

Dental Assisting Course Syllabus



2016 – 2017

Revised: 5/16

Lake Area Technical Institute: superior, comprehensive technical education that changes lives and launches careers.

COURSE: DA 120 – Oral Health

GENERAL DESCRIPTION: The study of oral health with emphasis on the identification of common dental emergencies, description and prevention of dental caries, periodontal disease, and other oral pathologic conditions through patient education in plaque removal, good oral habits, fluoride therapy and nutritional counseling as it relates to oral health.

DURATION: Clock Hours – 84 (64 didactic, 13 lab, 7 clinic) Semester Credits – 3

CLASS SESSION: **Campus Students:**..... Lecture and Lab: Monday and Thursday 9:45 – 11:00 a.m.
Online Students: Lab: TBA

INSTRUCTOR: Rhonda Bradberry, CDA, BS

OFFICE HOURS: Your instructor is available on-campus 8:00 am to 4:00 pm M-F and by appointment. However, you can expect a reply to any e-mail within 24 hours M-F and 48 hours Saturday/Sunday.

CONTACT INFORMATION: bradberr@lakeareatech.edu 605-882-5284 ext. 214

REQUIRED TEXT: *Modern Dental Assisting, Textbook and Workbook*, Bird and Robinson, 10th edition.

MAJOR REFERENCES: *Nutrition for a Healthy Mouth*, Rebecca Sroda, 2nd edition; Lippincott Williams and Williams, Baltimore. *Nutrition and Dental Health*, Ehrlich, 2nd edition; *Understanding Normal and Clinical Nutrition*, West, 5th edition; *Community Nutrition in Action*, West, 2nd edition. *Oral Health Care for Caregivers Manual*, Delta Dental of South Dakota and Washington Dental Service. *Color Atlas of Common Oral Diseases*, Langlais and Miller, 4th edition.

METHODS OF INSTRUCTION: Learning Activity Packets, lecture/PowerPoint's, assignment sheets, workbook exercises, classroom activities, laboratory practice sessions, and oral health presentations. Video and instructor demonstrations with return demonstrations according to given criteria with instructor supervision.

STUDENT LEARNING OUTCOMES: At the completion of this course, the student will describe the disease processes and prevention of caries, periodontal disease, and other pathologic conditions. The student will identify appropriate emergency responses to common dental emergencies, demonstrate methods of preventing oral disease through the use of oral health aids, fluoride therapy, nutritional counseling, and patient education, identify types of dental stains, and have perform coronal polishing procedures.

Units of Instruction/Topics Included		Didactic Hours	Lab Hours	Clinic
120 1	Identify nutrition's role in dental health.	16		
120 2	Describe dental caries and periodontal disease.	12		
120 3	Identify aspects of preventive dentistry. <ul style="list-style-type: none"> ▪ Demonstrate toothbrush techniques ▪ Demonstrate flossing teeth ▪ Demonstrate use of auxiliary aids 	8	2 1 1	
120 4	Describe the role of fluorides. <ul style="list-style-type: none"> ▪ Apply topical fluoride 	4	.5	.5

	▪ Apply fluoride varnish		.5	.5
120 5	Provide patient education. ▪ Provide oral health instructions to patients ▪ Prepare an oral health lesson ▪ Explain instructions for common dental emergencies	6	1 3	2
120 6	Describe pathology and oral lesions.	14		
120 7	Perform Coronal Polishing	4	4	4
Total		64	13	7

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EVALUATION CRITERIA/FINAL GRADE CALCULATION: An exam will be taken after units 1 – 6, as well as practical evaluations in units 3, 4, and 5. A final exam will also be given at the completion of the course. The final grade will be calculated by adding total points achieved and dividing by the number of possible points. The student must achieve a minimum 80% cumulative average at the end of the semester.

