monitor patient
 - k. Recognize when patient is ready to be dismissed
 - l. Sterilization and storage of equipment

 - 3. Rubber dam
 - a. Principles of application
 - b. Tray setup/armamentaria
 - c. Precautions
 - d. Criteria
 - e. Manikin placement

 - 4. Impression materials
 - a. Reversible hydrocolloid
 - 1) classification, composition, properties
 - 2) armamentaria
 - 3) uses
 - 4) manipulation
 - 5) disinfection and storage
- Lecture Hours: 5**
- Laboratory Hours: 3**
- Lecture Hours: 6**
- Laboratory Hours: 14**
- Lecture Hours: 9**
- Laboratory Hours: 17**

- b. Elastomeric materials
 - 1) polysulfide and vinylpolysiloxane
 - a) classification and composition
 - b) properties
 - c) uses
 - d) manipulation
 - e) disinfection and storage
 - 2) silicone
 - a) classification and composition
 - b) properties
 - c) uses
 - d) manipulation
 - e) disinfection and storage
 - 3) polyether
 - a) classification and composition
 - b) properties
 - c) uses
 - d) manipulation
 - e) disinfection and storage

- 5. Laboratory resins
 - a. Self cure
 - 1) classification and composition
 - 2) properties
 - 3) armamentaria
 - 4) uses
 - a) custom tray fabrication
 - b) custom temporary crown/bridge fabrication
 - c) space maintainer
 - d) denture repair
 - b. Heat cure
 - 1) classification and composition
 - 2) properties
 - 3) uses

- 6. Preformed temporary crowns and stainless steel crowns
 - a. aluminum
 - 1) armamentaria/tray setup
 - 2) sizing/fitting criteria
 - 3) sizing/fitting procedure
 - 4) cementation
 - a) criteria
 - b) materials
 - c) procedure
 - 5) removing excess cement
 - a) identification of supragingival cement
 - b) adapting instruments effectively
 - c) clinical appearance of clean/smooth coronal surfaces
 - d) selection, care and sharpening instruments
 - e) Instrumentation techniques and precautions
 - 6) removing temporary aluminum crowns
 - b. Preformed acrylic

Lecture Hours: 6

Laboratory Hours: 9

Lecture Hours: 7

Laboratory Hours: 11

- 1) armamentaria/tray setup
- 2) sizing/fitting criteria
- 3) sizing/fitting procedure
- 4) cementation
 - a) criteria
 - b) materials
 - c) procedure
- 5) removing excess cement
 - a) identification of supragingival cement
 - b) adapting instruments effectively
 - c) clinical appearance of clean/smooth coronal surfaces
 - d) selection, care and sharpening instruments
 - e) instrumentation techniques and precautions
- c. Stainless steel crowns
 - 1) armamentaria/tray setup
 - 2) sizing/fitting criteria
 - 3) sizing/fitting procedure
- d. Cementation
 - 1. criteria
 - 2. materials
 - 3. procedure
- e. Removing excess cement
 - 1. identification of supragingival cement
 - 2. adapting instruments effectively
 - 3. clinical appearance of clean/smooth coronal surfaces
 - 4. selection, care and sharpening instruments
 - 5. instrumentation techniques and precautions
- f. Removing temporary preformed acrylic crowns
- 7. Stainless steel crowns
 - a. Armamentaria/tray setup
 - b. Sizing/fitting criteria
 - c. Sizing/fitting procedure

Lecture Hours: 3

Laboratory Hours: 5

Lecture Hours: 9

C. Biodental Science 2

- 1. Diet and Nutrition
 - a. Nutrients
 - b. Recommended nutrient intakes
 - c. Caries and diet
 - 1) Relationship with carbohydrates
 - 2) Relationship with protein
 - 3) Relationship with lipids
 - 4) Relationship with minerals
 - a) fluoride
 - b) calcium, phosphorus and vitamin D
 - d) phosphates
 - d. Periodontal disease and diet
 - 1) Relationship with protein deficiency
 - e. Vitamins
 - 1) Sources
 - 2) Functions

- 3) Oral manifestations of vitamin deficiencies
- f. Diet planning with food groups
- 2. Pharmacology
 - a. Sources of drugs
 - b. Drug nomenclature
 - c. Routes of administration
 - d. Drug action
 - 1) Types
 - 2) Modifying factors
 - e. Legal aspects of pharmacology
 - 1) Drug laws relating to dentistry
 - 2) The prescription
 - a) form
 - b) abbreviations
 - f. Uses of drugs in dental practice
 - 1) Control of pain
 - a) non-narcotic analgesics
 - b) narcotic analgesics
 - 2) Control of anxiety
 - a) sedative-hypnotics
 - b) tranquilizers
 - c) nitrous oxide psychosedation
 - 3) Control of infection
 - a) bacteriocidal antibiotics
 - b) bacteriostatic antibiotics

Lecture Hours: 9

- 3. Medical and dental emergencies
 - a. Personnel responsibilities
 - b. Preventive measures
 - 1) Assessment of patient's physical appearance
 - 2) Taking a medical history
 - 3) Vital signs
 - a) pulse
 - b) blood pressure
 - c) temperature
 - d) respiration
 - 4) Safety of physical surroundings
 - c. Preparedness for emergencies
 - 1) Office procedures
 - 2) Emergency kit
 - d. Recognition and treatment of emergencies
 - 1) Syncope (fainting)
 - 2) Airway obstruction
 - 3) Cardiovascular disturbances
 - a) angina
 - b) infarction(coronary occlusion)
 - c) cardiac arrest
 - 4) Hemorrhage
 - 5) Epileptic seizure
 - 6) Drug reactions
 - a) local anesthetic

