

RDA Training Academy
Dental Assisting Course Syllabus

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DA 101- Sterilization Techniques

Subject Description:	Sterilization Techniques will teach the students how to prepare a room between patient's as well as sterilize instruments after a procedure. They will learn how to disinfect equipment, which items are to be discarded and how to properly run the Autoclave for sterilizing instruments .	
Subject Hours:	4 clock hours (2 Lecture, 2 Lab)	
Performance Objectives:	Prepare patient room for procedure Disinfect rooms after procedure Sterilize instruments and properly run Autoclave	
Prerequisites:	Admission to the program	
Required Textbook:	Essentials of Dental Assisting, 6 th Edition, Robinson and Bird, 2016	
Instructional Methods		
And Student Teacher Ratio:	1. Lecture 20:1 2. Lab 10:1 3. Video 20:1	
Materials and References:	Evolve Resource's for Essentials of Dental Assisting, 6 th Edition	
Materials and Media References:	"If Saliva Where Red" video, 2013, University of Pennsylvania School of Dental Medicine.	
Daily Content Outline:	Proper sterilization of instruments Working the Autoclave Preparing the operatory before and after patients Proper clothing and accessories to protect clinician Proper seating of patient Working the equipment	
Basis of Grades:	Test and Quizzes	25%
	Final Exam	25%
	Lab	25%
	Externship	25%

DA 102- Radiography

Subject Description: The student will learn how to take a legible X-ray for the dentist to diagnose decay. A dummy head "Dexter" is provided for practice. Students will learn how X-ray machines work, how to use digital sensors to take X-rays, how to properly protect the patient and themselves from exposure of radiation.

Subject hours: 6 clock hours (2 Lecture, 4 Lab)

Performance Objective: Turn on X-ray machine to proper setting
Gather required equipment a for particular x-ray
Properly protect patient from radiation
Properly protect themselves from radiation
Take a legible x-ray

Prerequisites: DA 101

Required Textbooks: Dental Essentials, 6th Edition, Robinson and Bird, 2016

**Instructional Methods
And Student Teacher
Ratio:**

1 Lecture	20:1
2 Lab	10:1

**Materials and
References:** Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Protecting the patient and clinician from radiation
Basics of x-ray machines
Learn to take a full mouth set of x-rays on mannequin

Basis of Grades:

Test and Quizzes:	25%
Final Exam	25%
Lab:	25%
Externship	25%

DA 103 Dental Assisting Skills

Subject Description: Dental Assisting Skills will teach the student how to assist the dentist during dental procedures. They will learn how to properly use the high and low speed suction, rinse and dry the tooth being worked on, properly passing of instruments and what is expected of them as a Dental Assistant.

Subject Hours: 8.50 Clock Hours (3 Lecture, 5.50 Lab)

Performance Objectives: Setting up the room for proper procedure
Sitting patient
Review of medical history
Take blood pressure
Passing of instruments to dentist
Keep the area clean and dry by using suction and air/water syringe

Prerequisites: DA 102

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

**Instructional Methods
And Student Teacher
Ratio:**
1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Resources for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Basics of Dental Assisting and operation of equipment
Using high and low speed suction
Uses of the air/water syringe
Passing of instruments
Taking and recording blood pressure

Basis of Grades:
Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 104- Oral Anatomy

Subject Description: Students will learn what is normal and abnormal in the human oral cavity. Features of the normal oral cavity including how many teeth, their features, including salivary glands, tongue, cheeks, and other features. The class will also learn about irregularities in the oral cavity.

Subject Hours: 4 Clock Hours (2 Lecture, 2 Lab)

Performance Objectives: Be able to distinguish between normal features and abnormal features in the oral cavity.
Know basic anatomy of teeth
Learn the tooth numbering system used in Dentistry

Prerequisites: DA 103

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

Instructional Methods

And Student Teacher Ratio: 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Resources for Essentials of Dental Assisting, 6th Edition

Daily Topics: Tooth numbering system
Differences in teeth
Salivary glands
Oral lesions and other abnormalities in the oral cavity

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 105- Disease Transmission & Infection Control

Subject Description: The student will learn how disease is passed from one person to another and ways to prevent passing germs from patient to patient and how to protect themselves from acquiring contagious diseases in the dental office.

