

**Maui Community College  
Course Outline**

Received <sup>August 2009</sup> ~~March 2004~~  
Under Amnesty Program  
SLOs Updated & Linked To Content  
COWIQ Grid Prepared

1. Alpha DENT Number 151  
Course Title Introduction to Chairside Dental Assisting  
Credits 5  
Department Allied Health Author  
Date of Outline 2/5/09 Effective Date Fall 2009 5-year Review Date Fall 2014

2. Course Description: Introduces basic procedures of chairside assisting, use and care of dental equipment, patient management, instrument identification, sterilization procedures and tray set-up preparation, manipulation of dental materials commonly prepared or used by the dental assistant including temporary dressings, cement bases and liners, topical agents, composites, resins, and amalgams. Includes supervised clinical experience in externship environments, instruction in instrument sharpening, dental and periodontal charting, and dental assisting functions.

Cross-list

Contact Hours/Type Lecture - two (2), Lecture/Lab - six (6)

3. Pre-requisites Admission to Dental Assisting Program

Pre-requisite may be waived by consent  yes  no

Co-requisites

Recommended Preparation

4. Function/Designation  AA Category Additional Category

AS Allied Health - Dental Hygiene Category List Additional Programs and Category:

AAS Program Category List Additional Programs and Category:

BAS Program Category  Developmental/Remedial

\_\_\_\_\_  
Chancellor

(3)

\_\_\_\_\_  
Approval Date

2/9/09

Other/Additional: Explain:

See Curriculum Action Request (CAR) form for the college-wide general education and/or program SLOS this course supports.

This course outline is standardized and/or the result of a community college or system-wide agreement.

Responsible committee:

5. Student Learning Outcomes (SLOs): List one to four inclusive SLOs.

*For assessment, link these to #7. Recommended Course Content, and #9. Recommended Course Requirements & Evaluation. Use roman numerals (I., II. III.) to designate SLOs*

On successful completion of this course, students will be able to:

- I. Perform all duties assigned to dental assistant to a beginning level of clinical proficiency with supervision.
- II. Describe and explain the rationale for all procedures and tasks.
- III. Describe and explain methods and procedures for maintaining proper sterile and aseptic conditions in the dental office.
- IV.

6. Competencies/Concepts/Issues/Skills

*For assessment, link these to #7. Recommended Course Content, and #9. Recommended Course Requirements & Evaluation. Use lower case letters (a., b., c...n.) to designate competencies/skills/issues*

On successful completion of this course, students will be able to:

- a. Identify all parts and functions of a standard dental unit and chair and describe and perform all necessary maintenance procedures not requiring part replacement.
- b. Evaluate a patient for positioning in the dental chair and adapt that position for a patient demonstrating simulated and unusual physical or physiological conditions.
- c. Identify dental instruments and specify use for each; describe the physical principle involved in the function of the various types of instruments and indicate the working surface of each type.
- d. Select and demonstrate the appropriate methods for cleaning, sanitizing, or sterilizing the various instruments and expendable dental supply items.
- e. Operate properly each of the various sterilization or sanitizing units.
- f. Identify fifteen diseases or infectious conditions from a departmental list of common pathologies and associate each with the microorganism causing this condition. For each disease, describe any indicated alteration in treatment or sterilization procedures.
- g. Prepare a complete tray set-up for restorative procedures and endodontic procedures.
- h. Transfer instruments to an operator in a smooth and efficient manner using several of the accepted transfer techniques.
- i. Describe the proper storage procedures for all commonly used dental materials and identify those materials with a limited shelf life and describe those limits.
- j. Evaluate the need for and apply and remove a rubber dam in any specified region, establishing complete isolation without trauma to the tissues.
- k. Identify the commonly used topical agents; describe the uses, limitations, and precautions for each.
- l. Identify the normal anatomical features of the oral cavity from 35 mm slides or patient example.
- m. List the common dental cements and restorative materials and describe their uses, limitations, and manipulation.

