



*Dental Assistant
Course Outline*

		Classroom	CC
1	Orientation (CPS 1,2,3,4,6,8A,9)	20	1
	<ul style="list-style-type: none"> Performance Goals- Student will be familiar with the course parameters, classroom facility, and pathways to careers in dentistry. Content <ul style="list-style-type: none"> Classroom Career 		
2	Alginate Impressions (CPS 1,3,47)	30	4
	<ul style="list-style-type: none"> Performance Goals - The student will be able to take alginate impressions for maxillary and mandibular arches for diagnostic and opposing models that have adequate extension and detail without distortion. Content <ul style="list-style-type: none"> Principles of Tray Selection Technique of Taking Impressions Evaluation (5 Pre-clinical (externship), diagnostic quality, sets of alginate impressions. 		
3	Diagnostic Casts (CPS 1,3,4,7)	20	4
	<ul style="list-style-type: none"> Performance Goals - The student will be able to pour maxillary and mandibular alginate impressions in plaster and stone and then trim the finished cast to the proper geometric shape. Content <ul style="list-style-type: none"> Gypsum Products Creating the Cast 		
4	Anatomy and Physiology (CPS 1,3)	20	0
	<ul style="list-style-type: none"> Performance Goals –The student will be able to: <ul style="list-style-type: none"> Identify the basic structural units of the body and apply their relationship to body systems as well as describe the function and organs involved for each body system. Identify the specific anatomy of the head and neck. Content <ul style="list-style-type: none"> Body Planes and Body Cavities Structural Units 		



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5	Structures of the Head and Oral Cavity (CPS 1,3)	10	2
	<ul style="list-style-type: none"> • Performance Goals <ul style="list-style-type: none"> > Describe the life cycle of a tooth > Identify and describe the composition of the tissues of the tooth > Explain the function of the periodontal membranes as well as distinguish between the appearance of normal gingivae vs. abnormal/unhealthy > Identify the landmarks of the face palate, and floor of the mouth • Content <ul style="list-style-type: none"> > Embryology > Histology > Anatomy of the Face and Oral Cavity 		
6	Tooth Morphology (CPS 1,3)	40	24
	<ul style="list-style-type: none"> • Performance Goals <ul style="list-style-type: none"> > Using the correct dental terminology when describing the teeth or landmarks of the teeth > Differentiate between anterior and posterior teeth > Utilize the universal code for each tooth in the permanent and primary dentitions > Describe the anatomic features of each type of permanent tooth • Content <ul style="list-style-type: none"> > Types of Teeth > Dental Arches and Occlusion > Anterior and Posterior Teeth > Tooth Surfaces > Anatomic Features of the Teeth > Types of Dentitions > Tooth Identification Systems 		
7	The Dental Examination (CPS 1,3,4,5,7,8A)	24	12
	<ul style="list-style-type: none"> • Performance Goals – Students will be able to: <ul style="list-style-type: none"> > Recognize and describe the components of the patient record > Describe the importance of the patient medical and dental history > Defend the need to maintain patient confidentiality > Assist the patient in completion of history form(s) > Obtain and record a set of vital signs on the patient > Prepare the exam tray 		



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	<ul style="list-style-type: none"> • Record a PSR • Record a completed periodontal charting • Record the examination of the teeth using interpretive oral charting symbols • Record other clinical observations • Record services rendered and understand the importance of thoroughness and accuracy when recording in the patient's clinical record. ● Content <ul style="list-style-type: none"> • Patient Data Gathering • Clinical Examination • Recording Services Rendered • Treatment Planning 		
8	Disease Transmission (CPS 3,4,5)	14	2
	<ul style="list-style-type: none"> • Performance Goals-The student will be able to: <ul style="list-style-type: none"> • Identify the five major types of pathogens • Give examples of the diseases that they produce • Name the three factors that influence the ability of a pathogen to cause disease • Give examples of five methods of disease transmission in the dental setting • Name the diseases of major concern to dental healthcare workers • Describe methods to prevent transmission in the dental setting • Perform a proper hand wash ● Content <ul style="list-style-type: none"> • Microbiology • Body Defenses • Diseases of Major Concern to DCHW's • Preventing Disease Transmission 		
9	Infection Control (CPS 1,3,4,5,7,8A)	30	40
	<ul style="list-style-type: none"> • Performance Goals - Student will be able to: <ul style="list-style-type: none"> • Cite the goals of an infection control program • Outline the components of the OSHA Bloodborne Pathogen Standard • Demonstrate universal precautions • Explain post exposure incident management to include demonstrating first aid • Differentiate between disinfection and sterilization and indicate when each is to be used • Demonstrate the flow of instrument reprocessing • Differentiate between the types of dental office waste and 		



