

DENTAL ASSISTANT I COURSE OUTLINE

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>Procedure and Policies 1.8 Use front office business equipment 3.0-3.11 Disease prevention, infection control and waste management procedures 11.0-11.5 Demonstrate techniques of preventative dentistry 1.3 Prepare and maintain patient clinical records 1.7 Responsibilities of the dental team 1.9 Maintain the dental office environment 2.2 Basic computer and software skills 2.4 Technology tools to ensure workflow 2.1 Describe technology applications commonly found in the dental office 9.1 Prepare and maintain the aseptic working area, including sterilization of instruments for intraoral/extra oral procedures 14.0 15.0 16.0 Integration of math and language arts 12.1 Obtain monitor and record vital signs 12.3 CPR</p>	<p>12.2, 12.4 Legal parameters of emergency care, recognize common emergencies, preventative measures and response strategies 4.1-4.7 Structures and functions of oral, head and neck anatomy related to dental pathologies 7.4 Manipulate impression materials and obtain an impression 7.9 Properties and uses of abrasive agents used to polish surfaces and appliances 7.10 Identify and manage hazardous dental materials and wastes 1.12 Emergency and evacuation plans for office 1.6 Knowledge of coding 1.10 Receive and dismiss patients 1.11 Identify considerations influencing behaviors of patients 14.0 15.0 16.0 Integration of math and language arts</p>	<p>1.1 Explain the importance of pt. scheduling depending on treatment time requirement 1.2 Describe the function of a recall system 1.4 prepare and maintain pt. financial records 1.5 Prepare and maintain inventory control and purchasing 2.5 use patient database applications to increase workplace efficiency 13.1-13.5 Legal and ethical responsibilities of the dental healthcare worker 6.4 Common drugs used in dentistry 6.5 Prepare and apply a topical anesthetic agent 6.1 Identify drug classification, agencies, and regulations 10.0-10.5 Record patient assessment and treatment data Prepare syringes of local anesthesia 14.0 15.0 16.0 Integration of math and language arts</p>	<p>5.1 Maintain and operate lab operatory and sterilization equipment 5.2 Identify types and functions of restorative, surgical, prosthodontic, ortho, perio, endo instruments 5.3 Maintain dental hand pieces and instruments 5.4 Types and functions of dental hygiene instruments 5.5 Maintain and operate an evacuation system 6.3 Use drug references to identify drug actions, side effects, indications and contradiction 6.6 Identify types and properties of local anesthetics 6.7 Prepare syringes for the administration of local anesthetics 14.0 15.0 16.0 Integration of math and language arts</p>

DENTAL ASSISTANT II COURSE OUTLINE

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>2.3 Interpret technology applications commonly found in the dental office</p> <p>2.6 Employ dental management software to access and store dental practice information</p> <p>8.1 History, physics and effects of radiation</p> <p>8.2 Parts of the x-ray machine</p> <p>8.3 Perform Radiologic health protection techniques</p> <p>8.4 Radiographic procedures</p> <p>8.5 Proper disposal of hazardous radiographic waste</p> <p>14.0 15.0 16.0 Integration of math and language arts</p> <p>8.6 Place and expose dental radiographs</p> <p>8.7 Identify radiographic anatomical landmarks and pathologies</p> <p>8.8 Mount radiographic images</p>	<p>6.2 Record dispensed or prescribed drugs into the patient's clinical records</p> <p>6.8 Monitor patients and identify precautions in the use of N2O conscious sedation</p> <p>8.9 Maintain unexposed film inventory, storage including biohazard properties</p> <p>8.10 Utilize various radiographic imaging techniques</p> <p>7.1-7.8 Manipulate dental materials i.e. restorative, cements, acrylics and thermoplastics, waxes. Perform lab procedures including casts, custom trays, and temporary crowns and bridges. Clean and polish removable appliances</p> <p>14.0 15.0 16.0 Integration of math and language arts</p> <p>Prepare for DANB X-ray certification</p>	<p>9.2 Apply Principles of four-handed dentistry</p> <p>9.3 Assist with restorative and specialty procedures</p> <p>9.4-9.9 Prepare tray sets and op to assist In general and specialty procedures, manipulate dental materials for general and specialty, perform visual assessment of existing conditions, perform patient management</p>	<p>Review and perform daily procedures for a dental assistant</p> <p>14.0 15.0 16.0 Integration of math and language arts</p> <p>16.1-16.4 Read professional journals, Participate in professional organizations and meetings, attend educational seminars, comprehend changes in local, state and federal dental laws and regulations</p>