

DENTAL ASSISTANT CERTIFICATE PROGRAM
Offered at DAL, FW, HNL, HSW, AUS and SA Campuses

Objective: The Dental Assistant program is designed to prepare students for entry-level employment as a Dental Assistant via classroom and clinical hands-on training, as well as professional development. Graduates will demonstrate skills in personal oral hygiene, emergency treatment, taking/recording blood pressure, cleaning infectious spills, preparation and recalculation of instruments, exposing adult radiography, obtaining patient histories, recording dental exams, and assisting dentists in private dental offices, group dental practices and out-patient dental surgery centers.

Program Requirements: Each participant must possess a high school diploma or GED and be able to read and write English. Participants must have good coordination and health, be neat, professional, and must pass the Scholastic Level Exam with a minimum score of 10.

Program Length: The length of time normally required to complete the morning program is approximately 35 weeks. The length of time normally required for completing the afternoon or evening program is approximately 54 weeks.

State Registration Requirement: To apply to become a registered dental assistant, a student must successfully complete a mandatory short course approved by The Texas State Board of Dental Examiners (TSBDE). An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
MSS 100	Master Student / Study Skills	30			30	2.0
PRO 100	Professionalism	15			15	1.0
HIP 100	HIPAA / OSHA / Infection Control	15			15	1.0
MED 100	Medical Terminology	30			30	2.0
APM 100	Overview of Anatomy & Physiology	30			30	2.0
MODULE II						
DA 310	Introduction to Dental Assisting	15			15	1.0
DA 311	Ethics/Law and Texas Jurisprudence	30			30	2.0
DA 312	Tooth Morphology and Dental Charting	15	25		40	1.5
DA 313	Preventative Dentistry/Nutrition	15	20		35	1.5
MODULE III						
DA 314	Anatomy and Physiology (Head and Neck)	20			20	1.0
DA 315	Overview of Radiology	20	80		100	4.0
MODULE IV						
DA 316	Office Procedures and Resumes	20	25		45	2.0
DA 317	Medical Emergencies and CPR	15	15		30	1.5
DA 318	Disease Transmission/Infectious Diseases and Prevention	20	25		45	2.0
MODULE V						
DA 319	Dental Materials	20	20		40	2.0
DA 320	Dental Skills and Procedures	20	20		40	2.0
DA 321	Treatment Areas and Instruments/Accessories	20	20		40	2.0
MODULE VI						
DA 322	Special Populations/Pedodontics/Orthodontics/ Restorative/ Periodontics/Endodontics/Prosthodontics and Oral Surgery	60	60		120	6.0
MODULE VII						
DAX 323	Dental Externship			180	180	4.0
Total Hours/Credits		410	310	180	900	40.5

Total Program Hours = 900 / 40.5 Semester Credits

Note: If one does not pass a course(s) necessary for completion of the program, he or she must retake the failed courses before beginning externship. Upon successful completion of all course work, externship, and fulfillment of all financial obligations to the school, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.

COURSE DESCRIPTIONS:

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing “15/30/0/45/2.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

Note: Students are required to successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.

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MSS 100	MASTER STUDENT/STUDY SKILLS	30/0/0/30/2.0
Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology. No Prerequisite.		
PRO 100	PROFESSIONALISM	15/0/0/15/1.0
Students will learn and become familiar with the soft skills and habits that are necessary to be a successful employee in the allied healthcare field. This course is designed to help students identify the attributes of an employee that are sought-after in the professional setting and to develop a personal plan to expand their talents to meet the expectations of the educational institution and workplace. No Prerequisite.		
HIP 100	HIPAA/OSHA/INFECTION CONTROL	15/0/0/15/1.0
Students will learn about the Health Insurance Portability and Accountability Act (HIPAA). This course will identify rights for individuals and the processes that health care providers must implement to support individual rights. Students must demonstrate knowledge of the rules for the use and disclosure of information. Students will learn about transmission of disease, hand washing techniques and gloving. This course will ensure that students are aware of biohazards and airborne pathogens, including infection control procedures and laboratory safety. Students must demonstrate infection control procedures and laboratory safety. No Prerequisite		
APM 100	OVERVIEW OF ANATOMY & PHYSIOLOGY	30/0/0/30/2.0
Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers a general treatment of the sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary, and skeletal system. No Prerequisite.		
MED 100	MEDICAL TERMINOLOGY	30/0/0/30/2.0
Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. No Prerequisite.		
DA 310	INTRODUCTION TO DENTAL ASSISTING	15/0/0/15/1.0
Students will be able to describe the history of dentistry, and discuss the dental health team, assistant responsibilities, office management, inventories, and employment, as well as types of dental practices. Related terminology, dental charting/documentation, vital signs and infection control procedures. Prerequisite MOD I		
DA 311	ETHICS/LAW AND TEXAS JURISPRUDENCE	30/0/0/30/2.0
Students will be able to relate ethical and legal aspects of dentistry, responsibilities of the dentist, patients and the dental teams are addressed. Students will complete a summarization of the State Dental Practice Act & Board of Dental Examiners responsibilities, discuss clinical record ownership, and understand purpose and appropriate uses. Student will be able to discuss the State Regulations and Codes of law as they pertain to the dental assistant and in preparation for the State Registration examination. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DA 312	TOOTH MORPHOLOGY AND DENTAL CHARTING	15/25/0/40/1.5
Students will be able to outline the types of teeth, dental arches, and surfaces of the tooth. Students will identify anatomic features of the teeth, occlusion and malocclusion, primary dentition, as well as permanent dentition and tooth numbering systems. Students will also be able to identify inflammation, healing, oral lesions, jaw disturbances, dental pulp disease, and periodontal and oral soft tissue diseases. Distinguishing between conditions of the tongue, bruxism, temporomandibular disorders, neurological involvement, and oral cancers are covered. Students will apply the tooth surfaces and conditions and related acronyms into charting of existing conditions and restorative measures. Related terminology, documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DA 313	PREVENTATIVE DENTISTRY/NUTRITION	15/20/0/35/1.5
Students will summarize rules of team members in prevention of decay in relationship to nutrition, including dietary evaluations and oral manifestations of nutritional deficiencies. Students will be able to gauge the appropriate use of fluorides in detail, as well as plaque control and patient education. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		

