Dental Assisting I (Day and Evening)

Mode of Delivery	**Residential**
Credential Awarded	**Certificate**
Contact Hours	**1015**
Program Quarter Credits	**43**
Total Clock Hours	**Including Recognized Homework Work Hours: 1349**

Instructional Weeks 38 (Day) or 53 (Eve)

Program Descriptions

The objective of the Dental Assisting I program is to train students to acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include preliminary examination procedure, assisting at chair side using four-handed dentistry, charting, appointment scheduling, keeping patient records and sterilizing instruments. The assistant qualified in radiology may also take and expose radiographs. Students are evaluated in all areas of professional development including applicable spelling, terminology, theory, and performance skills, as well as front office skills.

Upon satisfactory completion of the program, students will be qualified to assume entry-level positions as a Dental Assistant in dental office and clinics performing the lab techniques and office procedures described above.

Students enrolled in the Dental Assisting I program are required to participate in off-site Patient Dental Screening/Radiography Clinics. These clinics are conducted under the direct supervision of a Board Licensed Dentist. Scheduled Clinic dates will be announced in advance and students scheduled to participate are expected to attend.

Grading will be based on attendance and performance and will be averaged with the skills review grade.

The Dental Assisting I Program Radiological component is approved by the New Jersey Radiological Technology Board of Examiners.

To successfully pass the M-102 (Pre-Clinical Radiology) and the W-101 (Radiology) courses, a minimum numeric grade of 75% or higher is required and 100% attendance in the course.

Graduates of the program may be eligible to sit for the Radiation Health and Safety Examination (RHS), the Infection Control Examination (ICE), and the General Chairside Exam (GCE).

Plan of Study

Course Code	Name	Clock Hours	Credits
I-101	Emergencies in the Dental Office	20	1
I-102	Introduction to Dental Assisting	25	1
I-103	Introduction to Dental Materials	40	2
I-104	Instruments	25	1
I-105	Four-Handed Dentistry	20	1
I-106	Dental Assisting Skills	20	1
C-101	Emergencies & Pharmacology	28	1.5

C-102	Infection Control/Disease Transmission	42	2.5
C-103	Morphology	20	1
C-104	Chairside Materials	24	1
C-105	Anatomy & Physiology	36	2
B-101	Dental Specialties	40	2
B-102	Oral & Written Communications	30	1.5
B-103	Prevention and Nutrition	25	1.5
B-104	Business Administration/Professional Law & Ethics	35	2
B-105	Psychology	20	1
M-101	Head & Neck Anatomy	25	1.5
M-102	Pre-Clinical Radiology	47	2
M-103	Oral Pathology	15	1
M-104	Clinical Internship	63	1.5
W-101	Radiology	39	2
W-102	Human Relations	15	1
W-103	Lab Materials	33	1
W-104	Clinical	63	1.5
CAP-200	DA Capstone and Career Development	85	4.5
EX-501	Externship	180	4

Schedule

Classes may be scheduled between 7:00 a.m. – 11:00 p.m. Monday through Friday, and 7:00 a.m. – 5:00 p.m. Saturday.

Required externship hours may be scheduled outside of typical class sessions.
Externship hours will be available during typical office hours.
Hours are subject to change.

Course Descriptions

I-101 : Emergencies in the Dental Office

This course will introduce the student to importance of obtaining and recording vital signs including, pulse, temperature, respirations, and blood pressure. The student will become familiar with emergency prevention and assistance. Patient response, CPR, and obstructed airway techniques are addressed as well as provided in the form of a certificate of completion in Basic Life Support (BLS) for the Health Care Provider from the American Heart Association upon successful completion of the course. (CPR certification is provided and is incorporated into this class).

Credits	1
Clock Hours	20
Lab Hours	6
Lecture Hours	14

Prerequisites	None

I-102 : Introduction to Dental Assisting

This course will introduce the student to the History of dentistry, infection control procedures: such as sterilization of instruments, and disinfection of treatment areas, basic tooth anatomy and charting and to introduce the different roles of the dental assistant.

