Dental Careers Institute

Dental Assisting Course Syllabus

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Week/Hours/Topics:
1  8  Introduction to Dental Assisting; Terminology; General Oral Anatomy; Tooth Morphology: Chapters 1, 6, 9, 17
Objective: Students will gather an understanding for the general duties of a chair-side assistant. Along with terminology, anatomy of the oral cavity and the timing of the eruption of teeth. They will learn about the healthcare team, professional organizations.

Week/Hours/Topics:
2  8  Psychology; Communication; Ethics and Jurisprudence; HIPPA; Infection Control; Patient Care: Chapters 2, 3, 11, 13
Objective: Students will gather an understanding of psychology and overall patient care, infection control, legal and ethical implications. The importance of communication and the HIPP Act.

Week/Hours/Topics:
3  8  Introduction to Radiography; Equipment; Radiographs; Extra oral and Digital Radiography. Chapters: 21, 22, 23
Objective: Students will gather an understanding of equipment used in taking radiographs. Exposure, processing and mounting x-rays. The dangers of radiation to both patient and operator. Understanding both digital and traditional radiographs.

Week/Hours/Topics:
4  8  Overall Oral Health; Nutrition; Management of Hazardous Materials. Chapters: 4, 5, 12
Objective: Students will gather an understanding of preventive techniques, proper brushing and flossing. How nutrition plays a huge part in oral decay. And managing the various hazardous materials that are used in the dental office on a daily basis.

Week/Hours/Topics:
5  8  Basic Chairside Instruments and procedures; Instrument Transfer; Dental Cements, Basis, liners and bonding agents; Restorative materials. Chapters 18, 19, 33, 34
Objective: Students will gather an understanding of basic chair-side procedures. They will learn to transfer instruments and mix various materials.
Week/Hours/Topics:
6     8  Dental Charting; Emergency Management; Anesthesia and Sedation.
      Chapters: 14, 16, 20  MIDTERM EXAM GIVEN
Objective: Students will gather an understanding of the different dental symbols we use to chart a patients existing work and work needing to be done. They will learn emergency procedures and communication during such emergency. They will take a CPR class along with lessons on Defibrillation. These classes are taught by Bob and Donna Bohn, certified CPR instructors through the American Heart Association.

Week/Hours/Topics:
7     8  Fixed and Removable Prosthetics; Orthodontics. Chapters 27, 30, 32
Objective: Students will gather an understanding of both fixed and removable prosthetics, the implications for both and orthodontics. What an Orthodontist does and what it means to be an ortho assistant.

Week/Hours/Topics:
8     8  Endodontics; Oral and Maxillofacial Surgery; Pediatric; Cosmetic Dentistry.
      Chapters: 24, 25, 28, 31
Objective: Students will gather an understanding of each of these specialties and what they do. The legal implications for all of them and the why they are a necessary part of the health care team.

Week/Hours/Topics:
9     8  Oral Pathology; Periodontics; Laboratory Technicians. Chapters 26, 29, 35
Objective: Students will gather an understanding of these specialties’. They will learn what a laboratory tech does and how he/she is an essential part of the dental team. They will also learn laboratory materials and equipment.

Week/Hours/Topics:
10    8  Dental Pharmacology; Head and Neck Anatomy: Chapters 7, 15
Objective: Students will gather an understanding of various medication, the implications for each and the most common used in the dental office. Their understanding of anatomy will continue to the entire head.

Week/Hours/Topics:
11    8  Dental Office Management; Employment Strategies: Chapters 36, 37
Objective: Students will gather an understanding for what it takes to operate a dental front office. Insurance ins and outs. Accounts receivable and accounts payable. Billing and Scheduling in the modern dental office. They will also study strategies for writing a Resume’, where to look for employment and how to be prepared for an interview.

Week/Hours/Topics:
12    8  Review of the last 11 weeks. Finishing preparing our Resume’s; FINAL EXAM GIVEN.
Week/Hours/Topics:
13 40  Internship: The internship is designed to allow you to work in a dental office with a staff and doctor on real patients. You are to observe, take notes, ask questions, sterilize, room and tray set ups and take down. Assist the Doctor as instructed.

Taken from Dental Assisting; A Comprehensive Approach; Phinney/Halstead, Delmar