- n. Prepare any of the commonly used dental cements or materials.
- o. Demonstrate placement and removal of temporary dressings, placement of cement bases and liners, and preparation of restorative materials for insertion.
- p. Select and collect the materials and armamentarium and prepare and/or mix these materials so that a satisfactory impression could be obtained.
- q. Select and collect the materials and armamentarium and prepare, mix, and pour a dental cast with no large irregularities or faults using dental plaster and dental stone.
- r. Prepare adult and child patient acceptable alginate impressions of the upper and lower arches including all teeth, retromolar, and vestibular areas.
- s. Identify and describe the common dental procedures in which the dental assistant is directly supporting or directly involved in the procedure; perform these functions to a satisfactory skill level.
- t. On a prepared tooth on a typodont, select a matrix band of appropriate size, type, and configuration. Place the matrix band on the tooth and place necessary wedges to assure confinement of the filling material and adaptation to marginal areas.
- u. Describe and/or demonstrate adaptation in patient positioning, personal or educational approaches, and chairside assisting techniques necessary in the performance of dental services for: the pedodontic patient, the geriatric patient, the mentally retarded patient, the emotionally disturbed patient, and the physically handicapped patient.
- v. List and describe oral conditions which may appear uniquely or commonly in the special patients listed above that require altered dental services.
- w. Prepare and/or evaluate completed and accurate patient procedure records.
- x. Explain the role of oral communication in the performance of dental services for patient groups listed above.
- y. Demonstrate oral health instruction and the uses of various oral health aids.

#### 7. Suggested Course Content and Approximate Time Spent on Each Topic

*Linked to #5. Student Learning Outcomes and # 6 Competencies/Skills/Issues*

2 weeks	The dental operator, patient positioning (I, II, III, a, b, i, r, u)
2 weeks	Patient management, clinical and office observations (I, II, III, b, j, l, r, u, v, w, x)
3 weeks	Instrumentation, tray set-up, common dental procedures (I, II, III, c, f, g, h, k, o, p, r, s, t, u, v, y)
1 week	Supplies and introduction to dental materials (I, II, III, d, i, m, n, o, p, q, s)
2 weeks	Sterilization, disinfection, and sanitation (I, II, III, a, d, e, f)
1 week	Preparation and application of the rubber dam (I, II, III, c, j, s)
2 weeks	Instrument transfer techniques (I, II, III, c, h, s)
1 week	Application of topical (non-aerosol) agents (I, II, III, i, k, l, s, y)
1 week	Characteristics and manipulation of dental materials (I, II, III, i, m, n, o, p, q, r, s)

#### 8. Text and Materials, Reference Materials, and Auxiliary Materials

Appropriate text(s) and materials will be chosen at the time the course is offered from those currently available in the field. Examples include: Bird, D. and Robinson, D., Torres and Ehrlich Modern Dental Assisting, current edition, Elsevier.

Bird, D. and Robinson, D., Student Workbook to Accompany Torres and Ehrlich Modern Dental Assisting, current edition, Elsevier.

Appropriate reference materials will be chosen at the time the course is offered from those currently available in the field. Examples include: Boyd, L. *Dental Instruments: A Pocket Guide*, current edition, Elsevier.

Durley, C. et al., *The DANB Review*, current edition, Dental Assisting National Board.

Durley, C. et al., *DANB's Glossary of Dental Assisting Terms*, current edition, Dental Assisting National Board.

Finkbeiner, B., *Four-Handed Dentistry: A Handbook of Clinical Application and Ergonomic Concepts*, current edition, Prentice Hall.

Massler, M. and Schour, I., *Atlas of the Mouth*, current edition, American Dental Association.

Miller, B. et al., *Miller-Keane Encyclopedia and Dictionary of Medicine, Nursing and Allied Health*, current edition, Elsevier.

Mosby et al., *Mosby's Dental Dictionary*, current edition, Elsevier.

Mosby et al., *Review Questions and Answers for Dental Assisting*, current edition, Elsevier.

Appropriate auxiliary materials will be chosen at the time the course is offered from those currently available in the field. Examples include: State of Hawaii Department of Commerce and Consumer Affairs, Hawaii Administrative Rules Title 16, Chapter 79, *Dentists and Dental Hygienists*.

State of Hawaii Department of Commerce and Consumer Affairs, Hawaii Revised Statutes Chapter 448, *Dentistry*.