Lecture Hours: 10

- b) allergic reaction
 - c) anaphylactic shock
 - 7) Insulin shock
 - 8) Hyperventilation
 - e. C.P.R. update (students required to take an American Heart Association or Red Cross approved CPR "C" level course prior to clinical training)
4. Oral embryology **Lecture Hours: 10**
- a. Face, nose, and jaws
 - 1) Processes which form
 - 2) Deviation from normal
 - b. Palate
 - 1) Processes which form
 - 2) Deviations from normal
 - c. Tongue
 - 1) Processes which form
 - 2) Deviations from normal
 - d. Stages of tooth development
 - e. Eruption and exfoliation sequences
 - f. Factors influencing pre-natal dental development
 - 1) Heredity
 - 2) Environment
5. Microbiology and infectious disease **Lecture Hours: 10**
- a. Categories of microorganisms
 - 1) Fungi
 - 2) Bacteria
 - 3) Rickettsia
 - 4) Viruses
 - 5) Protozoa
 - b. Bacterial morphology
 - 1) Cocci
 - 2) Rods(Bacilli)
 - 3) Spirochaetes(Spirilla)
 - c. Bacterial structure
 - d. Bacterial nutrition and metabolism
 - e. Bacterial growth and reproduction
 - f. Disease production and transmission
 - 1) Factors influencing
 - a) pathogenicity
 - b) host resistance
 - c) efficiency of transmission
 - 2) Microbial effects on host
 - 3) Types of immunity
 - a) natural
 - b) acquired
 - 4) Sensitization (allergic reaction)
 - g. Infectious diseases of concern in dentistry
 - 1) Hepatitis
 - 2) Acquired immune deficiency syndrome(AIDS)
 - 3) Herpes
 - 4) Other infectious diseases

D. Office Management

- | | |
|--|-------------------------|
| <ol style="list-style-type: none"> 1. The secretarial assistant/office manager <ol style="list-style-type: none"> a. Definition of office manager b. Responsibilities of office manager c. Personnel management d. Delegation of duties and responsibilities | Lecture Hours: 3 |
| <ol style="list-style-type: none"> 2. Clinical records <ol style="list-style-type: none"> a. Definition of clinical records b. Types of clinical records <ol style="list-style-type: none"> 1) Patient's treatment records 2) Diagnostic records <ol style="list-style-type: none"> a) radiographs b) study models c) lab reports d) photographs c. Filing of clinical records <ol style="list-style-type: none"> 1) Patients under treatment 2) Patients on recall d. Legal aspects of record keeping <ol style="list-style-type: none"> 1) What records must be kept 2) Length of time to keep records e. Records storage <ol style="list-style-type: none"> 1) Radiographs and photographs 2) Study models 3) Written clinical records | Lecture Hours: 3 |
| <ol style="list-style-type: none"> 3. Written correspondence <ol style="list-style-type: none"> a. Importance of written communication b. Acceptable letter styles <ol style="list-style-type: none"> 1) Block 2) Semi-block 3) Punctuation, open or closed 4) Appearance 5) Effectiveness 6) Attitude c. Types of written correspondence <ol style="list-style-type: none"> 1) Welcome to practice 2) Referral to specialist 3) Thank you for referral 4) Collection letter 5) Inquiry to insurance company 6) Informed consent letters (treatment confirmation) | Lecture Hours: 1 |
| <ol style="list-style-type: none"> 4. Recall systems <ol style="list-style-type: none"> a. Importance of preventive recall b. Patient education c. Types of recall systems <ol style="list-style-type: none"> 1) Telephone 2) Advance scheduling 3) Mailed recall reminders 4) List by month system | Lecture Hours: 2 |

- 5) Instant reference system
- 6) Computer generated recall system
- d. Office responsibility and patient's responsibility
- e. Calculating recall periods
 - 1) Standard recall schedule
 - 2) Period recall schedule
 - 3) Method to calculate time period
- f. Processing recall notices
- g. Scheduling appointments
- 5. Records management(filing) **Lecture Hours: 3**
 - a. Importance of records management
 - b. Records retrieval
 - c. Records protection
 - d. Kinds of filing systems
 - 1) Alphabetical
 - 2) Numerical filing
 - 3) Cross-reference
 - 4) Chronological filing
 - e. Ownership of patient records
 - f. Transfer of patient records
 - g. Filing aids
 - 1) Types of folders
 - 2) Identification labels
 - 3) Color coding
 - 4) File guides
 - 5) Out guides
 - h. Active and inactive records
 - 1) Primary storage
 - 2) Secondary storage
 - I. Rules for indexing
- 6. Accounts receivable bookkeeping **Lecture Hours: 4**
 - a. Dental fees, earnings and income
 - b. Identify parts of bookkeeping systems **Laboratory Hours: 24**
 - 1) Patient account records(financial)
 - 2) Charge slips
 - 3) Receipts and walk-out statements
 - 4) Daily journal records
 - 5) Enter information correctly and accurately
 - c. Identify parts of pegboard system
 - 1) Pegboard
 - 2) Journal page
 - 3) Ledger cards
 - 4) Receipt and charge slips
 - 5) Posting to the system
 - 6) Proof of posting method
 - 7) Cash control and petty cash
 - 8) Adjustments and special entries