Grading: 6 Tests 260 points
12 Class Assignments 120 points
Practical Evaluations 125 points
Final Exam 110 points
615 Total Points

GRADING SCALE: 94% - 100% = A 87% - 93% = B 86% - 80% = C 79% or below = Failing

GRADING POLICIES:

GRADING SCALE: 94% - 100% = A 87% - 93% = B 86% - 80% = C 79% or below = Failing

1. Tests not taken on the scheduled test day will be assessed a 10% late penalty unless other arrangements have been made **prior** to test day. If you are absent the day of a test, the late penalty will be assessed and that test must be taken within **2 DAYS** or a score of zero will be awarded. *Note: This test may NOT be the same test given in class.*
2. Points are awarded for assignments completed. Assignments/tests are due on the date specified unless an extenuating circumstance has been approved by the instructor. Late assignments will not be accepted unless due to extenuating circumstances and will be penalized by 10%.

ATTENDANCE:

for on-campus students

Consistent with department policy, a student may miss six hours of any one class during the semester. Upon missing the seventh hour, a drop slip will be filled out and submitted to the registrar. Within three days of being dropped, the student may appeal by filling out an appeal form with the registrar. The registrar will then set up a meeting with the student and the instructor. The appeal will be considered and a decision reached on an individual basis. Absences can seriously affect grades. **Students are responsible for all information missed while absent from class.** This includes any changes to the schedule that might occur. When a student is 10 minutes late for class, it is an automatic absence.

Obviously, if you are gone you will be missing the opportunity to gain points toward your final grade. Make up for a test for full credit is possible only if the following two conditions are met:

1. You contact the course instructor prior to the beginning of class or lab.

And

2. You have a legitimate excuse that you can document. Examples: serious illness (requires a doctor's note), funeral (accompanied by the memorial pamphlet from the funeral), automobile accident (documentation necessary), severe weather, and program-related activity (requires documentation).

for online students

Attendance will be based on logging in to the course website on My Portal and/or E-learning. If you have not logged in or communicated with your instructor for seven (7) consecutive days, a drop slip will be filled out and submitted to the registrar. Within three days of being dropped, the student may appeal by filling out an appeal form with the registrar. The registrar will then set up a meeting with the student and the instructor. The appeal will be considered and a decision reached on an individual basis. Communicating with your instructor is very important. All correspondence must be through the LATI email system.

ADDITIONAL COURSE INFORMATION:

for online and on-campus students

1. Social networking is distracting to those around you. Please be courteous during classroom instructional time (lecture and other class activities).
2. Cellphones and other mobile devices (iPods) are to be **turned off and put away** unless being used for classroom activities (as specified by your instructor). Any texting during class will not be allowed. Please inform the instructor if there is an emergency call expected. Cell phones should be visible in front of computers during exams or placed in the front of the classroom. **NO Cell phones allowed in the laboratory,** any and all exceptions must be cleared with the instructor prior to entering lab.
3. Personal responsibility is expected of all students. You are responsible for knowing the material as well as meeting all due dates. It is suggested that each student develop a method for keeping track of due dates(planner).
4. Professional behavior is expected in class and on-campus at all times. Professionalism in the classroom and in the workplace are vital to your success. Unprofessional behavior including, but not limited to, swearing, cheating, making rude comments or gestures, showing disrespect, talking, cell phone usage, and unauthorized computer usage during instructional time will not be tolerated.

COMMUNICATION GUIDELINES FOR EMAIL:

- When emailing, always use LATI's email system for communicating with your instructor.
- Include a subject line to let me know what the message is about.
 - Please include a salutation (Hi) and a closing (thank you, sincerely,)
 - Clearly describe your question or information you would like to share.
 - Use complete sentences including capital letters and punctuation. Email (in an academic and workplace setting) should follow a professional format; it is not the same as texting or sending a quick reply to a close friend.

PROFESSIONAL ONLINE ETIQUETTE:

- **Be aware of how you communicate via e-mail or in the forum so your message is not misinterpreted.** Communication between humans is approximately 90 percent body language, 8 percent tone of voice, and 2 percent spoken words. With e-mail, 98 percent of the communication's context is no longer in play.
- **Avoid language that may come across as strong or offensive.** Language can be easily misinterpreted in written communication. Humor and sarcasm may easily be misinterpreted in online platforms, so try to be as matter-of-fact and professional as possible. No inappropriate, offensive, or profane language.
- **Review, review, then send.** There's no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
- **An online classroom is still a classroom.** Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.

ACADEMIC HONESTY STUDENTS' RESPONSIBILITIES: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages plagiarism or cheating.