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	<p>demonstrate the management of each</p> <ul style="list-style-type: none"> Disinfection of impressions and placing in a biohazard labeled bag Content <ul style="list-style-type: none"> Infection Control Guidelines OSHA Bloodborne Pathogen Standard Dental Board of CA Regulations 		
10	Environmental Health and Safety (CPS 3,4,5)	10	4
	<ul style="list-style-type: none"> Performance Goals - The student will be able to: <ul style="list-style-type: none"> Identify occupational health and safety hazards for employees in the dental office Explain and/or demonstrate the methods of prevention of each one including product labeling Content <ul style="list-style-type: none"> Occupational Hazards in the Dental Office OSHA Hazard Communication Standard Globally Harmonized System of Labeling Safety Data Sheets Dental Unit Water Lines 		
11	Prevention Dentistry (CPS 1,2,3,4,5,7)	30	10
	<ul style="list-style-type: none"> Performance Goals-The student will be able to: <ul style="list-style-type: none"> Defend the need for good oral hygiene Demonstrate personal oral hygiene including the use of disclosing agent Brushing and flossing Demonstrate the provision of personal oral hygiene instruction to a patient Demonstrate assisting a patient with diet analysis Assemble and prepare all the necessary materials for topical fluoride application Properly isolate and prepare teeth for such treatment Apply topical fluoride to all teeth and relate post-operative instructions to the patient Content <ul style="list-style-type: none"> General Nutrition Fluoride Personal Oral Hygiene Oral Hygiene Instruction Consumer Product Knowledge 		
12	Psychology and the Special Patient (CPS 1,2,3,4)	12	2
	<ul style="list-style-type: none"> Performance Goals-The student will be able to: <ul style="list-style-type: none"> Recognize and manage patient behavior related to fear of dental treatment 		



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	<ul style="list-style-type: none"> ↳ Recognize and manage patients with special needs ● Content <ul style="list-style-type: none"> ↳ Understanding Patient Behavior ↳ Understanding Each Other ↳ The Special Needs Patient 		
13	Pharmacology and Pain Control (CPS 1,3,4,5,7)	20	16
	<ul style="list-style-type: none"> ● Performance Goals-The student will be able to: <ul style="list-style-type: none"> ↳ Distinguish between the use of antibiotic, analgesic, and anti-anxiety drugs as used in dentistry ↳ State the guidelines for an assistant to follow regarding telephone interaction with a pharmacy ↳ Demonstrate recording the necessary information when a drug is prescribed or administered to a patient ↳ Assist in the administration of nitrous oxide analgesia or sedation ↳ Demonstrate the application of topical anesthetic gel in all anesthetic demonstrating proper precautions with regard to cartridges and recapping ↳ Distinguish between infiltration and block anesthesia ● Content <ul style="list-style-type: none"> ↳ General Pharmacology ↳ Types of Drugs Used in Dentistry ↳ Anesthesia 		
14	Medical Emergencies (CPS 1,2,3,4,5,7)	20	1
	<ul style="list-style-type: none"> ● Performance Goals –The student will be able to: <ul style="list-style-type: none"> ↳ Describe how to prevent a possible medical emergency ↳ List the appropriate qualifications of personnel and maintenance of emergency supplies for emergency preparedness ↳ Describe and recognize the common signs and symptoms of an emergency preparedness ↳ Describe and recognize the common signs and symptoms of an emergency without diagnosing a specific condition ↳ Define specific emergency situation and how to respond ↳ Demonstrate accuracy when documenting and emergency situation ● Content <ul style="list-style-type: none"> ↳ Prevention of Medical Emergencies ↳ Emergency Preparedness/Review of Office Protocols ↳ Recognition of Medical Emergencies 		