- d. Computerized bookkeeping
 - 1) Daily management
 - 2) Insurance management
 - 3) Account management
 - 4) Monthly management
 - 5) Appointment management
 - 6) Treatment management
 - 7) System management
 - 8) History management
 - e. Banking procedures
 - 1) Deposit slips
 - a) types of endorsements
 - 2) Bank statement
 - 3) Non sufficient funds checks
 - 4) Payment by credit cards
 - 5) Stop payment orders
 - 6) Banking and commercial accounts
 - f. Aspects of record keeping
 - 1) Terminology
 - 2) Payroll taxes
 - 3) Accounts payable
7. Credit and collection policies **Lecture Hours: 3**
- a. Legal aspects of extending credit
 - b. Legal aspects of collecting accounts
 - c. Laws governing collection procedures
 - d. Statute of limitations
 - e. Establishing credit policies
 - 1) Cash only
 - 2) Extending credit
 - 3) Disclosing requirements
 - 4) Policy regarding third party carriers
 - f. Professional collection agencies
 - g. Accounts management
8. Insurance **Lecture Hours: 12**
- a. Insurance terminology
 - b. Plan information(benefit information) **Laboratory Hours: 12**
 - c. Types of insurance carriers
 - 1) Private
 - 2) Group
 - 3) Public
 - 4) Capitation plans
 - 5) HMO
 - 6) PPO
 - d. Schedule of benefits, exclusions, maximums, alternative procedure plans
 - e. Superbill
 - f. Delta Dental
 - 1) Enrollment

- 2) Types of plans
- 3) Forms completion
 - a) TAR
 - b) Speed forms
- 4) Recording insurance payments
- 5) Inquiry forms
- 6) Assignment of benefit
- 7) Coordination of benefit
- 8) Procedure code numbers(ADA)
- g. Denti-cal
 - 1) Eligibility requirements
 - 2) Covered procedures
 - 3) Forms completion
 - a) TAR
 - b) NOE
 - c) CIF
 - d) payment
 - 4) Entering payment
 - 5) Coordination of benefits
 - 6) Time frame on billing procedures
 - 7) Peer review procedure
 - 8) Contesting treatment authorization
- h. Processing claim forms and authorization periods
- 9. Telephone techniques
 - a. Basic telephone skills
 - 1) Direct dialing
 - 2) Operator assistance
 - 3) Use of telephone directory
 - 4) Use of multi-line telephone equipment
 - 5) Answering the telephone
 - b. Greeting patients
 - 1) Voice and courtesy
 - a) alertness
 - b) pleasantness
 - c) naturalness
 - d) expressiveness
 - e) distinctness
 - c. Taking messages
 - d. Placing calls
 - e. Clarifying agreement at end of conversation
 - f. Answering services
 - 1) Types
 - 2) Responsibilities
 - 3) Legal considerations
 - g. Screening calls
 - h. Common calls to/from dental office
 - 1) New patient

Lecture Hours: 1

- 2) Emergency patient
 - 3) Angry patient
 - 4) Collection procedures by phone
 - 5) Ordering supplies
 - 6) Questions regarding account
 - 7) Questions regarding insurance processing
 - 8) Making appointments by phone
10. Appointment control **Lecture Hours: 1**
- a. Appointment book selection
 - b. Outlining the appointment book
 - c. Rules for appointment scheduling
 - 1) Types of appointments
 - 2) Length of appointments
 - 3) Emergency appointments
 - 4) Treatment planning and scheduling
 - 5) Daily variety
 - 6) Advanced appointment preparation
 - 7) Changing appointments
 - d. Scheduling with RDA, RDAEF, RDH staff
 - e. Information including in appointment book
 - f. Confirming appointments
 - g. Failed/broken appointments
 - h. Techniques for managing appointment scheduling
11. Supplies and inventory **Lecture Hours: 6**
- a. Terminology
 - b. Establishing an inventory system
 - 1) Card file
 - 2) Flag system
 - 3) Reorder procedure
 - c. Category of supplies
 - 1) Consumable
 - 2) Capital expenses
 - 3) Instruments
 - 4) Business office supplies
 - d. Storage considerations
 - 1) Shelf-life considerations
 - 2) Location
 - 3) Legal considerations for narcotics
 - e. Guidelines for ordering
 - 1) Ordering by phone
 - 2) Ordering by mail
 - 3) Handling back orders
 - 4) Local suppliers versus manufacturers
 - f. Equipment maintenance
 - 1) Repairs
 - 2) Warranty and guarantee considerations
 - 3) Weekly, monthly, yearly maintenance

E. Dental Specialities

1. Oral Surgery
 - a. Definitions
 - b. Extraction classification
 - 1) Simple
 - 2) Complicated (surgical)
 - c. Surgical procedures involving bone removal
 - d. Surgical procedures involving soft tissue
 - e. Misc. surgical procedures
 - f. Sterilization techniques and surgical scrub
 - g. Maintaining the surgical field
 - h. Assistant's responsibilities during surgical procedure
 - i. Assistant's responsibilities during immediate post-operative care
 - j. Post-operative instruction for patient
 - k. Recognizing patient's anxiety
 - l. Preparation of surgical tray set-ups
 - m. Suture needle preparation
 - 1) Disposable suture needles
 - n. Assistant's role in suture placement
 - o. Sterilization and disinfection of surgery room
 - p. Hospital vs. in office procedures
 - q. Oral surgery instruments
 - 1) Apical elevators
 - 2) Bone files
 - 3) Surgical curette
 - 4) Tooth elevators
 - 5) Extraction forceps
 - 6) Periosteal elevators
 - 7) Rongeur forceps
 - 8) Scalpel
 - 9) Suture scissors
 - 10) Surgical burs
 - 11) Surgical mallet and bone chisels
 - r. Sterilization and storage of surgical instruments
 - s. Follow up on surgical patients
 - t. Placement and removal of post-extraction dressing
 - 1) Armamentarium/tray setup
 - 2) Technique
 - 3) Precautions
 - 4) Dry socket management
 - a) causes and characteristics
 - b) preparation of material
 - c) steps for procedure
 - d) post operative instruction
 - u. Removal of sutures
 - 1) Armamentarium/tray setup