FACULTY AND ADMINISTRATOR RESPONSIBILITIES: Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators and insures fair treatment of all students. Administrators also share the responsibility for developing an environment that discourages academic dishonesty.

ACADEMIC DISHONESTY: The following activities are considered to be academically dishonest:

- Failing to report observed instances of academic dishonesty.
- Plagiarism, defined as representing as one's own, the ideas, writings, or other intellectual properties of others, including other students; any material taken verbatim from the work of others must be placed in quotation marks and a reference cited. Paraphrased content must have appropriate attribution.
- Collaboration on assignments unless it is clearly permitted per the syllabus/instructor.
- Falsifying academic records.
- Bribing faculty to improve academic scores or grades.
- Acquiring an exam during the preparation, duplication, storage, or prior to testing date.
- Removing or acquiring secured exams after administration.
- Copying answers from another student's examination.
- Taking a crib sheet or other form of prepared answers/notes into an examination when not permitted by the instructor.
- Leaving the examination and returning without permission.
- Taking an examination for someone else, preparing and submitting an assignment for someone else, or sign-in for class for someone else.

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- Receiving, retaining, and/or using materials obtained in a manner that is defined as academically dishonest.
- Using signals or otherwise communicating (e.g. text messaging) during an examination to share answers with or from another student.
- Continuing to answer test items beyond the prescribed exam time limit.
- Falsifying reasons for excused absences from examinations.

- Taking examinations at times other than the one to which you have been assigned in order to obtain more preparation time.

If a student is participating in academic dishonesty and is caught, he/she may be dismissed from the course.

STUDENT SERVICES:

- *Career Counseling*
Guidance is available for students when investigating career choices or in reaffirming the choice already made.
- *Personal Counseling*
Knowing that student life can be stressful, Lake Area Tech provides personal on-campus counseling for either school-related or non-school-related issues. At times, referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors.
- *Americans with Disabilities Act Policy*
Students are entitled to 'reasonable accommodations' under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Counseling Office.
- *Student Tutoring*
The Educational Services Center staff and peer tutors provide tutoring for all courses. If you are a student in need of help in any of your classes, please contact the Educational Services Coordinator located in the LATI library.
- *Online Learner Information*
Additional information and support for online learners at LATI is available at:
<http://www.lakeareatech.edu/onlinelearner/index.html>

RECORDING STATEMENT: Without permission, students do not have the authority to record **any** of the dental assisting classes, its class members, or any expressed content.

INSTRUCTOR RIGHTS STATEMENT: The instructor has the right to change any and all material on this syllabus at any time.

ADA STATEMENT: Watertown School District 14-4 provides equal opportunity in its employment regulations, educational, and activity programs. It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital or veteran status, status in regard to public assistance, age, or disability.

Students are entitled to 'reasonable accommodations' under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Office of Disability Services, Educational Services/Library.

Inquiries regarding implementation and compliance of the Americans with Disabilities Act may contact Sandie Jungers, Special Needs Coordinator, Watertown School District 14-4, P.O. Box 730, Watertown, SD 57201-0730, 605-882-6312. Persons with inquiries regarding implementation and compliance regarding Title IX or Section 504 may contact the Watertown School District Superintendent's Office, P.O. Box 730, Watertown, SD 57201-0730, 605-882-6312.

Additional inquiries may be directed to the Regional Director, U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367, 816-880-4200.

**LAKE AREA TECHNICAL INSTITUTE
DENTAL ASSISTING COURSE DA120**

I have read, heard, and understood the course syllabus and policies associated with this particular course as written.

