



Syllabus: Dental Assisting Course

Instructor Names: _____ and _____

Class time: 8am-4pm; lunch set by instructor

Class dates: (Your instructors will provide)

1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

Class Expectation: You must attend the entire session and actively participate in *each* activity to be successful. Phones are not allowed in the clinical setting, they must be kept with your personal belongings in the front office/reception area. Students are expected to maintain professionalism during class at all times. This includes being attentive, engaging respectfully with peers and the instructors.

Food / Beverages: Water bottles are ok, small snacks are ok in designated areas/times.

Attire: Hair must be pulled back; Nails short; Wear clean, wrinkle free scrubs. Shoes must be closed-toe with non-slip soles; Keep jewelry to a minimum; Avoid perfumes/cologne due to potential allergies

Required Materials: Paper, pen, laptop is optional as you may want to reference Talent.

In Class Student Learning Objectives: Online learning objectives will be applied in a real-world clinical setting. Instructors will demonstrate basic dental assisting skills, followed by hands-on student practice, culminating in competency assessments as skills are mastered.



Student Learning Objectives:

- Introduction to the dental office
- Intro to the oral structures- student will learn basic anatomy
- Break down and set up treatment rooms
- Taking vitals- student will learn how to take Manual and Automatic Blood Pressure readings and pulse/heart rate
- Professionalism- student will learn proper behaviors throughout this course that are expected in professional settings
- Basic dental software learning tools
- Isolation techniques
- Anesthesia
- Preventative Dentistry
- Restorative Dentistry
- Alginate impressions and pour ups
- Instruments
- Dental Materials



Week 1

Dental Assisting Course

- Welcome to Dental Assisting
- Intro to the dental office
- Dental Software tools
- BLS prep
- Introduction to teeth
- Head and neck anatomy
- Taking vitals
- Week 1 quiz

Professionalism Course

- Complete week 1

Certifications Course- Infection Control

- Begin studying in preparation for the Infection Control State Exam, due by week 2 (date)_____
- Study PPT- break this up into smaller portions
- Begin study guide

Certifications Course- Radiology Course

- Begin studying in preparation for the Radiation Safety State Exam, due by week 4 (date)_____
- Study PPT- break this up into smaller portions
- Begin study guide

- Start looking for 4 x-ray patients.** Patient Criteria Includes:
 - Is in good health
 - Completed a health history, that has been signed off and approved by a DDS, **prior to the appointment**
 - Has not had x-rays in the past 12 months
 - At least 18 years old
 - Not undergoing radiation treatment
 - Not pregnant
 - No fixed orthodontic appliances (including bonded retainers)
 - Adequate number of teeth to take 18 films (no more than 6 missing teeth)

Competencies to complete in class:

- Blood pressure (ok to work on this over several weeks)
- Hand Washing
- Alcohol Rub
- PPE
- Room set up/break down



Week 2

Dental Assisting Course

- Isolation
- Anesthesia
- Week 2 quiz

Professionalism Course

- Complete week 2

Certifications Course- Infection Control Course

- Pass State Exam by 75% or higher. This is a timed test, there are 2 attempts allowed

Certifications Course- Radiology Course

- Continue studying in preparation for the State Exam, due by week 4
- Continue studying PPT
- Complete study guide
- Work on completing x-ray packets- be aware of deadlines (date)_____

Competencies to complete in class:

- Instrument Processing
- Steam Autoclave
- Assembly of anesthetic syringe
- Isolation
- Rubber Dam

Week 3

Dental Assisting Course

- Preventative Dentistry
- Week 3 quiz

Professionalism Course

- Complete week 3

Certifications Course- Radiology Course

- Continue studying in preparation for the State Exam, due by week 4
- Continue studying PPT
- Complete study guide
- Work on completing x-ray packets

Competencies to complete in class:

- Catch up on previous week



Week 4

Dental Assisting Course

- Restorative Dentistry
- Week 4 quiz

Professionalism Course

- Complete week 4

Certifications Course- Radiology Course

- Pass State Exam by 75% or higher. This is a timed test, there are 2 attempts allowed
- Work on completing x-ray packets- you should be emailing for approval at this point