Lecture Hours: 5**Laboratory Hours: 6**

- 2) Criteria for removing sutures
- 3) Technique for suture removal
- 4) Post operative instruction

2. Periodontics

Lecture Hours: 5

- a. Definitions, periodontium
- b. Classifications of periodontal disease
 - 1) Involving bone loss
 - 2) Not involving bone loss
- c. Examination and records completion
- d. Etiology, manifestation and treatment procedures
 - 1) Surgical procedures
 - 2) Non-surgical procedures
 - 3) Common tray set-ups
 - 4) Assistant's role during surgical procedures
- e. Indications for periodontal treatment
- f. Contraindications for periodontal treatment
- g. Instrumentation identification and usage
 - 1) Examination instruments
 - 2) Prophylaxis instruments
 - 3) Surgical instruments
- h. Rationale for placement of periodontal dressing
- i. Post operative instruction
- j. Sterilization and storage of instruments
- k. Placement and removal of periodontal dressing
 - 1) Armamentarium/tray set-up
 - 2) Techniques
 - 3) Precautions
 - 4) Periodontal dressing placement and removal
 - a) purposes
 - b) preparation of material
 - c) criteria for correct placement
 - d) common errors in placement
 - e) aseptic techniques
 - f) criteria for pack removal
 - g) post operative instructions

Laboratory Hours: 6

3. Orthodontics

Lecture Hours: 10

- a. Definitions and terminology
- b. Scope of orthodontic treatment
 - 1) Objectives
 - 2) Indications for treatment
 - 3) Classification of occlusion
 - 4) Malocclusion
 - a) heredity
 - b) habit
- c. Classification of orthodontic treatment
 - 1) Preventive

Laboratory Hours: 16

- 2) Interceptive
- 3) Full treatment
- d. Principles of tooth movement and retention
- e. Orthodontic records
 - 1) Radiographic surveys
 - a) full mouth survey
 - b) cephalometric
 - c) panoramic
 - 2) Study models
 - 3) Photographs
 - 4) Measurements
 - 5) Tracings
- f. Types of appliances
 - 1) Fixed
 - 2) Removable
 - 3) Cervical traction
 - 4) Active appliances
 - 5) Passive appliances
- g. Instruments and armamentarium
 - 1) Banding and cementation
 - 2) Bonding
 - a) direct method
 - b) indirect method
 - 3) Basic orthodontic adjustment of appliances
 - a) fixed
 - b) removable
 - 4) Debanding
 - 5) Basic set-ups for orthodontic procedures
- h. Sterilization and storage on instruments
- I. Placement and removal of elastic separators
 - 1) Armamentarium and materials used
 - 2) Rationale for orthodontic separators
 - 3) Description of elastic orthodontic separators
 - 4) Physical properties of elastic orthodontic separators
 - 5) Indications for use of elastic orthodontic separators
 - 6) Contraindications for use of elastic separators
 - 7) Advantages of using elastic separators as compared to non-elastic separators
 - 8) Disadvantages of using elastic separators
 - 9) Procedures for placement of elastic separators
 - a) correct size
 - b) instrument
 - 10) Clinical appearance of correctly placed separator(s)
 - 11) Recording of elastic separator placement in clinical record
 - 12) Possible complications for use of elastic separators
 - 13) Instructions to patients while wearing separators
 - 14) Procedure for removal of elastic separators
 - 15) Clinical appearance of teeth after removing elastics

- 16) Sterilize and store instruments used
- j. Placement and removal of metal separators
 - 1) Armamentarium and materials needed
 - 2) Rationale for metal orthodontic separators
 - 3) Physical properties of metal separators
 - 4) Indication for use of metal separators
 - 5) Advantages and disadvantage of using metal separators
 - 6) Types of metal separators
 - a) TP springs
 - b) brass wire
 - 7) Procedure for placement and removal of TP springs
 - 8) Procedure for placement and removal of brass wire
 - 9) Clinical appearance of correctly placed metal separators
 - 10) Recording of separator placement in clinical record
 - 11) Possible complications from use of metal separators
 - 12) Instructions to patients wearing metal separators
 - 13) Clinical appearance of teeth after removal of separators
 - 14) Sterilize and store instruments used
- k. Taking of intra-oral measurements for orthodontic procedures
 - 1) Armamentarium and materials used
 - a) caliper
 - b) millimeter ruler
 - c) wax
 - d) dividers
 - e) brass wire
 - 2) Purpose and procedures of measurements
 - 3) Methods for measurements
 - a) direct
 - b) indirect
 - 4) Measure overbite and overjet
 - 5) Tooth size discrepancy determination
 - a) Bolton analysis
 - 6) Recording information in clinical records
- l. Placement and removal of archwires
 - 1) Armamentarium and materials needed
 - 2) Recognition of basic archwire types
 - 3) Recognition of continuous and sectional archwires
 - 4) Basic function of archwires
 - 5) Placement of archwires
 - 6) Ligation of archwires
 - 7) Removal of archwires
 - 8) Recording appropriate information in clinical record
- m. Placement and removal of ligature ties
 - 1) Armamentarium and materials needed
 - 2) Procedure for placement and removal of elastic ligatures
 - 3) Procedure for placement and removal of metal ligatures
 - 4) Precautions