Subject Hours: 5.50 Class Hours (2 Lecture, Lab 3.50)

Performance Objectives: Know when to don mask
Know to don gloves
How proper disinfecting of rooms after patient treatment will protect all employees and patients
Be able to properly wash hands

Prerequisites: DA 104

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Birth, 2016

**Instruction Method
And Student Teacher
Ratio:** 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Proper washing of hands in between patients
Common contagious diseases encountered in the dental office
Protecting self against common contagious diseases
Cleaning rooms to prevent the spread of germs and contagious diseases

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 106-Computer Skills and Charting

Subject Description: Almost all dental offices use computers for charting and note taking. The students will learn about the most common software dental offices use. They will learn the basics of the two most common software used, Dentrix and Eaglesoft.

Subject Hours: 4 Class Hours (2 Lecture, 2 Lab)

Performance Objectives: Chart existing teeth and dental work using Eaglesoft and Dentrix software
Note taking in both software's.
Know which icons are for the most common areas to be used on a daily basis
Know how to make an appointment for a patient

Prerequisites: DA 105

Required Textbook: Essentials of Dental Assisting, 6th Edition, Robinson and Bird 2016

**Instructional Method
And Student Teacher
Ratio:**

1 Lecture	20:1
2 Lab	10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Chart existing and recommended restorations on computer
Chart periodontal readings on computer
Note taking on computer software
Scheduling a patient using dental software

Basis of Grades:

Test and Quizzes:	25%
Lab:	25%
Final Exam:	25%
Externship:	25%

DA 107- Dental Disease Prevention

Subject Description: The student will learn proper ways to brush and floss, how to prevent Periodontal Disease and decay. They will learn how diet affects dental health.

Performance Objectives: Be able to demonstrate proper flossing technique to the patient
Be able to demonstrate proper brushing methods to the patient
Understand proper way to use an electric toothbrush.
Know why and how to chart periodontal readings during a prophylaxis
Understand all elements of a Dental Hygiene visit

Prerequisites: DA 104

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016.

**Instructional Methods
And Student Teacher
Ratio:** 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: How to properly brush and floss
Different tools to prevent Periodontal Disease
Diet and how it effects decay

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 108- Impressions

Subject Description: The student will learn how to take several types of impressions. These include impressions for bleaching trays, crowns, temporary crowns and Bridges, and permanent crowns and bridges.

Subject Hours: 8 Class Hours (4 Lecture, 4 Lab).

Performance Objectives: Know the difference between permanent and temporary impression Materials.
Learn how to take an impression
Learn how to pour up a model
Know the law on what impressions the Dental Assistant is allowed to take.

Prerequisites: DA 107

Required Textbooks: Dental Essentials, 6th Edition, Robinson and Bird, 2016.

**Instructional Methods
And Student Teacher
Ratio:** 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Taking Bleaching Tray Impressions
Taking temporary crown and bridge impressions
Differences between temporary and permanent crowns and bridges

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 109-Temporary Crowns

Subject Description: The student will learn to make temporary crowns to continue working with The patient independently once the dentist has completed prepping the tooth for a crown. They will learn how to make a crown from impressions. They will also learn how to make a temporary bridge.

Subject Hours: 5 Class Hours (2 Lecture, 3 Lab)

Performance Objectives: Make a temporary crown from an impression
Make a temporary bridge from an impression
Cement a temporary crown or bridge
Clean excess cement from a temporary crown or bridge

Prerequisites: DA 108

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

**Instructional Methods
And Student Teacher
Ratio:** 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Make a temporary crown
Make a temporary bridge

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 110- Bleaching Trays

Subject Description: The student will learn proper selection for choosing the correct impression trays for bleaching tray impressions. They will also learn how to pour up a model for a bleaching tray, and how to make the actual tray, how to fit the tray to the patient and how to adjust the tray to allow for a better fit.