#### 9. Suggested Course Requirements and Evaluation

*Linked to #5. Student Learning Outcomes (SLOs) and #6 Competencies/Skills/Issues*

Specific course requirements are at the discretion of the instructor at the time the course is being offered. Suggested requirements might include, but are not limited to:

- Prompt attendance is required at all class sessions. (I, II, III, a - y)
- Students will be responsible for completing all assigned reading material in text before each class session. (I, II, III, a - y)
- Complete various learning skills exercises. (I, II, III, a - y)
- Complete various competency exercises. (I, II, III, d, e, g, k, n, o, p, q, r, w, y)
- Complete various laboratory exercises. (II, III, a - y)
- Complete all projects. (I, II, III, a - y)

#### EVALUATION AND GRADING

Weekly quizzes	10 - 15% (I, II, III, a - y)
Midterm	10 - 20% (I, II, III, a - y)
Final exam	10 - 20% (I, II, III, a - y)
Projects	20 - 30% (I, II, III, a - y)
Lab practical	10 - 15% (I, II, III, a - y)
Final lab practical	20 - 30% (I, II, III, a - y)
Attendance/ Attitude	10% (I, II, III, a - y)

10. Methods of Instruction

Instructional methods will vary considerably by instructor. Specific methods are at the discretion of the instructor teaching the course and might include, but are not limited to:

- Participation in class lecture/ discussion.
- Reading assigned portions in textbooks, journal articles, and/ or modules.
- Group projects.
- Participation in class exercises such as role-plays and simulations.
- Demonstration and simulation.
- Supervised lab practice.
- Supervised clinical practice.
- Service and experiential learning.
- Viewing various audiovisual materials.

11. Assessment of Intended Student Learning Outcomes Standards Grid attached

### Grid of Maui Community College Student Learning Outcomes- Dental Assisting

**KEY:** 3 Major Emphasis - The student is actively involved (uses, reinforces, applies, and evaluated) in the student learning outcomes. The learner outcome is the focus of the class  
 2 Moderate Emphasis - The student uses, reinforces, applies and is evaluated by this learner outcome, but it is not the focus of the class.  
 1 Minor Emphasis - The student is provided an opportunity to use, reinforce, and apply this learner outcome but does not get evaluated on this learner outcome.  
 0 No Emphasis - The student does not address this learner outcome.

#### Dental Assisting Educational Standards

I. Demonstrate an understanding of dental assistant roles including the legal, professional, and ethical responsibilities within the community.	DENT 120	DENT 150	DENT 151	DENT 152	DENT 154	DENT 164	DENT 165	DENT 166	DENT 168	DENT 176	DENT 177
II. Demonstrate basic theoretical knowledge and skills in biological science, dental radiology, chairside dental assisting, and business office procedures to support dental assisting practice and build the foundation for an associate degree dental hygiene program	2	3	3	3	3	3	3	3	3	3	3
III. Demonstrate a commitment to the long learning and advancing competency over a lifetime of clinical practice	1	2	1	3	1	4	1	1	1	1	1

#### General Education Standards

##### Standard 1 - Written Communication

Outcome 1.1 Use writing to discover and articulate ideas	DENT 120	DENT 150	DENT 151	DENT 152	DENT 164	DENT 165	DENT 166	DENT 168	DENT 176	DENT 177
Outcome 1.2 Identify and analyze the audience and purpose for any intended communication	3	3	2	3	0	0	0	0	1	1
Outcome 1.3 Choose language, style, and organization appropriate to particular purposes and audiences.	3	3	2	3	0	0	0	0	1	1
Outcome 1.4 Gather information and document sources appropriately.	3	3	3	3	0	0	0	0	1	1
Outcome 1.5 Express a main idea as a thesis, hypothesis, or other appropriate statement	3	3	3	0	0	0	0	0	1	2
Outcome 1.6 Develop a main idea clearly and concisely with appropriate content	1	3	0	0	0	0	0	0	1	1
Outcome 1.7 Demonstrate a mastery of the conventions of writing, including grammar, spelling, and mechanics	3	3	0	0	0	0	0	0	1	1
Outcome 1.8 Demonstrate proficiency in revision and editing	3	3	0	0	0	0	0	0	1	1
Outcome 1.9 Develop a personal voice in written communication	3	3	0	3	0	0	0	0	1	0