- 5) Patient instructions for loss or breakage
 - 6) Sterilize and store instruments
 - n. Seating of adjusted retainers and headgear
 - 1) Rationale for use of extra-oral appliances
 - 2) Various types of extra-oral appliances
 - a) retainers
 - b) positioners
 - c) cervical and high pull traction
 - 3) Principles of action of extra-oral force appliances
 - 4) Clinical appearance of extra-oral appliances
 - 5) Insertion of adjusted extra-oral appliances
 - 6) Removal of extra-oral appliances
 - 7) Patient instructions for use of extra-oral appliances
 - 8) Armamentarium and materials needed
 - o. Checking for loose bands
 - 1) Armamentarium and materials needed
 - 2) Rationale for recementation of loose bands
 - 3) Clinical appearance for loose orthodontic bands
 - 4) Detection of loose orthodontic bands
 - 5) Prepare materials for recementation
 - 6) Sterilize and store instruments, equipment used
 - p. Removal of orthodontic bands
 - 1) Armamentarium for removal of orthodontic bands
 - 2) Removal techniques
 - 3) Hard and soft tissue protection
 - 4) Methods of removal
 - 5) Clinical appearance of teeth after removal of bands
 - 6) Recording information in clinical record
 - 7) Sterilize and store instruments
4. Endodontics
- a. Terminology
 - b. Procedures
 - 1) Pulp capping
 - 2) Pulpotomy
 - 3) Pulpectomy
 - 4) Periapical surgery
 - c. Armamentaria/tray setups
 - 1) Identification
 - 2) Sterilization
 - 3) Organization
 - d. Vitality testing
 - 1) Procedure
 - 2) Criteria
 - 3) Vitalometer
 - 4) Thermal
 - 5) Recording
 - 6) Armamentaria/setup

Lecture Hours: 3

Laboratory Hours: 4

- e. Drying canals
 - 1) Procedure
 - 2) Criteria
 - 3) Armamentaria/setup
 - f. Culturing
 - 1) Procedure
 - 2) Criteria
 - 3) Armamentaria/setup
5. Prosthodontics **Lecture Hours: 3**
- a. Removal
 - 1) Terminology
 - 2) Psychology
 - 3) Procedures
 - a) full denture
 - b) partial denture
 - c) re-base/re-line
 - 4) Armamentaria/tray setups
 - b. Fixed
 - 1) Terminology
 - 2) Procedures
 - a) single unit gold casting
 - b) bridges
 - c) porcelain fused to metal
 - 3) Armamentaria/tray setups
 - 4) Assistant's responsibility during procedure
 - c. Gold and miscellaneous metals
 - 1) Gold
 - a) properties
 - b) procedures and uses
 - c) investing and casting
 - d) gold foil
 - 2) Miscellaneous metals
 - a) cast chromium alloys
 - b) solders and wires
6. Pediatric dentistry **Lecture Hours: 3**
- a. Psychology
 - b. Treatments
 - 1) Stainless steel crowns
 - 2) Pulpotomies
 - 3) Splints
 - c. Preventive methods
 - 1) Diet counseling
 - 2) Oral hygiene instructions
 - 3) Anti-cariogenic agents
 - 4) Pit and fissure sealants
 - 5) Mouth guards
7. Forensic dentistry **Lecture Hours: 1**

- a. Definition
 - b. Indications for utilization
 - c. Scope and techniques
 - d. Admissibility of evidence
8. Public health dentistry **Lecture Hours: 2**
- a. Characteristics of public health programs
 - b. Epidemiology of dental disease
 - c. State and local dental health programs
 - d. Federal dental health programs
 - e. Veterans administration program
 - f. Armed forces

F. Coronal Polish

1. Dental plaque and other soft deposits **Lecture Hours: 1**
- a. Acquired pellicle
 - 1) Development
 - 2) Significance
 - b. Dental plaque
 - 1) Classification
 - 2) Clinical characteristics
 - a) distribution
 - b) detection
 - 3) Steps in formation
 - 4) Composition
 - a) inorganic components
 - b) organic components
 - 1. compounds
 - 2. microorganisms
 - 5) Significance
 - a) caries
 - b) periodontal disease
2. Dental calculus **Lecture Hours: 2**
- a. Classification and distribution
 - 1) Supramarginal
 - 2) Submarginal
 - b. Occurrence
 - c. Clinical characteristics
 - 1) Color
 - 2) Shape
 - 3) Consistency and texture
 - 4) Size and quantity
 - 5) Distribution
 - d. Formation
 - 1) Steps
 - 2) Formation times
 - 3) Structure
 - e. Composition

- 1) Inorganic
- 2) Organic
- f. Significance
- 3. Comparison of normal vs. diseased oral tissues
 - a. Teeth
 - 1) Anatomical features
 - 2) Deposit retention factors
 - a) irregularities
 - b) tooth contour
 - c) restorations
 - d) position
 - b. Characteristics of healthy gingiva
 - 1) Free gingiva
 - 2) Attached gingiva
 - 3) Interdental gingiva
 - 4) Junctional epithelium
 - c. Gingival inspection
 - 1) Color
 - 2) Size
 - 3) Position
 - 4) Shape
 - 5) Consistency
 - 6) Surface texture
 - 7) Bleeding
 - 8) Exudate

Lecture Hours: 1

- 4. Tooth stains and discolorations
 - a. Mechanisms
 - b. Classification of stains
 - 1) Origin
 - 2) Ultimate location
 - c. Exogenous stains
 - 1) Yellow
 - 2) Green
 - 3) Blackline
 - 4) Tobacco
 - 5) Other brown stains
 - 6) Orange and red
 - 7) Metallic
 - d. Endogenous stains
 - 1) Pulpless teeth
 - 2) Restorative materials
 - 3) Imperfect tooth development
 - a) hypoplasia
 - b) fluorosis
 - c) tetracycline

Lecture Hours: 1

- 5. Responsibilities of R.D.A.
 - a. Medical history
 - 1) Current medication
 - 2) Indications for premedication
 - 3) Medically compromised

