

## Departmental Course Syllabus

Department: Dental Assisting Program/Allied Health Program Revision Date: January 2008

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

Course Number and Title: DNTA 2350 – Advanced Dental Assisting Applications

Credit Hours: Hrs/wk lec 3 Hrs/wk lab 1 Lec/Lab Combo 3/1

Instructor: Carmen Santiago, RDA, CDA, A.A.S.

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- I. Catalog Description: This course is an advanced study of Dental Assisting techniques with emphasis on four-handed dentistry utilization of tray setups for specific general practice and specialties procedures.
- II. Pre-requisites, co-requisites and other requirements: Successful completion of DNTA 1353 with a grade of "C" or better or approval of program coordinator.
- III. Text:
  1. Dental Assisting A Comprehensive Approach Phinney and Halstead, Delmar Publishing 2008, 3<sup>rd</sup> Edition
  2. Workbook to accompany Dental Assisting A Comprehensive Approach Phinney and Halstead, Delmar Publishing 2008, 3<sup>rd</sup> Edition
- IV. Instruction will consist of: Lecture, videotapes, demonstrations, student handouts, class participation, evaluated class activity, practical applications.
- V. Course Content: The focus is on the advanced study of dental assisting techniques with emphasis on four-handed dentistry. Concentration on the utilization of tray setups for specific general practice and specialties procedures are reviewed. Detailed course content will be available in the Spring Dental Assisting Manual.
- VI. Learning Outcomes and Performance Objectives with their methods of measurement as used to determine the students' mastery of those outcomes.

### **Learning Outcome 1: The student will be able to demonstrate dental assisting techniques such as four-handed dentistry.**

#### Performance Objectives/Method(s) of measurement for each objective:

1. List and explain the systems used for charting the permanent and deciduous dentitions.  
Method of measurement: Charting Practical both manual and computer
2. Perform or assist the dentist in an oral evaluation including lips, tongue, glands, and oral cavity.  
Method of measurement: Practical and written examination
3. Perform vital signs on the patient, including temperature, pulse, respiration, and blood pressure.  
Method of measurement: Practical and written examination

### **Learning Outcome 2: The student will be able to set up trays for specific general practice and dental specialties.**

#### Performance Objectives/Method(s) of measurement for each objective:

1. List and explain the tray systems used for general dentistry.  
Method of measurement: Practical and written examination
2. List and explain the tray systems used for dental specialties.  
Method of measurement: Practical and written examination

(SCANS COMPETENCIES are only required for courses which are a part of an AAS degree plan.)  
**SCANS Competencies:** See attached for a list of competencies related to the workplace as outlined by the Texas Higher Education Coordinating Board.

**DNTA 2350 SCANS COMPETENCIES: C3, C5, C6**  
**DNTA 2350 SCANS FOUNDATION : F1, F,5, F11, F13, F14, F15, F16**

VII. Course requirements and grade computation.

A. College Requirements:

A written, comprehensive final examination, not to exceed two and one-half hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to postpone the examination. **A student absent without permission from a final examination is graded "F."** Postponed examinations result in a grade of "I." The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F." (San Antonio College Bulletin, Faculty Handbook - January 1995)

**Evaluation Ratio:**

Exams (multiple choice, short answer, matching, fill in the blank)	50%
Competencies	30%
Comprehensive Final Exam	20%

B. Departmental Requirement:

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. **One Make-up Exam per class will be allowed for the Spring 2008 semester with the permission of the course instructor.** Make-up exams will usually be administered on the last Friday of Each month. **Instructor reserves the right to change time and date. Make-up exams are the student's responsibility!**

C. Instructor Requirements:

<u>Examinations</u>	<u>Possible Grade</u>
1 CH. 14	100
2 Charting Practical	100
2 Ch. 13	100
3 CH. 15	100
4 CH. 20	100
5 CH. 34 Pgs. 830-840	100
6 CH. 29 Pgs. 671-682	100
7 CH. 30	100
8 CH. 32	100

**Activities & Evaluations**

*The following must be completed according to the stated criteria level on each activity/evaluation (A 75 or Better MUST BE EARNED ON THE WORKSHEET):*

**Lab Competencies(No make-ups)**

Time constraints in lab sessions require that students arrive on time and begin work immediately. No extra time will be allowed for completion of assigned work. In this way, tardiness will greatly impact the grade earned.

**NOTE: All competencies must be passed to pass this course.**

A score of "0" may be earned on any competency. A student's failure to be present on the day of graded activity will result in a grade of "0."

