

Departmental Course Syllabus

Department: Dental Assisting Program/Allied Health Program Revision Date: June 2009

San Antonio College * 1300 San Pedro* San Antonio, TX* 78212-4299

Course Number and Title: DNTA 1415 – Chairside Assisting

Credit Hours: Hrs/wk lec 3 Hrs/wk lab 2 Lec/Lab Combo 3/2

Lecture/Lab Faculty: Carmen Santiago, C.D.A., R.D.A., A.A.S.

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- I. **Catalog Description:** This course is an introduction to pre-clinical chairside assisting procedures, instrumentation, infection control protocol, equipment safety and maintenance.
- II. **Required Background:** Admission to the Dental Assisting Program.
- III. **Text:**
 1. *Dental Assisting A Comprehensive Approach* Phinney and Halstead, Delmar Publishing 2008, 3rd Edition
 2. Workbook to accompany *Dental Assisting A Comprehensive Approach* Phinney and Halstead, Delmar Publishing 2008, 3rd Edition
 3. *Stedman's Medical Dictionary for the Dental Professional*, Lippincott Williams, And Wilkins Publishing, 2007.
 4. *Dental Instruments: A Pocket Guide*, Boyd, Saunders, an imprint of Elsevire Inc., 2009, 3rd Edition.
- IV. **Method of Instruction:** Lectures, DVDs, video tapes, cooperative Learning, discussion, computerized assignments, guided lab activities. **Students are responsible for checking their PALS e-mail account daily for additional material, bonuses, rebates, links and announcement from Instructor.**
- V. **Course Grade:**

1. Unit Examinations	50%
2. Lab Competencies (No make-ups)	30%
3. Final Examination	20%
1. **Unit Examinations:** A student's failure to be present on the day of an exam or competency results in a grade of "0" for that particular exam or competency (**note:** some labs complete more than one competency during the lab).
 - **One Make-up Exam per class will be allowed for the Fall 2009 semester with the permission of the course instructor.** Make-up exams are offered at the end of each month (date & time: TBA ---September, October and November).
 - Students who miss an exam during the month are to fill out a **request for make-up form** and turn it in. **Make-up exams are the student's responsibility!**
 - **NO** make-up tests **of any kind** will be given - **2 weeks** prior to final
 - **All** materials turned in **must** be completed on a **word processor**.

<u>Examinations</u>		<u>Possible Points</u>
#1	Microbiology (Chap 10)	100
#2	Infection Control (Chap 11)	100
#3	Management of Hazardous Materials (Chap 12)	100
#4	Oral Surgery (Chap 25)	100
	***Miscellaneous/ Binders	100

Lab Activities & Evaluation: The following must be completed according to the stated criteria level on each activity/evaluation (A 75% or better MUST BE EARNED IN LAB):

<u>Grade Criteria:</u>	
	100% All competencies passed 1 st attempt
	80% All competencies passed 2 nd attempt
	75% All competencies passed 3 rd attempt

<u>Competency Sheets</u>	<u>Possible Points</u>
DACA #11-1 Handwashing	100
DACA #25-1 Surgical Scrub P.538	100
DACA #11-2 Preparing the Dental Treatment Room	100
DACA #11-3 Completion of Dental Treatment Room	100
DACA #11-4 Final Treatment Disinfecting and Cleaning	100
DACA #11-5 Treat. of Contaminated Trays in the Ster. Center	100
Activity 9-6 Instrument Sterilization	100
Activity 9-7 Infection Control in the Dental Office	100
Activity 10-1 Safety Training Form	100
Activity 10-2 OSHA Bloodborne/Hazardous Materials	100
Activity 10-3 Chemical Inventory	100
Activity 10-4 MSDS	100
DACA #25-8 Removal of Simple and Continuous Simple Sutures	100
Activity and Review Oral Surgery Instruments	100
Practical over Oral Surgery Instruments	100
<u>Final Examination</u>	100

<u>Grading Scale:</u>	
A=	90-100
B=	80-89
C=	70-75

- VI. **Course Content:** The course content outline is attached to this syllabus.
- VII. **Learning Outcomes/Performance Objectives:** Unit objectives are attached to this syllabus. Criteria-base competency sheets will be distributed in class if applicable.
- VIII. **Evaluation:** Periodic written examinations and criteria-based competency sheets provided by the instructor will be utilized to evaluate student performance in this course.
- IX. **Absence Policy:** Absences of each student are recorded without exception from the official date of his/her enrollment. The counting of absences begins on the first day of a student's enrollment in the course after classes begin. **A student absent the equivalent of two weeks of instruction in a regular semester may be dropped by the instructor. Both tardiness and early departure from class are forms of absenteeism.** Please see the 2008-2009 college bulletin for attendance policy.
- X. **Academic Dishonesty Policy:** Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. For additional information refer to the "Student Code of Conduct" section in the San Antonio College Bulletin .
- XI. **Software Policy:** Software utilized by students in the course may not be duplicated in any manner.
- XII. **Tutorial and/or help sessions available:** Utilize the instructor's posted office times to schedule an appointment for individual assistance.
- XIII. **Materials required:** Paper, pen, pencils, high quality eraser, scantron forms, memory stick/USB drive, safety glasses, and any materials necessary to complete class work.
- XIV. **Children in the Classroom:** The College's policy on children in the classroom is as follows: **"Students are urged not to bring children to either a class or lab. Minors under the age of twelve (12) must not be left unattended on campus."** Due to the hazardous potential within the program, children will not be permitted.
- XV. **Special Accommodations:** Students requiring special accommodations: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 should contact the office of Disabled Services, CAC 124C, if accommodations are needed.
- XVI. **Electronic Devices Policy:** Students are *required* to silence all electronic devices (pagers, cellular phones, etc.) When in classrooms, laboratories, the library, or other areas where such devices would interfere with instruction and learning.

Please Note: Instructor reserves the right to alter this syllabus.

GRADE SHEET
 DNTA 1415- Chairside Assisting
 Fall 2008

<u>Examinations – 50%</u>	<u>Possible Grade</u>	<u>Your Grade</u>
#1	100	_____
#2	100	_____
#3	100	_____
#4	100	_____
 <u>Competencies- 30%</u>		
1. DACA #11-1 Handwashing	100	_____
2. DACA #25-1 Surgical Scrub	100	_____
 The Dental Treatment Room		
2. DACA # 11-2 Preparing	100	_____
3. DACA #11-3 Completion	100	_____
4. DACA #11-4 Final	100	_____
5. DACA #11-5 Sterilization	100	_____
6. Activity 9-6 Instrument Sterilization	100	_____
7. Activity 9-7 Infection Control in the dental off.	100	_____
8. Activity 10-1 Safety Training Form	100	_____
9. Activity 10-2 OSHA	100	_____
10. Activity 10-3 Chemical Inventory	100	_____
11. Activity 10-4 MSDS	100	_____
12. DACA #25-8 Removal of Sutures	100	_____
13. Activity and Review Oral Surgery Inst.	100	_____
14. Practical over Oral Surgery Instruments	100	_____
 <u>Final Exam - 20%</u>	 100	 _____