Lecture Hours: 2

- 4) Allergies
- b. Inspection of patient
 - 1) Extra-oral
 - 2) Intra-oral
- c. Handling emergencies
 - 1) Syncope
 - 2) Hyperventilation
 - 3) Seizure
 - 4) Diabetic reactions
- d. California Dental Practice Act
 - 1) Certification for polish
 - 2) Supervision required
 - 3) Indications for polishing
 - 4) Educational requirement
- e. Standard of care
- f. Ethical responsibilities
- g. Infection control protocols
 - 1) KRCC protocols
 - 2) Universal precautions
 - 3) OSHA
 - 4) Instrument stick
 - 5) Clinic protocols
- 6. Fluoride
 - a. Types of fluoride
 - 1) Acidulated phosphate
 - 2) Sodium fluoride
 - 3) Stannous fluoride
 - b. Methods of delivery
 - 1) Systemic
 - a) drinking water
 - b) supplements
 - 2) Topical
 - a) dentifrices
 - b) mouth rinses
 - c) professional application
 - c. Factors necessary for optimum fluoride uptake
 - d. Procedure for professional application
 - 1) Precautions/contraindications
 - 2) Armamentarium
 - 3) Steps in application
 - 4) Post-application instructions
- 7. Plaque control
 - a. Armamentarium
 - b. Toothbrushing techniques
 - c. Flossing techniques
 - d. Use of disclosing solution

Lecture Hours: 2

Lecture Hours: 2

Laboratory Hours: 1

- 1) Green's index
- 2) Pre and post evaluation of effectiveness
- e. Patient education and motivation techniques
- 8. Coronal polish four clinical patients **Clinic Hours: 23**

G. Clinical Training 1

- 1. Orientation of extramural clinical adjunct faculty **Lecture Hours: 4**
 - a. Clinical training guidelines
 - b. Utilization of skill evaluation forms
 - c. Utilization of affective domain evaluation forms
 - d. Contractual agreement
- 2. Affective domain/student responsibilities/orientation **Lecture Hours: 10**
 - a. Maintenance of skill evaluation forms
 - b. Liability insurance
 - c. Student training contract (agreement)
 - d. Professional conduct/standard of care
 - e. Conference with supervising full-time faculty member
 - f. Evaluation of assigned extra-mural facility
 - g. Acknowledgment of assigned extra-mural facility
 - h. Completion of assigned training hours
- 3. Supervised clinical training **Clinic Hours: 144**
 - a. Assignment to extra-mural office of clinic for 144 hours
 - b. Skills categories evaluated
 - 1) Assisting chairside in designated procedures
 - 2) Providing diagnostic aids
 - 3) Performing clinical supportive functions
 - 4) Performing emergency procedures (only done if actual emergency occurs)
 - 5) Providing oral health instruction
 - 6) Performing laboratory procedures
 - 7) Performing basic business office procedures
 - 8) Procedures delegated by California Dental Practice Act
 - a) oral radiography
 - b) taking impression for diagnostic opposing models
 - c) apply non aerosol/non caustic topical agents
 - d) place and remove dressings(post extraction and periodontal dressings)
 - e) assist in the administration of nitrous oxide analgesia or sedation
 - f) hold anterior matrices
 - g) remove sutures
 - h) apply topical fluoride
 - I) place and remove rubber dams
 - j) place wedge and remove matrices
 - k) mouth mirror inspection
 - l) place and remove temporary sedative dressings
 - m) test pulp vitality
 - n) dry canals
 - o) place bases and liners on sound dentin
 - p) remove excess cement from supragingival surfaces of teeth

- q) size stainless steel crowns, temporary crowns and bands
 - r) cement and remove temporary crowns
 - s) perform orthodontic procedures
 - t) coronal polishing
4. Preparation for employment **Lecture Hours: 10**
- a. Résumé
 - b. Letter of application
 - c. Employment application
 - d. Cost of living survey (budget)
 - e. Interviewing
- H. Registered Dental Assisting**
1. Review Dental Practice Act **Lecture Hours: 2**
- a. Supervision **Laboratory Hours: 5**
 - 1) General
 - 2) Direct
 - b. Dental assistant duties
 - c. Registered dental assistant duties
 - d. Registered dental assistant extended functions duties
 - e. Prohibitions
 - f. Written examination
 - g. Practical examination—mock registered dental assistant examination
2. Deep base **Lecture Hours: 1**
- a. Criteria evaluation card
 - b. Projects **Laboratory Hours: 4**
 - c. Critique of projects
3. Insulating base **Lecture Hours: 1**
- a. Criteria evaluation card **Laboratory Hours: 5**
 - b. Projects
 - c. Critique of projects
4. Temporary restorations **Lecture Hours: 1**
- a. Criteria evaluation card
 - b. Projects **Laboratory Hours: 4**
 - c. Critique of projects
5. Matrix **Lecture Hours: 1**
- a. Criteria evaluation card
 - b. Projects **Laboratory Hours: 3**
 - c. Critique of projects
6. Rubber dam **Lecture Hours: 1**
- a. Criteria evaluation card
 - b. Projects **Laboratory Hours: 4**
 - c. Critique of projects
7. Periodontal dressing **Lecture Hours: 1**
- a. Criteria evaluation card
 - b. Projects **Laboratory Hours: 3**
 - c. Critique of projects
8. Elastic separators **Lecture Hours: 1**
- a. Criteria evaluation card
 - b. Projects **Laboratory Hours: 2**
 - c. Critique of project

DA 2 - DENTAL ASSISTING 2
COURSE NAME AND NUMBER

METHODS TO MEASURE STUDENT ACHIEVEMENT AND DETERMINE GRADES:

Students in this course will be graded in at least of the following four categories. Please check those appropriate. A degree applicable course must have a minimum of one response in category 1, 2, or 3.