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15	Clinical Dentistry (CPS 1,2,3,5,7,8A)	30	40
	<ul style="list-style-type: none"> • Performance Goals <ul style="list-style-type: none"> Describe the design of a dental treatment room Demonstrate utilization of dental equipment in a treatment room Identify different types of delivery systems Demonstrate treatment room preparation Demonstrate seating, positioning, and dismissing a patient Demonstrate four-handed dentistry Describe morning and evening routines • Contents <ul style="list-style-type: none"> Delivery of Dental Treatment 		
16	Dental Instruments and Accessories (CPS 1,3,5,7,8A)	40	20
	<ul style="list-style-type: none"> • Performance Goals-The student will be able to: <ul style="list-style-type: none"> Describe the parts of a dental hand instrument Identify common hand cutting and restorative instruments and state their use Assemble and the hand pieces and describe their use Recognize and demonstrate preparation of rotary instruments Defend the use of preset trays and tubs • Contents <ul style="list-style-type: none"> Preset Trays Hand Instruments Rotary Instruments 		
17	Moisture Control Techniques (CPS 1,2,3,4,5,7,8A)	40	30
	<ul style="list-style-type: none"> • Performance Goals-The student will be able to: <ul style="list-style-type: none"> Clinically demonstrate the techniques involved to maintain a clear operating field • Content <ul style="list-style-type: none"> Isolation Techniques Oral Evacuation Rinsing the Oral Cavity Dental Dam 		



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18	Restorative Materials and Dental Cements	30	10
	<ul style="list-style-type: none"> • Performance Goals – The student will be able to: <ul style="list-style-type: none"> Analyze the factors that affect how dental materials are manufactured for the oral cavity Describe the components of amalgam and justify its use and safety to restore posterior teeth Describe the components of resin restorative materials Describe bonding systems and evaluate the benefit of their use in adapting dental materials to tooth structure Prepare to the proper consistency and justify the purpose for each of the six types of dental cements Describe the use and demonstrate the preparation of cavity lining agents • Content <ul style="list-style-type: none"> Cavity Preparation Tofflemire Matrix Assembly Sectional Matrices Automatrix System Class II Amalgam Procedure Matrices for Composite Restorations Class III Composite Procedure Veneers Vital Bleaching 		
20	Fixed Prosthetics (CPS 1,3,4,5,7)	20	10
	<ul style="list-style-type: none"> • Performance Goals – The student will be able to: <ul style="list-style-type: none"> Identify indications and contraindications for fixed prostheses Defend fixed prostheses over removable Differentiate among the various types of cast restorations Prepare a laboratory prescription Demonstrate preparation of the armamentarium and describe the procedure for the preparation of a tooth for a crown Describe and demonstrate the preparation of each of the types of elastomeric impression materials Demonstrate the preparation of the armamentarium Describe the procedure for the cementation of a cast restoration • Contents <ul style="list-style-type: none"> Cast Restorations <ul style="list-style-type: none"> o Preparation of Tooth for Cast Crown 		



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	<ul style="list-style-type: none">)- Role of the Dental Technicians)- Elastomeric Impressions <ul style="list-style-type: none"> o Polysulfide o Polyether o Polysiloxane o Polyvinylsiloxane 		
21	Removable Prosthetics (CPS 1,3,4,5,7)	6	1
	<ul style="list-style-type: none"> • Performance Goals-The students will be able to: <ul style="list-style-type: none">)- Differentiate between a complete and partial denture)- Justify indications and contraindications for removable partial and complete dentures)- Describe the steps in the construction of partial and complete dentures)- Differentiate between immediate and overdentures)- Describe home care instructions of dentures to the patient • Contents <ul style="list-style-type: none">)- Instructions include: <ul style="list-style-type: none"> o Indications for Removable Prosthetics o Removable Partial Dentures o Complete Dentures o Immediate Dentures o Overdentures o Repairs and Relines 		
22	Oral Surgery (CPS 1,3,4,5,6)	24	2
	<ul style="list-style-type: none"> • Performance Goals – The student will be able to: <ul style="list-style-type: none">)- Differentiate between the specialty of oral and maxillofacial surgery and surgical procedures commonly performed in a general dentistry practice)- State the importance of the chain of asepsis during a surgical procedure)- Demonstrate a surgical scrub)- Identify common surgical instruments)- Demonstrate preparation of the armamentarium and describe the surgical procedures commonly performed in a general practice)- Demonstrate the delivery of post-operative instructions to a patient)- Describe assisting in the placement of sutures without tissue trauma and unnecessary patient discomfort • Content <ul style="list-style-type: none">)- The Specialty of Oral Maxillofacial Surgery vs. Surgery in a General Practice)- Patient Preparation 		