Credits	1
Clock Hours	25
Lab Hours	11
Lecture Hours	14
Prerequisites	None

I-103 : Introduction to Dental Materials

The course prepares the Dental Assisting student for identifying, handling, preparing, and understanding the composition of dental materials. Students will learn to recognize the various types and differences of restorative and laboratory dental materials. This course also provides lecturer instruction on the properties and uses of the most common dental restorative materials and procedures used in restorative dentistry. Students will recognize, utilize, and describe preparation and application of dental materials as related to general and specialized areas of dentistry.

Credits	2
Clock Hours	40
Lab Hours	18
Lecture Hours	22
Prerequisites	None

I-104 : Instruments

This course is designed to introduce the student to the proper identification, usage, handling, and transfer of dental instruments in various procedures.

Credits	1
Clock Hours	25
Lab Hours	11
Lecture Hours	14
Prerequisites	None

I-105 : Four-Handed Dentistry

This course is designed to acquaint the student with the theory of practical chairside and will explain the use of operating zones, instrument transfer, oral evacuation and amalgam and composite restoration procedures while utilizing four handed dentistry.

Credits	1
Clock Hours	20
Lab Hours	9
Lecture Hours	11
Prerequisites	None

I-106 : Dental Assisting Skills

This course is designed to acquaint the student with the theory of practical chairside assisting ad will explain how to perform procedures using anesthesia, rubber dam and the tofflemire/matrix band.

Credits	1
Clock Hours	20
Lab Hours	9
Lecture Hours	11
Prerequisites	None

C-101 : Emergencies & Pharmacology

This course is designed to cover the fundamentals of pharmacology and medical emergencies to prepare the Dental Assisting student to assess the patient medical history, develop a working knowledge of prescription writing, respond appropriately to medical emergencies in the clinical setting and effectively monitor vital signs.

Credits	1.5
Clock Hours	28
Lab Hours	9
Lecture Hours	19
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

C-102 : Infection Control/Disease Transmission

Students will study microbiology, disease transmission, instrument processing and sterilization of contaminated instruments. This course discusses the requirement of Regulatory and Advisory Agencies as they pertain to infection control in dentistry. Students will learn Chemical and Waste Management protocols. Student will learn operatory infection control with the goal of protecting dental health team members and their patients.

Credits	2.5
Clock Hours	42
Lab Hours	6
Lecture Hours	36
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

C-103 : Morphology

This course will provide the Dental Assisting student with a basic understanding of oral embryology and the histology of the human dentition with a focus on the form structure and function of the individual teeth.

Credits	1
Clock Hours	20
Lab Hours	3
Lecture Hours	17
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

C-104 : Chairside Materials

This course will provide the Dental Assisting student with the techniques and theory of handling common chairside materials.

Credits	1
Clock Hours	24
Lab Hours	11
Lecture Hours	13
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

C-105 : Anatomy & Physiology

This course will provide the Dental Assisting student with an understanding of the study of the structure and function of the human body as it relates to the dental sciences.

Credits	2
Clock Hours	36
Lab Hours	6
Lecture Hours	30
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

B-101 : Dental Specialties

This is a lecture and laboratory course designed to prepare the student to assist the dentist in dental specialty and expanded functions areas. Students will demonstrate competency in chairside laboratory skills, patient education, instrument identification and usage and tray set-ups. Manipulation and fabrication of materials will also be completed. This course is designed to prepare the dental assistant student to assist the dental practitioner in endodontics, orthodontics, oral surgery, periodontics, implants, fixed and removable prosthodontics and pedodontics. Students will also demonstrate understanding of performing sealants and coronal polishing.

Credits	2
Clock Hours	40
Lab Hours	11
Lecture Hours	29
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

B-102 : Oral & Written Communications

This course will provide the Dental Assisting student with effective methods of written and oral communication within the dental profession.

Credits	1.5
Clock Hours	30
Lab Hours	13
Lecture Hours	17
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

B-103 : Prevention and Nutrition

This course will provide the Dental Assisting student with an understanding of the etiology and prevention of dental disease and the role of the dental assistant in patient education and maintenance of optimum oral health through application of proper oral hygiene and general health and nutrition.

Credits	1.5

Clock Hours	25
Lab Hours	3
Lecture Hours	22
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

B-104 : Business Administration/Professional Law & Ethics

The goal of this course is to provide the Dental Assisting student with information required to manage the business office and understand ethics, malpractice, and other legal aspects of a dental practice.