1. Substantial writing assignments, including:

a)	essay exam(s) (brief)	<u>X</u>	b)	term or other paper(s)	___
c)	laboratory report(s)	<u>X</u>	d)	written homework	<u>X</u>
e)	reading reports	<u>X</u>	f)	other (specify)	_____

g) If the course is degree applicable, substantial writing assignments in this course are inappropriate because:
 _____ The course is primarily computational in nature.
X The course primarily involves skill demonstrations or problem solving.
X Other rationale (explain) _____

2. Computational or non-computational problem-solving demonstrations, including:

a)	exam (s)	<u>X</u>	b)	quizzes	<u>X</u>
c)	homework problems	<u>X</u>	d)	laboratory reports	<u>X</u>
e)	field work	___	f)	other (specify)	<u>clinical projects and skill evaluations, basic bookkeeping.</u>
3. Skill demonstrations, including:

a)	class performance(s)	<u>X</u>	b)	field work	___
c)	performance exam(s)	<u>X</u>	d)	other (specify)	<u>clinical performance skill evaluations, projects.</u>
4. Objective examination, including:

a)	multiple choice	<u>X</u>	b)	true/false	___
c)	matching items	<u>X</u>	d)	completion	___
e)	other (specify)	<u>short essay</u>			

Description/explanation: Based on the categories checked, it is the recommendation of the department that the instructor's grading methods fall within the following guidelines; however, the final method of grading is still at the discretion of the individual instructor.

Each assignment and examination is assigned a points value. The student's grade is based on points earned = percentage points possible

90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, Below 60% = F

The evaluation of supervised clinical training consists of three components:

1. Completion of 144 hours of training = 60% of final grade. Student must complete the entire 144 hours to receive full credit for this component of the course.
2. Skills evaluation = 20% of final grade.
3. Affective domain/student responsibilities = 20% of final grade.

DA2 - DENTAL ASSISTING 2
COURSE NAME AND NUMBER

SKILL LEVELS:

For degree applicable courses, describe or specify the level of learning skills and vocabulary and critical thinking skills.

A. Radiology 2

The student will:

1. Utilize critical thinking skills in order to evaluate patients' clinical records to determine the need for radiographs, and when radiographs would be contraindicated.
2. Demonstrate an understanding of the normal vs. abnormal conditions associated with the oral cavity, and the significance as related to operator techniques.
3. Identify developmental disturbances and pathological lesions apparent on radiographs using information from lecture and reading assignments.
4. Expose, process and evaluate outpatient films for diagnostic quality, and indicate errors present and corrections required.
5. Select and utilize appropriate problem solving strategies in laboratory and clinical settings.
6. Link theory and facts to applications by utilizing and transferring didactic information in the performance of laboratory and clinical procedures.

B. Chairside 2

1. The scope of this course requires students to learn basic didactics to facilitate the ultimate development of a variety of selected clinical skills. Independent study outside the classroom includes reading and written homework assignments designed to introduce, reinforce and/or reiterate terminology, theory and concepts of application of the presented materials and procedures.
2. Assignments and activities requiring examination of content, long range planning and problem solving include:
 - a) practicing safety protocols while performing laboratory procedures.
 - b) selection of appropriate materials and assemble armamentaria to perform laboratory projects
 - c) perform various typodont/classroom projects requiring comparison of results with expected outcome.
 - d) demonstrate correct manipulation techniques in the preparation of selected laboratory and restorative materials.
 - e) evaluate assigned projects to identify the influence manipulative variables have on physical, chemical and mechanical properties and make appropriate modifications in manipulative technique.
 - f) selecting, operating and maintaining appropriate equipment while performing in the classroom.
3. Transfer newly acquired didactic information to preclinical situations; they must evaluate their performance and make appropriate adjustments in procedural technique to insure the desired outcome.
4. Distinguish between appropriate and inappropriate management and personal conduct

activities and make modifications in their technique in accordance with expected classroom protocols.

5. Synthesize past knowledge and skills with new concepts and situations.

C. Biodental Science 2

1. Link theory and facts to applications by transferring didactic information to hypothetical clinical situations.
2. Demonstrate an understanding of biodental sciences by utilizing appropriate terminology.

D. Dental Office Management

1. Apply the information presented in the lecture and reading material to situations presented in the lab section and during the clinical training experience.
2. Utilize problem solving skills in the collection and evaluation of clinical information.
3. Utilize critical thinking skills by evaluating and selecting appropriate professional management procedures acceptable in the dental office.
4. Develop systems for insurance control, recall management, inventory control and credit policies.

E. Dental Specialties

1. Utilize critical thinking skills when evaluating patient information, procedures to be performed and determination of the armamentarium required.
2. Demonstrate an understanding of dental specialty by utilizing appropriate terminology.
3. Employ problem solving strategies related to specialty procedures and the sequence of assisting during procedures by relating information from the lecture and reading material.
4. Demonstrate an understanding of the legal and ethical responsibilities of the dental assistant associated with dental specialties.

F. Coronal Polish

1. The student will link theory and facts to applications by utilizing and transferring didactic information in the performance of coronal polishing.
2. The student will select and utilize appropriate problem solving strategies in the clinical setting.

G. Clinical Training 1

1. Transfer knowledge and skills acquired in the classroom to each new clinical situation.
2. Utilize appropriate problem solving techniques in the clinical setting.
3. Evaluate each patient's clinical records and needs.

H. Registered Dental Assisting

1. Transfer past knowledge and skills to preclinical setting and develop skill performance to an advanced level.
2. Recognize prescribed written criteria and synthesize those criteria into practical application.
3. Evaluate performance results to determine if they meet competency levels as established by the California State Dental Practice Act.
4. Prepare a personal schedule of daily objectives to complete projects and develop skills to

an advanced level.