Subject Hours: 4 Class Hours (1 Lecture, 3 Lab)

Performance Objective: Select correct size impression tray for patient
Take a proper Impression for bleach trays
Pour up model for bleach tray
Make bleach tray
Adjust bleach tray to fit properly

**Instructional Methods
And Student Teacher
Ratio:** 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Proper selection of trays for bleaching trays
Take impression for bleaching trays
Pour up model for bleaching trays
Trim the bleaching tray to fit

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 111-Medical Emergencies

Subject Description: Medical Emergencies(CPR)The student will learn what to do in the event of some of the most common medical emergencies and how to handle them. Some of these include fainting, seizures, diabetic insulin shock, obstructed airway and Stroke. Students will also learn CPR by a qualified instructor and receive their CPR Certification as required by The Texas State Board of Dental Examiners.

Subject Hours: 8 Class Hours (4 Lecture, 4 Lab)

Performance Objectives: Know what to do and how to respond to a medical emergency
Know how to give CPR
Know how to respond to a patient with an obstructive airway
Know when to call 911

Prerequisites: Admission to the program

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

**Instructional Methods
And Student Teacher
Ratio:** 1 Lecture 20:1
2 Lab 20:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: CPR class with certified instructor

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 112-OSHA Standards

Subject Description: The student will learn about OSHA, and how to protect themselves on the job, the roles and responsibilities of the CDC, medical waste management and personal protective equipment.

Subject Hours: 6 Class Hours (4 Lecture, 2 Lab)

Performance Objectives:

- Know what OSHA is and its role in the dental office
- Manage sharps in a safe manner
- Be aware of protective wear available for employees in the dental office
- Know OSHA's blood borne pathogens standard
- Handle medical waste in a proper manner

Prerequisites: Admission to the program

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

Instructional Methods

And Student Teacher 1 Lecture 20:1
Ratio: 2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: What OSHA stands for
The roll of OSHA in the dental office
The roll of THE CDC in the dental office
Blood Borne Pathogens
Handling "Sharps"

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 113- Texas State Laws

Subject Description: The student will learn the laws in Texas as it pertains to Dental Assistants.

Subject Hours: 4 Class Hours (4 Lecture)

Performance Objectives: Know what can legally be done on a patient by a Dental Assistant
Know the different levels of supervision as it pertains to Dental Assistants
Write notes in patient records
Ethics and law
Reporting child abuse
Continuing Education

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

Instructional Methods

And Student Teacher 1 Lecture 20:1

Ratio: 2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Procedures Dental Assistants can legally perform
Laws in Texas as it pertains to dental offices
Ethics
Reporting child abuse
Continuing Education requirements

Basis of Grades: Test and Quizzes: 25%
Final Exam: 25%
Lab: 25%
Externship: 25%

DA 114- Dental Materials

Subject Description: The students will learn about the many different materials used in the dental office such as cements, different types of impression materials, materials for crowns and bridges, bonding agents, composite materials, Sealants and etchants.

Subject Hours: 6 Class Hours (3 Lecture, 3 Lab)

Performance Objectives: Be able to identify permanent cement from temporary cement.
Mix cement in proper amount of time
Differentiate an impression material for crowns from one for bleaching
Understand the basics of a Ceric Machine
Know when an "Etch" is used

Prerequisites: DA 103

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

Instructional Methods

And Student Teacher Ratio: 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Mixing cement
Different materials for making Crowns, Bridges and Dentures
When to use bonding agents and etchants
Sealants

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 115- Root Canal Procedures

Subject Description: The student will learn how to assist during a root canal procedure, the set up for the procedure, how to take an X-ray on a tooth having a root canal.

Subject Hours: 4 Class Hours (2 Lecture, 2 Lab)

Performance Objectives: Set up a room for a root canal
Assist during a root canal
Take an X-ray of a tooth in the middle of a root canal procedure

Prerequisites: DA 114

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

Instructional Methods

And Student Teacher Ratio: 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Why a Root Canal is needed
What happens during a Root Canal
Instruments and order of Root Canal procedures
Taking X-rays in the middle of the procedure

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 116-Fillings

Subject Description: The student will learn the procedure and set up for doing composite and Amalgam fillings. They will learn which instruments are needed and the order in which they are used.