Credits	2
Clock Hours	35
Lab Hours	5
Lecture Hours	30
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

B-105 : Psychology

This course is designed to allow the Dental Assisting student to gain greater understanding of human behavior as it relates to the function and process of the mind and to recognize the importance of psychology in healthcare in general and dentistry in particular.

Credits	1
Clock Hours	20
Lecture Hours	20
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

M-101 : Head & Neck Anatomy

This course will provide the Dental Assisting student with the fundamental anatomical understanding of the head, neck, and oral cavity.

Credits	1.5
Clock Hours	25
Lab Hours	2
Lecture Hours	23
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

M-102 : Pre-Clinical Radiology

This course is the first of two courses designed to provide the student with the fundamental theory of oral radiology to include radiation biology, radiation protection and current radiographic exposure techniques, emphasizing an introduction to intraoral and extraoral techniques. Student will learn to interpret normal anatomy, caries, and bone loss associated with periodontal and systemic diseases, periapical pathology, and dental materials. This pre-clinical course will teach the student foundational theory in preparation for clinical application. Student will practice techniques on laboratory manikins. This course must be completed with a numeric grade of 75% or better to pass.

Credits	2
Clock Hours	47
Lab Hours	20
Lecture Hours	27
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

M-103 : Oral Pathology

This course provides the Dental Assisting student with a basic knowledge of oral pathology and its associated terminology in order to be able to recognize abnormal conditions when providing patient care.

Credits	1
Clock Hours	15
Lecture Hours	15
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

M-104 : Clinical Internship

This is one of a two part course providing 60 hours of clinical experience in a dental practice (120 hours in total are required for Clinical Internship) 3 Hours of Clinic Seminar are incorporated to discuss pertinent clinical issues. This course will enable the Dental Assisting student to utilize, reinforce and perfect the duties of a chairside dental assistant in an actual clinical setting.

Credits	1.5
Clock Hours	63
Lecture Hours	3
Externship Hours	60
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

W-101 : Radiology

After a student successfully completes M-102 Pre-Radiology, this course is designed to present the Dental Assisting student with the practical application of Radiology in order to prepare the student for clinical competence in this area. Students will practice techniques on laboratory manikins. This course must be completed with a numeric grade of 75% or better to pass.

Credits	2
Clock Hours	39
Lecture Hours	26
Externship Hours	13
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106, M-102

W-102 : Human Relations

To help the Dental Assisting student recognize the importance of good working relationships for career success and illustrate how attitude affects human relations.

Credits	1
Clock Hours	15
Lecture Hours	15
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

W-103 : Lab Materials

This course will provide the Dental Assisting student with training in proper manipulation and fabrication of dental materials that utilize a dental laboratory.

Credits	1
Clock Hours	33
Lecture Hours	13
Externship Hours	20
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

W-104 : Clinical

This is the second of a two-part course providing 60 hours of clinical experience in a dental practice. (120 hours in total are required for Clinical Internship) 3 Hours of Clinic Seminar are incorporated to discuss pertinent clinical issues. This course will enable the Dental Assisting student to utilize, reinforce and perfect the duties of a chairside dental assistant in an actual clinical setting.

Credits	1.5
Clock Hours	63
Lecture Hours	3
Externship Hours	60
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

CAP-200 : DA Capstone and Career Development

This course is designed to provide the student with the necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment. In addition, this course provides a comprehensive review of program contents to prepare for applicable certification examinations. Students are given an opportunity to review clinical skills acquired throughout the program. Professional ethics and local jurisprudence issues and regulations associated with dental assisting are presented.

Credits	4.5
Clock Hours	85
Lab Hours	25
Lecture Hours	60
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106 C-101, C-102, C-103, C-104, C-105, B-101, B-102, B-103, B-104, B-105, M-101, M-102, M-103, M-104, W-101, W-102, W-103, W-104

EX-501 : Externship

The course provides 180 hours of clinical experience in a general dental practice.

Credits	4
Clock Hours	180
Externship Hours	180
Prerequisites	Successful completion of all academic courses in the student's program.