5. Select and organize materials, armamentaria and work space according to California State Dental Practice Act and instructor guidelines.
6. Adhere to established time restrictions.
7. Utilize critical thinking to synthesize past knowledge and skills for preparation to sit for the California State Registered Dental Assisting Board examination.

DA 2 - DENTAL ASSISTING 2
COURSE NAME AND NUMBER

EDUCATIONAL MATERIALS:

For degree applicable courses, the adopted texts, as listed in the college bookstore, or instructor-prepared materials have been certified to contain college-level materials.

Validation Language Level (check where applicable):	College-level Criteria Met	
	Yes	No
Textbook	<u>X</u>	___
Reference materials	<u>X</u>	___
Instructor-prepared materials	___	___
Audio-visual material's	<u>X</u>	___

Indicate method of evaluation:

<u>X</u>	Used readability formulae (grade level 10 or higher)
<u>X</u>	Text is used in a college-level course
<u>X</u>	Used grading provided by publisher
<u>X</u>	Other: (please explain; relate to Item IV, skills level above)

<u>Computational Level</u> (Eligible for Math 1 level or higher) (Where applicable)	<u>X</u>	___
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Content

Breadth of ideas covered clearly meets college-level learning objectives of this course	<u>X</u>	___
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Presentation of content and/or exercises/projects:

Requires a variety of problem-solving strategies including inductive and deductive reasoning.	<u>X</u>	___
Requires independent thought and study	<u>X</u>	___
Applies transferring knowledge and skills appropriately and efficiently to new situations or problems.	<u>X</u>	___

List of Educational Materials

May use:

Radiology for Dental Auxiliaries, Frommer, 4th Ed., Mosby.
Torres, Hazel & Ehrlich, Ann. Modern Dental Assisting, 5th edition
Saunders
Torres, Hazel, Essentials of Dental Assisting, 2nd edition
DeLyre/Johnson, Essentials of Dental Radiography, 5th edition
Phillips, Ralph, Elements of Dental Materials, 5th edition
Greenfield, Joan, RDA Review
California State Dental Practice Act
Colwell, Ethics and Jurisprudence
Colwell, Psychology in the Dental Office
Brand, Richard and Isselhard, Donald, Anatomy of Oraofacial Structures, Mosby
DA 2 Chairside Laboratory Evaluations
Bank Reconciliation Project, McCullough & Everard, Pitman Publ.
Business Administration for the Dental Assistant, Ehrlich, Colwell
Managing Insurance Claims in the Dental Office, Ehrlich, Colwell
Pegboard Bookkeeping Project, KRCC Bookstore (optional)
Medical/Dental Dictionary of your choice
California State Dental Practice Act

Textbooks utilized for dental assisting courses completed during the first semester of training will be utilized for reference as needed.

DA 2 SCHEDULE - SPRING 2000 - LAB A

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:50		Specialties Lecture 8:00 - 11:00		Chairside Lecture	Biodental Lecture
9:00 - 9:50	Biodental Lecture Boriack	Pope		8:30 - 11:00 Parento	8:30 - 10:30 Boriack
10:00 - 10:50	9:00-11:00 ↓	↓ ↓	Chairside Lecture	↓ ↓	↓ BREAK
11:00 - 11:50	LUNCH	RDA - Lab A 11:00- 2:00	10:30 -12:00 ↓ <i>Pope</i>	Office Management Lab A - Lab B Neison 11:00 - 12:00	Chairside - Lab A 11:00 - 12:30
12:00 - 12:50	Chairside - Lab A 12:00 - 2:30	Parento ↓	RDA Lecture <i>Parento</i> 12:00-1:00	LUNCH	↓ LUNCH
1:00 - 1:50	Parento ↓	↓	Chairside - Lab A 1:00 - 3:00	Office Management Lecture - Neison 12:30 - 3:30	↓ ↓
2:00 - 2:50	↓ Radiology - Lab A	Specialties - Lab A 2:00 - 5:00	Pope ↓	↓ ↓	Radiology - Lab A 2:00 - 4:30
3:00 - 3:50	2:30 - 5:00 Neison	Pope ↓	Office Management Lab A - Lab B <i>Neison</i>	↓	Boriack ↓
4:00 - 4:50	↓ ↓	↓ ↓	3:00 - 5:00 ↓		↓

DA 2 SCHEDULE - SPRING 2000 - LAB B

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:50		Specialties Lecture 8:00 - 11:00	Chairside - Lab B	Chairside Lecture	Biodental Lecture
9:00 - 9:50	Biodental Lecture Borlack	Pope	8:30 - 10:30 Pope	8:30 - 11:00 Parento	8:30 - 10:30 Borlack
10:00 - 10:50	9:00-11:00 ↓	↓ ↓	↓ Chairside Lecture	↓ ↓	↓ Radiology - Lab B
11:00 - 11:50	LUNCH ↓	Specialties - Lab B 11:00-2:00	10:30 -12:00 Pope	Office Management Lab A - Lab B Nelson 11:00 - 12:00	10:30 - 1:00 Borlack
12:00 - 12:50	Radiology - Lab B 12:00 - 2:30	Pope ↓	RDA Lecture - Parento 12:00-1:00	LUNCH Office Management	↓ ↓
1:00 - 1:50	Nelson ↓	↓	LUNCH ↓	Lecture - Nelson 12:30 - 3:30	LUNCH ↓
2:00 - 2:50	↓ Chairside - Lab B	RDA - Lab B 2:00 - 5:00	↓	↓ ↓	Chairside - Lab B 2:00 - 3:30
3:00 - 3:50	2:30 - 5:00 Parento	Parento ↓	Office Management Lab A - Lab B -Nelson	↓	Parento
4:00 - 4:50	↓ ↓	↓ ↓	3:00 - 5:00 ↓		