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	<ul style="list-style-type: none">)> Treatment Room Preparation)> Oral Surgery Instrumentation)> Surgical Procedures <ul style="list-style-type: none"> o Forceps Extraction o Multiple Extractions and Alveoplasty)> Postoperative Instructions 		
23	Endodontics (CPS 1,3,4,5,7,8A)	10	1
	<ul style="list-style-type: none"> • Performance Goals –The student will be able to: <ul style="list-style-type: none">)> Describe the diagnostic tools used in endodontic therapy)> List the types of conclusions the subjective and objective tests provide in the diagnosis)> Defend the need for endodontic treatment vs. extraction)> Identify types of endodontic treatment)> Demonstrate identification of the types of instruments used in endodontic procedures to include the color coding of files)> Describe the procedure to perform a root canal treatment • Contents <ul style="list-style-type: none">)> Endodontic Diagnosis)> Instrumentation)> Endodontic Procedures <ul style="list-style-type: none"> o Root Canal Treatment o Apicoectomy 		
24	Orthodontics (CPS 1,3,4,5,7)	15	1
	<ul style="list-style-type: none"> • Performance Goals –The student will be able to: <ul style="list-style-type: none">)> Describe and recognize the two types of malocclusion)> Defend the need for orthodontic treatment)> Describe the preventive, interceptive, and corrective phases of orthodontic treatment)> Demonstrate taking intraoral measurements for orthodontic procedures)> Describe and/or demonstrate seating adjusted retainers or headgears including appropriate instructions)> Describe and/or demonstrate removal of arch wires and ligature ties)> Demonstrate postoperative care of orthodontic treatment to include diet and oral hygiene)> Demonstrate placement and removal of elastic orthodontic separators • Contents <ul style="list-style-type: none">)> Malocclusion)> Benefits of Orthodontic Treatment 		



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	Orthodontic Records and Treatment Planning Instrumentation Orthodontic Appliances Postoperative Instructions		
25	Ethical and Legal Aspects of Dentistry (CPS 1,2,3,4,6,8A)	20	1
	<ul style="list-style-type: none"> • Performance Goals-The student will be able to: <ul style="list-style-type: none"> Differentiate between ethical and legal considerations Defend the need for a personal and professional code of ethics, cite guidelines for solving and ethical dilemma Give examples of how a dental assistant can help prevent malpractice lawsuits, cite the regulatory agencies that govern the practice of dentistry in the state of California State the pathways to licensure as a registered dental assistant Differentiate between contract and tort law Summarize the concepts of res gestae and respondeat superior Outline the scope of practice for a dental assistant in the state of California • Content <ul style="list-style-type: none"> Dental Ethics Legal Aspects of Dentistry <ul style="list-style-type: none"> o Licensure o State Scope of Practice Legal Standards HIPAA Manual HITECH Act Risk Management 		•
26	Communication (CPS 3,4)	9	1
	<ul style="list-style-type: none"> • Performance Goals-The student will be able to: <ul style="list-style-type: none"> Describe the relationship of the patient and dental team in “Patient-Centered Care” Discuss oral communications and identify the differences between verbal and nonverbal communications Demonstrate good telephone courtesy Demonstrate handling different types of phone calls Demonstrate taking a message from a phone call Describe the difference between and give examples of external and internal marketing strategies Demonstrate being a good team member • Content <ul style="list-style-type: none"> Communication pathways 		