DA 314	ANATOMY AND PHYSIOLOGY (Head and Neck)	20/0/0/20/1.0
Students will be able to identify and explain head, neck, muscular, and skeletal anatomy and physiology of the skull. Students will be able to describe oral embryology, tooth life cycle, and oral histology. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DA 315	OVERVIEW OF RADIOGRAPHY	20/80/0/100/4.0
Students will be able to identify the properties of radiation physics and X-ray properties, including health and safety, as well as infection control. Course includes intraoral dental X-ray and image characteristics as well as basic principles of radiography, with lecture geared toward the State Registration Examination. Students will be taught to produce a full mouth radiography survey, with troubleshooting and error processing techniques reviewed until mastered. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DA 316	OFFICE PROCEDURES AND RESUMES	20/25/0/45/2.0
Students will identify key terms for office procedure; explain the function of dental business office both front and back areas. The student will also know effective reception room techniques, be able to control the appointment book, explain the function of dental insurance as well as describe the components of an insurance claim form and the importance of supplies and inventory control. The student will be taught the proper form of the construction of a personal resume, and have the practice of interview questions. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DA 317	MEDICAL EMERGENCIES AND CPR	15/15/0/30/1.5
Students will institute protocols for managing medical emergencies, a review of emergency supplies and use of oxygen. Students will also review procedure for life threatening emergencies, including convulsions, chest pain, hemorrhage, diabetes, and CPR. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DA 318	DISEASE TRANSMISSION/ INFECTIOUS DISEASES AND REVENTION	20/25/0/45/2.0
Students will be skillful in the responsibility for insuring that the dental office is in compliance with a wide variety of federal, state, and local regulations concerning handling of hazardous chemicals, employee safety, and waste management. Students will learn the roles and responsibilities of the various agencies and how they affect the dental office. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DA 319	DENTAL MATERIALS	20/20/0/40/2.0
Students will be taught identification, properties and proper uses of dental materials. Emphasis is placed on mixing materials, taking impressions, pouring and trimming study models, fabricating custom trays and temporary crowns. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DA 320	DENTAL SKILLS AND PROCEDURES	20/20/0/40/2.0
The student will become acquainted with the preparation for patient treatment, concepts of team dentistry, instrument exchange, and working as an operator in expanded functions also, opportunity to learn about oral, evacuation systems, rinsing the oral cavity, isolation of teeth, placing and removing the dental dam, as well as dental assistant morning/evening routines. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DA 321	TREATMENT AREAS AND INSTRUMENTS ACCESSORIES	20/20/0/40/2.0
Students will have the opportunity to learn about the different elements of the dental office, including the design of the dental treatment office, the clinical equipment most commonly found in the dental office, and the basic functions of the dental unit. Students will be shown how to identify hand instruments and instrument classification and sequencing. The students will become acquainted with dental hand pieces, hand piece maintenance, rotary cutting instruments and dental burs. Related terminology, dental charting/documentation, vital signs and infection control procedures. Prerequisite MOD I		
DA 322	SPECIAL POPULATIONS / PEDODONTICS / ORTHODONTICS RESTORATIVE / PERIODONTICS / ENDODONTICS/ PROSTHODONTICS AND ORAL SURGERY	60/60/0/120/6.0
Students will have the opportunity to understand the special needs of the medically and physically compromised patient as well as the specialty of pediatric dentistry including the stages of childhood and behavioral management. The students will be taught about the disturbances and classifications of malocclusions pertaining to the movement of the dentition in orthodontics. Students will also learn direct restorations using amalgam/composites and indirect restorations using gold noble metals alloys and ceramic castings. The student will learn procedural steps in assisting with a dental prophylaxis; gingivectomy, gingivoplasty and the preparation placement and removal of periodontal dressings. Students will enter detailed discussion of endodontic and practice involved endodontic diagnosis and treatment, as well as anesthesia used for pain control and canal cleaning/shaping and filing. The students will understand the procedures of an oral surgery which results in extractions (loss of teeth) and the need to replace them with the use of dentures, partials or dental implants. Related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite MOD I		
DAX 323	DENTAL EXTERNSHIP	0/0//180/180/4.0
Students will integrate practice of all dental assistant responsibilities carried out in a dental office, hospital, or group practice setting under the supervision of a dentist or supervising dental assistant. Use of related terminology, dental charting/documentation, vital signs, and infection control procedures. Prerequisite: Completion of all dental assistant classes, current on financial obligations to the school, and recommendation of the instructor and externship coordinator.		