Student Signature _____

Date _____

**DA 120 – Oral Health
Calendar of Instruction (Weekly Schedule)**

DATE	TOPIC	ASSIGNMENT
Week 1	Introduction to Oral Health Lesson: Goals and benefits of oral health and overview of dental disease.	Prepare for this unit by reviewing the course outline and learning objectives in packet 120 1.
Week 2	Identify Nutrition’s Role in Oral Health Lesson: Key nutrients, consumer resources and food labels.	Read about nutrition in Chapter 16, pages 211 – 225. Complete “MyPlate” Assignment. Complete review pretest, “Introduction to Nutrition.”
Week 3	Test Carbohydrates and Dental Disease, Proteins and Fats	Read about carbohydrates, proteins, and fats in Chapter 16. Do an internet search assignment of good vs. bad carbohydrates. Study Handouts: <ul style="list-style-type: none"> • Sugar in the Morning • Fiber Facts Take review pretests carbohydrates, proteins and fats.
Week 4	Vitamins, Minerals, and Water Dietary Management of Special Needs Patients and Interpreting Food Labels	Read about vitamins and minerals in Chapter 16. Do the internet search assignment of a vitamin or mineral of interest to you. Study Handout: The Calcium Advantage Take review pretest, Vitamins, Minerals and Water.
Week 5	Dental Caries	Read about dental caries in Chapter 13, pages 174 – 187. View Video: Risk Assessment (9:45 minutes)
Week 6	Dental Caries and Risk Management	Complete Chapter 13 Workbook Assignment. Take Dental Caries Pretest

**DA 120 – Oral Health
Calendar of Instruction (Weekly Schedule Continued)**

DATE	TOPIC	ASSIGNMENT
Week 7	Periodontal Disease	<p>Read about periodontal disease in Chapter 14.</p> <p>Complete Assignment Sheet “Performing an Internet Search on Periodontal Disease Articles/Videos” and write a 50 – 100 word summary.</p>
Week 8	Periodontal Disease	<p>Complete Chapter 14 Workbook Assignment.</p> <p>Take periodontal disease pretest.</p>
Week 9	<p>Test – Caries and Periodontal Disease</p> <p>Identify Aspects of Preventive Dentistry</p> <p>Lesson: Personal oral hygiene and brushing techniques.</p>	<p>Prepare for this unit by reviewing the course outline and learning objectives in packet 120 4.</p> <p>Do an internet search on tooth brushing techniques to see how different techniques vary.</p>
Week 10	<p>Identify Aspects of Preventive Dentistry</p> <p>Lesson: Flossing and auxiliary aids lecture and lab.</p>	<p>Read about preventive dentistry in Chapter 15.</p> <p>View video “Oral Hygiene.”</p> <p>Complete Assignment Sheet “Plaque Removal.”</p> <p>Using Evaluation Sheets 1 (Brushing), 2 (Flossing), and 3 (Auxiliary Aids) and your typodonts, practice these techniques daily until you feel confident that you have mastered them.</p>
Week 11	<p>Test – Preventive Dentistry</p> <p>Describe the Role of Fluorides</p> <p>Lesson: Physiology of fluorides.</p>	<p>Prepare for this unit by reviewing the course outline and learning objectives in packet 120 4.</p> <p>Read about fluorides in Chapter 15.</p>
Week 12	<p>Describe the Role of Fluorides</p> <p>Lesson: Apply topical fluorides.</p>	<p>View videos, “Applying Fluoride Varnish and Gel”</p> <p>Complete Assignment Sheet “Apply Fluorides.”</p> <p>Review Evaluation Sheets 1, “Application of Topical Fluorides” and 2, “Application of Fluoride Varnish.</p> <p>You will demonstrate these techniques.</p>

**DA 120 – Oral Health
Calendar of Instruction (Weekly Schedule Continued)**

DATE	TOPIC	ASSIGNMENT
Week 13	Take Fluoride Test Provide Patient Education	Read about patient education in Chapter 15. Complete patient education worksheet. View websites. You will be amazed what is available for you to use. Prepare a 3 – 5 minute oral health presentation. You will give this presentation to the class as scheduled.
Week 14	Take Patient Education Test Provide Patient Education	Schedule lab time to give patient education and dental emergency management instructions. Presentation: Patient education demonstration using a flipchart.
Week 15	Oral Pathology Lesson: Oral lesions and diseases of soft tissue.	Prepare for this unit by reviewing the course outline and learning objectives in packet 120 6. Read about oral pathology in Chapter 17.
Week 16	Oral Pathology Lesson: Conditions of the tongue, HIV, and oral cancer.	View Video, “Spit Tobacco” Complete Assignment Sheet.
Week 17	Oral Pathology Lesson: Developmental and miscellaneous disorders.	Complete Chapter 17 Workbook Assignment. Oral Pathology Review Test
Week 18	Final Test	

This schedule is subject to change at the discretion of the instructor or director of the Dental Assisting program.



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