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	<ul style="list-style-type: none"> ⇒ Phone skills ⇒ Marketing your dental practice ⇒ Communicating with coworkers 		
27	Employment Skills (CPS 1,2,3,4,6,7,9)	40	1
	<ul style="list-style-type: none"> • Performance Goals-The student will be able to: <ul style="list-style-type: none"> ⇒ Determine career goals ⇒ Identify where to seek employment opportunities ⇒ Prepare a cover letter, resume, list of references, job application form, and follow up letter to interview ⇒ Demonstrate interviewing skills • Content <ul style="list-style-type: none"> ⇒ Career Objectives ⇒ Locating Employment ⇒ Seeking Employment <ul style="list-style-type: none"> ○ Letter of Application/Cover Letter ○ Resume/References ○ Job Application Form ○ Interview ○ Follow up Letter to Interview ⇒ Employment Agreement ⇒ Job Termination 		
California Dental Radiation Safety Certification (CPS1,3,4,5,7,8A,9)			
1	Radiation Safety	8	4
	<ul style="list-style-type: none"> • Performance Goals <ul style="list-style-type: none"> ⇒ Demonstrate protection measures for the operator and the patient to prevent overexposure to x-radiation ⇒ Relate the properties ofx-radiation to the cause of biological damage in the human body ⇒ Cite numerous biological effects from acute and occupational exposure to x-radiation • Content <ul style="list-style-type: none"> ⇒ Radiation Protection ⇒ Radiation Biology ⇒ Patient Protection ⇒ Operator Protection 		
2	Radiation Physics	1	0
	<ul style="list-style-type: none"> • Performance Goals-The student will be able to: <ul style="list-style-type: none"> ⇒ Differentiate between the various types x-radiation ⇒ Describe the properties ofx-radiation ⇒ Define the terms of measurement related to x-radiation • Content <ul style="list-style-type: none"> ⇒ Properties ofX-rays ⇒ Types of X-Radiation 		



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	> Radiation Measurement		
3	Production of Radiation	4	1
	<ul style="list-style-type: none"> • Performance Goals – The student will be able to: <ul style="list-style-type: none"> > Explain the generation of x-radiation from the tube head > Evaluate the image quality of a radiograph and troubleshoot the probable cause of errors • Contents <ul style="list-style-type: none"> > Machine Components > Image Characteristics > Radiographic Quality > Image Distortion 		
4	Dental Film	2	1
	<ul style="list-style-type: none"> • Performance Goal- The student will be able to: <ul style="list-style-type: none"> > Identify the five sizes of intraoral film and state when each size should be used > Explain the composition of the film packet and emulsion on the film > Explain the care and storage of radiographic film > Describe the different types of extraoral film and how it is used > Demonstrate proper mounting of a bite-wing series and full mouth survey • Content <ul style="list-style-type: none"> > Intraoral > Extraoral > Care > Mounting 		
5	Intraoral Radiography Technique	50	10
	<ul style="list-style-type: none"> • Performance Goals- The student will be able to: <ul style="list-style-type: none"> > Expose dental radiographs demonstrating both the parallel and bisection techniques > Recognize and demonstrate correction of errors in film exposure • Contents <ul style="list-style-type: none"> > Bite-Wing Technique > Parallel Technique > Bisection of the Angle Technique > Exposure/Technique Errors 		
6	Extraoral Radiography Techniques	1	0
	<ul style="list-style-type: none"> • Performance Goals- The student will be able to: <ul style="list-style-type: none"> > Describe and recognize various types of extraoral radiographs and the related equipment necessary to expose them 		



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	<ul style="list-style-type: none"> Content <ul style="list-style-type: none"> Equipment Film Panoramic Radiography Cephalometric Projection 		
7	Processing	9	2
	<ul style="list-style-type: none"> Performance Goals-The student will be able to: <ul style="list-style-type: none"> Explain the reaction of the processing chemicals with the film emulsion Demonstrate the use and maintenance of manual dip tank and automatic processors Recognize and problem solve errors related to processing Content <ul style="list-style-type: none"> Processing Solutions Manual Processing Automatic Processing Processing Errors Duplicating Radiographs 		
8	Radiographic Interpretation	4	1
	<ul style="list-style-type: none"> Performance Goals-The student will be able to: Perform radiographic interpretation by identifying anatomical landmarks, restorations, caries and the evidence of periodontal disease on intraoral and extraoral radiographs Contents <ul style="list-style-type: none"> Anatomical Landmarks Caries Periodontal Disease Restorations 		
9	Legal Issues	1	1
	<ul style="list-style-type: none"> Performance Goals-The student will be able: <ul style="list-style-type: none"> Demonstrate obtaining informed consent form the patient to take radiographs Differentiate between diagnosis and interpretation of dental radiographs Understand the gravity of radiographs as legal records Support the need for confidentiality of records Know how to maintain these records for the statue of limitations in our state Content <ul style="list-style-type: none"> Informed Consent Scope of Practice Legal Records 		



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	Dental Assistant Program Total Hours	584	240
	Dental Radiography (Optional) Total Hours	80	20
	Total Hours	664	260
	Total Course Hours	924	