##### Standard 2 - Quantiles Reasoning

Outcome 2.1 Apply numeric, graphic, and symbolic skills and other forms of quantitative reasoning accurately and appropriately	3	3	1	3	0	0	0	0	3	3
Outcome 2.2 Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate	3	0	3	3	0	0	0	0	3	3
Outcome 2.3 Communicate clearly and concisely the methods and results of quantitative problem solving	3	2	3	3	0	0	0	0	3	3
Outcome 2.4 Formulate and test hypotheses using numerical experimentation	0	2	0	0	0	0	0	0	3	3
Outcome 2.5 Define quantitative issues and problems, gather relevant information, analyze that information, and present results	2	3	0	0	0	0	0	0	3	3
Outcome 2.6 Assess the validity of statistical conclusions	0	1	0	0	0	0	0	0	3	0

##### Standard 3 - Information Retrieval and Technology

Outcome 3.1 Use print and electronic information technology ethically and responsibly	3	3	3	3	0	0	0	0	1	2
Outcome 3.2 Demonstrate knowledge of basic vocabulary, concepts, and operations of information retrieval and technology	3	3	0	2	0	0	0	0	1	2
Outcome 3.3 Recognize, identify, and define an information need	3	3	3	3	0	0	0	0	1	2
Outcome 3.4 Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information	3	3	0	1	0	0	0	0	1	2
Outcome 3.5 Create, manage, organize and communicate information through electronic media	3	0	0	0	0	0	0	0	1	2
Outcome 3.6 Recognize changing technologies and make informed choices about their appropriateness and use	2	3	2	2	0	0	0	0	1	2

##### Standard 4 - Oral Communication

Outcome 4.1 Identify and analyze the audience and purpose of any intended communication	3	3	3	3	2	2	2	2	3	3
Outcome 4.2 Gather, evaluate, select, and organize information for the communication	3	3	3	3	2	2	2	2	3	3
Outcome 4.3 Use language techniques and strategies appropriate to the audience and occasion	3	3	3	3	2	2	2	2	3	3
Outcome 4.4 Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion	3	3	3	3	2	2	2	2	3	3
Outcome 4.5 Summarize, analyze, and evaluate oral communications and ask coherent questions as needed	3	3	3	3	2	2	2	2	3	3
Outcome 4.6 Use competent oral expression to initiate and sustain discussions	3	3	3	3	2	2	2	2	3	3

##### Standard 5 - Critical Thinking

Outcome 5.1 Identify and state problems, issues, arguments, and questions combining in a body of information	3	3	3	3	2	2	2	2	3	3
Outcome 5.2 Identify and analyze assumptions and underlying points of view relating to an issue or problem	3	3	3	3	0	0	0	0	3	3
Outcome 5.3 Formulate research questions that require descriptive and explanatory analysis	0	2	0	0	0	0	0	0	0	0
Outcome 5.4 Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis	1	3	3	3	0	0	0	0	3	1
Outcome 5.5 Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases, through the use of appropriate evidence	3	3	3	3	2	2	2	2	3	3
Outcome 5.6 Apply problem-solving techniques and skills, including the rules of logic and logical sequence	3	3	3	3	2	2	2	2	3	3
Outcome 5.7 Synthesize information from various sources, drawing appropriate conclusions	3	3	3	3	2	2	2	2	3	3
Outcome 5.8 Communicate clearly and concisely the methods and results of logical reasoning	3	3	3	3	2	2	2	2	3	3
Outcome 5.9 Rethink upon and evaluate their thought processes, value system, and world views in comparison to those of theirs	3	3	3	3	2	2	2	2	3	3

##### Standard 6 - Creativity

Outcome 6.1 Generate responses to problems and challenges through intuition and non-linear thinking	2	2	1	1	1	1	1	1	1	1
Outcome 6.2 Explore diverse approaches to solving a problem or addressing a challenge	3	3	3	3	2	1	1	1	2	2
Outcome 6.3 Engage in activities without a preconceived purpose	0	0	0	0	0	0	0	0	0	0
Outcome 6.4 Apply creative principles to discover and express new ideas	2	0	0	0	2	2	2	2	3	3
Outcome 6.5 Demonstrate the ability to trust and follow one's instincts in the absence of external direction	2	0	0	0	0	0	0	0	1	1
Outcome 6.6 Build upon or adapt the ideas of others to create unique expressions or solutions	2	1	0	2	0	0	0	0	2	2