Subject Hours: 5 Class Hours (3 Lecture, 2 Lab)

Performance Objectives: Set up for a composite filling procedure
Hand the instruments to the dentist in the proper order
Assist during a composite filling

Prerequisites: DA 114

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

**Instructional Methods
And Student Teacher
Ratio:** 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Materials needed for composite vs Amalgam fillings
Order of filling procedure

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 117-The Emergency Visit

Subject Description: The student will learn what constitutes an emergency visit in the dental office, how frequently they occur and what procedures are first done once the patient arrives.

Subject Hours: 5 Class Hours (2 Lecture, 3 Lab)

Performance Objectives: Prepare the room for an emergency visit
Questions to ask during an emergency visit
Take a Periapical X-ray where the patient is in pain

Prerequisites: DA 113

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

**Instructional Methods
And Student Teacher
Ratio:** 1 Lecture 20:1
2 Lab 10:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: What constitutes an emergency
Collecting data on the emergency patient
X-rays needed for the visit

Basis of Grades: Test and Quizzes: 25%
Lab: 25%
Final Exam: 25%
Externship: 25%

DA 118- Resume Building and the Job Interview

Subject Description: Students will learn how to put together a professional resume, how to dress on Interviews, questions to expect and also what to expect on a working interview.

Subject Hours: 4 Class Hours (4 Lecture)

Performance Objectives: Write a resume
Dress properly for a working interview
Dress properly for an interview
Have prepared answers for the interview
Prepare questions for the interview

Prerequisites: DA 101, DA 102, DA 103, DA 104, DA 105, DA 106, DA 107, DA 108, DA 109, DA 110, DA 111, DA 112, DA 113, DA 114, DA 115, DA 116, DA 117

Required Textbooks: Essentials of Dental Assisting, 6th Edition, Robinson and Bird, 2016

**Instructional Methods
And Student Teacher
Ratio:** 1 Lecture 20:1

Materials and References: Evolve Recourses for Essentials of Dental Assisting, 6th Edition

Daily Content Outline: Putting together a resume for a Dental Assisting position
Questions and answers at the interview
What to expect during a working interview
Dressing for the interview

Basis of Grades: Test and Quizzes: 25%
Final Exam: 25%
Lab: 25%
Externship: 25%

DA 119- Dental Assisting Externship

Subject Description: 80 hours of Dental Assisting externship is necessary for the student to receive hands on experience working with actual patients in a dental office. RDA Training Academy has approved local dental offices to participate with student externships. After the student has completed their 10th week of class, a dental office will be matched to the student to begin participating in their externship. It is recommended that 8 hours be completed in a day for 5 days a week for 2 weeks. This will give the student an idea of what to expect during an actual work day. The externship must be completed before receiving a Certificate of Completion. If the student needs longer than the two weeks to complete their externship, the Certificate of Completion will be withheld until the 80 hours are completed.

There should be a maximum of 2 students at any given dental office at a time during the externship with a maximum of 20 students completing their externship in the program at any given time. RDA Training Academy is continuously in communication with dental offices to ensure there are enough offices to host externships.

Subject Hours: 80 Class Hours (Externship)

Performance Objectives: Demonstrate professionalism on the job
Demonstrate their ability to take legible X-ray's in a brief amount of time
Demonstrate their skill in assisting the dentist
Demonstrate sterilization knowledge and skills
Demonstrate set up and break down of patient rooms in a timely manner
Take blood pressure readings and review health history with patients

Prerequisites: DA 101, DA 102, DA 103, DA 104, DA 105, DA 106, DA 107, DA 108, DA 109, DA 110, DA 111, DA 112, DA 113, DA 114, DA 115, DA 116, DA 117, DA 118

Required Textbooks: None

Instructional Methods

And Student Teacher Ratio: Externship 2:1

Materials and References: None

Daily Content Outline: Assisting the dentist

Take x-rays
Sterilization of patient rooms
Sterilize instruments
Take blood pressure
Seat patients

Basis of Grades: Test and Quizzes: 25%
 Final Exam: 25%
 Lab: 25%
 Externship: 25%