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

<b>Graded Activities (No Make-ups)</b>	<b>Possible Grade</b>
1. DACA #20-1	100
2. DACA #20-2	100
3. DACA #34-7	100
4. DACA #34-8	100
5. DACA #34-9	100
6. DACA #34-10	100
7. DACA #34-11	100
8. DACA #29-10	100
9. DACA #30-4	100

- **All materials turned in must be completed on a word processor**
- **NO** make-up tests of any kind will be given - **2 weeks** prior to final
- **Materials Required: Scantron Forms # 882-ES**

VIII. College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus. College Academic Council - April, 1998
- C. ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347.
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: 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" in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/ 2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance at all classes and laboratories, day and/or evenings is required. A student absent for any reason is responsible for all work missed. Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Absences of each student are recorded without exception. The counting of absences begins on the first day of class. A student absent the equivalent of two weeks of instruction in a 16-week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of "W" (withdraw). It is the student's responsibility to ensure that the withdrawals have been submitted.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:  
 ACCD DPS Emergency Phone (210) 222-0911  
 ACCD DPS General Phone (210) 208-8099  
 ACCD DPS Weather Phone (210) 208-8189 (For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin. [www.accd.edu/sac/sacmain/schedule/SAC\\_Bulletin\\_05-06.pdf](http://www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf)

**INSTRUCTOR RESERVES THE RIGHT TO ALTER THIS SYLLABUS**

## DNTA 2350 – ADVANCED DENTAL ASSISTING

### SCANS Occupational Assessment

COMPETENCY	RATING
<p><b>Resources:</b> Identifies, organizes, plans, and allocates resources.</p> <p><b>C1</b> Time: Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.</p> <p><b>C2</b> Money: Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.</p> <p><b>C3</b> Materials and Facilities: Acquires, stores, allocates, and uses materials or space efficiently.</p> <p><b>C4</b> Human Resources: Assesses skills and distributes work accordingly, evaluates performance, and provides feedback.</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>
<p><b>Information:</b> Acquires and uses information.</p> <p><b>C5</b> Acquires and evaluates information.</p> <p><b>C6</b> Organizes and maintains information.</p> <p><b>C7</b> Interprets and communicates information.</p> <p><b>C8</b> Uses computers to process information.</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>
<p><b>Interpersonal:</b> Works with others.</p> <p><b>C9</b> Participates as a member of a team: Contributes to group effort.</p> <p><b>C10</b> Teaches others new skills.</p> <p><b>C11</b> Serves Clients/Customers: Works to satisfy customer=s expectations.</p> <p><b>C12</b> Exercises Leadership: Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.</p> <p><b>C13</b> Negotiates: Works toward agreements involving exchange of resources; resolves divergent interests.</p> <p><b>C14</b> Works With Diversity: Works well with men and women from diverse backgrounds.</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>
<p><b>Systems:</b> Understands complex interrelationships.</p> <p><b>C15</b> Understands Systems: Knows how social, organizational, and technological systems work and operates effectively with them.</p> <p><b>C16</b> Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system operations, diagnoses system=s performance, and corrects malfunctions.</p> <p><b>C17</b> Improves or Designs Systems: Suggests modifications to existing systems and develops new or alternative systems to improve performance.</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>
<p><b>Technology:</b> Works with a variety of technologies.</p> <p><b>C18</b> Selects Technology: Chooses procedures, tools, or equipment, including computers and related technologies.</p> <p><b>C19</b> Applies Technology to Task: Understands overall intent and proper procedures for setup and operation of equipment.</p> <p><b>C20</b> Maintains and Troubleshoots Equipment: Prevents, identifies, or solves problems with equipment, including computers and other technologies.</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>

FOUNDATION	RATING
<p><b>Basic Skills:</b> Reads, writes, performs arithmetic and mathematical operations, listens, and speaks.</p> <p><b>F1</b> Reading: Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.</p> <p><b>F2</b> Writing: Communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.</p> <p><b>F3</b> Arithmetic: Performs basic computations; uses basic numerical concepts such as whole numbers, etc.</p> <p><b>F4</b> Mathematics: Approaches practical problems by choosing appropriately from a variety of mathematical techniques.</p> <p><b>F5</b> Listening: Receives, attends to, interprets, and responds to verbal messages and other cues.</p> <p><b>F6</b> Speaking: Organizes ideas and communicates orally.</p>	<p>1 2 <b>3</b> 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 <b>3</b> <b>4</b> 5</p> <p>1 2 3 4 5</p>
<p><b>Thinking Skills:</b> Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.</p> <p><b>F7</b> Creative Thinking: Generates new ideas.</p> <p><b>F8</b> Decision Making: Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.</p> <p><b>F9</b> Problem Solving: Recognizes problems and devises and implements plan of action.</p> <p><b>F10</b> Seeing Things in the Mind's Eye: Organizes and processes symbols, pictures, graphs, objects, and other information.</p> <p><b>F11</b> Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills.</p> <p><b>F12</b> Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 <b>5</b></p> <p>1 2 3 4 5</p>
<p><b>Personal Qualities:</b> Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.</p> <p><b>F13</b> Responsibility: Exerts a high level of effort and perseveres towards goal attainment.</p> <p><b>F14</b> Self-Esteem: Believes in own self-worth and maintains a positive view of self.</p> <p><b>F15</b> Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.</p> <p><b>F16</b> Self-Management: Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.</p> <p><b>F17</b> Integrity/Honesty: Chooses ethical courses of action.</p>	<p>1 2 3 4 <b>5</b></p> <p>1 2 3 4 <b>5</b></p> <p>1 2 3 4 <b>5</b></p> <p>1 2 3 4 <b>5</b></p> <p>1 2 3 4 <b>5</b></p>