Certifications Course- Coronal Polishing Course

- Begin studying in preparation for the Radiation Safety State Exam, due by week 6 (date)_____
- Study PPT- break this up into smaller portions
- Begin study guide
- Start looking for 4 coronal polishing patients.** Patient Criteria Includes:
 - Is in good health
 - Completed a health history, that has been signed off and approved by a DDS, **prior to the appointment**
 - At least 18 years old, or with guardian consent
 - No braces

Competencies to complete in class:

- Dexter BW (2 in total due)



Week 5

Dental Assisting Course

- Alginate Impressions and Pourups
- Week 5 quiz

Professionalism Course

- Complete week 5

Certifications Course- Radiology Course

- All x-ray packets should be submitted for approval

Certifications Course- Coronal Polishing Course

- Continue studying in preparation for the State Exam, due by week 6
- Continue studying PPT
- Complete study guide
- Work on completing patient packets

Competencies to complete in class:

- Pour Ups
- Disinfection of Prosthetics
- Alginate Impressions
- Disinfection of Intraoral Impression
- Dexter BW (2 in total due)
- Dexter FMX (2 in total due)

Week 6

Dental Assisting Course

- Restorative Dentistry-Composite
- Dental Handpieces and accessories
- Week 6 quiz

Professionalism Course

- Complete week 6

Certifications Course- Radiology Course

- Confirm all x-ray packets have been approved

Certifications Course- Coronal Polishing Course

- Pass State Exam by 75% or higher. This is a timed test, there are 2 attempts allowed
- Work on completing patient packets

Competencies to complete in class:

- Tofflemire/Matrix
- Composite
- Dexter FMX (2 in total due)



Week 7

Dental Assisting Course

- Restorative Dentistry- Amalgam
- Week 7 quiz

Certifications Course- Radiology Course

- Possibly begin taking FMX on patients- instructors will set schedule

Professionalism Course

- Complete week 7

Certifications Course- Coronal Polishing Course

- Work on completing patient packets / confirm your patients are approved

Certifications Course- Dental Practice Act Course

- Begin working on study guide
- Study PPT
- Study permitted duties
- Pass exam by week 8

Competencies to complete in class:

- Catch up on any from previous weeks

Week 8

Dental Assisting Course

- Restorative Dentistry- Crown and Bridge
- Week 8 quiz
- Begin working on final study guide

Certifications Course- Radiology Course

- FMX on patients- instructors will set schedule

Professionalism Course

- Complete week 8

Certifications Course- Dental Practice Act Course

- Pass State Exam by 75% or higher. This is a timed test, there are 2 attempts allowed

Certifications Course- Coronal Polishing Course

- Confirm your patients are approved
- Possibly begin coronal polishing on patients- instructors will set schedule

Competencies to complete in class:

- Crown and Bridge
- FMX patient #1
- Coronal Polishing #1



Week 9

Dental Assisting Course

- Dental Materials
- Week 9 quiz

Certifications Course- Radiology Course

- Continue taking FMX on patients- instructors will set schedule

Certifications Course- Coronal Polishing Course

- Continue coronal polishing on patients- instructors will set schedule

Professionalism Course

- Complete week 9

Competencies to complete in class:

- FMX patient #2
- Coronal Polishing #2

Week 10

Dental Assisting Course

- Instruments
 - Look for Kahoots that review dental instruments (this replaces weekly quiz)

Certifications Course- Coronal Polishing Course

- Continue coronal polishing on patients- instructors will set schedule

Certifications Course- Radiology Course

- Continue taking FMX on patients- instructors will set schedule

Professionalism Course

- Complete week 10

Competencies to complete in class:

- FMX patient #3
- Coronal Polishing #3



Week 11

Dental Assisting Course

- Final exam

Certifications Course- Radiology Course

- Finish taking FMX on patients- instructors will set schedule

Professionalism Course

- Complete week 11

Competencies to complete in class:

- FMX patient #4
- Practice for final clinical exam (competency to be completed week 12)
- Come prepared to review any skills that you need additional practice

Week 12

Professionalism Course

- Complete week 12

Competencies to complete in class:

- Final Clinical competency
- Any previous competencies not completed
- Any final patients for x-ray or coronal polishing

The Final Clinical Competency is designed to showcase your dental assisting clinical skills. You will partner with a classmate and complete the skills listed on the competency. The skills for the Final Clinical Competency include:

- Vitals
- An intraoral and extraoral exam (charting restorations)
- Upper and Lower Alginate Impressions
- Fabrication of a bleach tray

*Syllabus is subject to change, if changes occur you will be notified