



# Dental Assistant

## PROGRAM OUTLINE

### PROGRAM GOAL AND OUTCOMES

#### Program Goal

The Dental Assistant career diploma program prepares you for an entry-level position as a Dental Assistant.

Program Outcomes	Courses	Evidence of Learning
Discuss the personality traits, characteristics, and qualifications required to be a successful dental assistant along with the elements and principles of ethical decision making and HIPAA rules that underpin all good clinical practice	DNT001: Introduction to Dental Assistant  DNT003: Preventative Dentistry and Ethics  DNT008: Dental Front Office  DNT009: Professional Opportunities and Management Software	Multiple-choice lesson exams
Explain the anatomy and physiology of the head, neck, and oral cavity, including parts of the teeth and types of teeth and how they're charted in a dental office	DNT002: Dental Terminology, Anatomy, and Charting	Multiple-choice lesson exams
Discuss the goals of preventive dentistry and the relationship between nutrition and dental caries	DNT003: Preventative Dentistry and Ethics	Multiple-choice lesson exams
Identify infectious diseases, the modes of disease transmission, and their relationship to patients and occupational risks in a dental office	DNT002: Dental Terminology, Anatomy, and Charting  DNT004: Infection Control and Dental Emergencies	Multiple-choice lesson exams
Describe the best practices and procedures for preventing disease transmission in a dental office, including occupational safety and administrative protocols	DNT004: Infection Control and Dental Emergencies  DNT005: OSHA and Radiology	Multiple-choice lesson exams
Describe the best practices and procedures for obtaining and evaluating radiographic images, including documentation, patient care, equipment, materials, and occupational safety, infection control, and administrative protocols	DNT004: Infection Control and Dental Emergencies  DNT005: OSHA and Radiology	Multiple-choice lesson exams

<p>Describe the procedures used when assisting a dentist and/or dental hygienist in a dental office, including the materials, medications, and equipment used, documentation, and assisting with emergency situations, patients with special needs, and medically compromised patients</p>	<p>DNT004: Infection Control and Dental Emergencies</p> <p>DNT005: OSHA and Radiology</p> <p>DNT006: Dental Medications and Materials</p> <p>DNT007: Dental Specialties</p>	<p>Multiple-choice lesson exams</p>
<p>Describe the skills, strategies, and equipment used for successful communication in a dental office.</p>	<p>DNT007: Dental Specialties</p>	<p>Multiple-choice lesson exams</p>
<p>Clean and sterilize dental instruments</p>	<p>DNT001: Introduction to Dental Assistant</p> <p>DNT003: Preventative Dentistry and Ethics</p> <p>DNT008: Dental Front Office</p> <p>DNT009: Professional Opportunities and Management Software</p>	<p>Multiple-choice lesson exams</p>
<p>Explain the front office responsibilities of a dental assistant, including book-keeping, record keeping, scheduling, billing, processing insurance claims, and other duties using both physical and digital methods.</p>	<p>DNT008: Dental Front Office</p> <p>DNT009: Professional Opportunities and Management Software</p>	<p>Multiple-choice lesson exams</p>
<p>Discuss the importance of professional appearance, professional development, and strategies for seeking employment and resume preparation.</p>	<p>DNT009: Professional Opportunities and Management Software</p>	<p>Multiple-choice lesson exams</p>

# PROGRAM STRUCTURE

## SYP101: Starting Your Program

Lesson 1 Starting Your Program

## DNT001: Introduction to Dental Assistant

Dental History and Careers  
Dental Team and Office  
Lesson 2 Introduction to Dental Assistant Exam

## DNT002: Dental Terminology, Anatomy, and Charting

Lesson 3 Dental Terminology and Anatomy  
Lesson 4 Cavity Classification and Charting

## DNT003: Preventative Dentistry and Ethics

Lesson 5 Preventive Dentistry and Nutrition  
Lesson 6 Dental Law and Ethics  
Learning Aid Red/Blue Dental Pencil  
Diagrams I

## DNT004: Infection Control and Dental Emergencies

Lesson 7 Dental Operator  
Lesson 8 Disease Transmission, Pathology, and Dental Emergencies  
Lesson 9 Infection Control  
Learning Aids Glasses Napkin and bib clip  
Mouth mirror Hu-Friedy Procedural Setup Guide  
Bur samples Sample cleaning packets  
Evacuator tip samples Gloves  
Air/water syringe tip samples Mask sample  
Cotton roll samples Diagrams II  
Rubber dam material sample Diagrams III

## NT005: OSHA and Radiology

OSHA Regulations  
Radiology 1  
Radiology 2  
Lesson 10 OSHA Regulations/Radiology 1 and 2  
Learning Aids Diagrams IV

## DNT006: Dental Medications and Materials

Pharmacology and Anesthesiology  
Dental Materials 1  
Dental Materials 2

Lesson 11

**Pharmacology and Anesthesiology/Dental Materials 1 and 2**

Learning Aids

**Diagrams V**

**Dental mixes**

### **DNT007: Dental Specialties**

**Dental Specialties 1: Endodontics/Periodontics**

**Dental Specialties 2: Pediatrics/Orthodontics**

**Dental Specialties 3: Prosthodontics/Oral Surgery**

Lesson 12

**Dental Specialties 1, 2, and 3**

### **DNT008: Dental Front Office**

Lesson 13

**Communicating in the Dental Office**

Lesson 14

**Business Administration for the Dental Assistant**

### **DNT009: Professional Opportunities and Management Software**

Lesson 15

**Practice Management Software**

Lesson 16

**Becoming a Professional**

# COURSE DESCRIPTIONS AND OBJECTIVES

## SYP101: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills so you're able to use a number of tools that will help you to be successful.

By the end of this course, you'll be able to do the following:

- Identify skills needed to be a confident and independent online learner

## DNT001: Introduction to Dental Assistant

This course introduces you to dentistry, dental assisting, and being a part of the dental team. You'll learn some of the history of dentistry, beginning with the Egyptians and continuing through the ages. You'll read about the origins of inventions and the predecessors of modern equipment.

You'll also learn to identify the members of the dental team and their duties. The different types of dental offices and their separate areas will be described. The professional qualifications and responsibilities of a dental assistant will be addressed, along with a look at how licensure is managed.

By the end of this lesson, you'll be able to do the following:

- Identify the pioneers of modern dentistry and career opportunities
- Recognize members of the dental health team and their offices

## DNT002: Dental Terminology, Anatomy, and Charting

In this course, you'll analyze varying dental terminology, including the oral cavity, dental anatomy, and tooth morphology.

By the end of this course, you'll be able to do the following:

- Identify terminology and anatomy in dentistry
- Analyze cavities and how to chart

## DNT003: Preventative Dentistry and Ethics

In this course, you'll review preventative dentistry and how nutrition impacts it. You'll also identify how dental law and ethics applies in the office.

By the end of this course, you'll be able to do the following:

- Identify the importance of preventative dentistry and how nutrition affects it
- Analyze dental law and ethics in the dental office

## DNT004: Infection Control and Dental Emergencies

In this course, you'll learn about the different facets of the dental operator, including patients, instrumentation, and moisture control. You'll also review disease transmission, pathology, and dental emergencies. Finally, you'll review how to control infection in dentistry.

By the end of this course, you'll be able to do the following:

- Identify the facets of the dental operator
- Analyze disease transmission, pathology, and dental emergencies
- Describe how to control infection in dentistry

## **DNT005: OSHA and Radiology**

In this course, you'll first learn about OSHA regulations and how they're applied in the dental office. Next, you'll discuss radiology. You'll read dental film, diagnose radiographs, and process radiographs.

By the end of this course, you'll be able to do the following:

- Define OSHA regulations and how they're applied in the dental office
- Describe radiology and reading dental film
- Analyze how to diagnose radiographs and how to process an exposed radiograph

## **DNT006: Dental Medications and Materials**

In this course, you'll learn the basics of pharmacology and its relationship to the dental profession. You'll learn various components and methods of how to prepare and administer anesthesia safely. You'll learn about dental restorative materials and how they're used in restorations, and you'll find out about dental impression materials.

By the end of this course, you'll be able to do the following:

- Explain how pharmacology and anesthesiology relate to the dental assistant role
- Describe various basic dental materials used in dental procedures
- Describe various impression materials

## **DNT007: Dental Specialties**

In this course, you'll learn about endodontics and periodontics the field of dentistry that deals with the tissues that surround the teeth. You'll be introduced to the specialties of pediatric dentistry and orthodontics and the specialties of prosthodontics and oral and maxillofacial surgery.

By the end of this course, you'll be able to do the following:

- Explain conditions, diagnoses, instruments, and various procedures involved with endodontic and periodontal dentistry
- Discuss various procedures, conditions and treatments in pediatric dentistry and orthodontics
- Discuss procedures performed in a prosthodontic office and procedures for oral and maxillofacial surgeries

## **DNT008: Dental Front Office**

In this course, you'll learn professional communication skills such as interpersonal communication, the eight levels of relating to others, conflict resolution, and how to greet patients. This course will also discuss how to maintain the reception area and professional skills needed for business administration for the dental assistant.

By the end of this course, you'll be able to do the following:

- Analyze professional communication skills
- Discuss professional skills needed by a dental assistant for business administration of a dental office

## DNT009: Professional Opportunities and Management Software

In this course, you'll learn how to use appointment modules, account modules, chart and image modules, and how to manage employee information. You'll learn the importance of maintaining a professional appearance and continuing professional development. This course also provides information on how to search for employment opportunities and what the next steps are once you locate employment opportunities.

By the end of this course, you'll be able to do the following:

- Analyze appointment modules, account modules, chart and image modules, and managing employee information
- Discuss professional appearance, professional development, and locating employment opportunities

**Note:** The titles of your learning materials may be different from those listed on your program outline. There's no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.