FOUNDATIONS OF DENTAL ASSISTING  
Course Syllabus

Course Number: THRP-0284  
OHLAP Credit: No
OCAS Code: None
Course Length: 30 Hours
Career Cluster: Health Science
Career Pathway: Therapeutic Services
Career Major(s): Professional Dental Assistant, Dental Assistant

Pre-requisite(s): This course includes an overview of dental specialties including all the dental team members and a review of educational requirements, responsibilities, and job duties.

Textbooks:  

Optional Online Components:  
http://evolve.elsevier.com/staticPages/s_index.html, Interactive Web Site, Sanders Elsevier  
http://tulsatech.blackboard.com/

Software:  
Eaglesoft 17.0 Dental Practice Management Software 

Course Objectives:  
A. Discuss the educational and licensure requirements of the dentist and the registered dental hygienist.¹
B. Describe briefly the nine dental specialties.¹
C. Describe the role of the dental assistant as an administrative assistant, as a chairside assistant in four-handed dentistry, as a coordinating assistant in six-handed dentistry, and as an extended function dental assistant.¹
D. Discuss the roles of the dental laboratory technician and the other members of the dental health team.¹
E. Discuss the assistant’s responsibilities to the dentist, to the patients, and to other members of the dental health team.¹
F. Demonstrate greeting patients in a professional manner.¹
G. List three benefits of being a member of the American Dental Assistants Association (ADAA).¹
H. Discuss the role of certification, and state where information may be gathered concerning becoming a DANB Certified Dental Assistant (CDA).¹
I. Describe the role of the State Dental Practice Act, the State Board of Dentistry, licensure, and registration in regulating dentistry within the state.¹
J. Describe the requirements for renewal for the certified and/or registered dental assistant.  

K. List three places where a dental assistant may find information regarding potential employment opportunities.  

L. Describe the responsibilities of both the employer and the employee in maintaining employment.  

M. Complete certification requirements for Dental Assistants.  

N. Perform mathematic calculations related to dental assisting.  

O. Participate in Career Technical Student Organization.  

1. Select from a list the benefits of membership in HOSA.  

2. List six goals of HOSA.  

3. Select the HOSA motto from a list.  

4. Label the parts and corresponding colors of the official HOSA emblem.  

5. Match the symbols in the HOSA emblem to their correct meanings.  

6. Select from a list items in the official HOSA dress code for members.  

7. State the three organizational levels of HOSA.  

8. Participate in the vocational student organization.  

9. Demonstrate proper meeting etiquette.  

P. Basic computer literacy and skills  

1. Exhibit computer keyboarding skills.  

2. Enter and retrieve data.  

3. Print data.  

4. Use business technology appropriately.  

Q. Develop excellent work habits.  

1. List professional personal characteristics.  

2. Discuss expectations of employers.  

3. Discuss ethics in the workplace.  

4. Discuss teamwork.  

5. Discuss problem solving process.  

6. Discuss customer service.  

7. Exercise skills in time management.  

8. Develop an understanding of diversity.  

9. Discuss professional cell phone usage.  

10. Develop professional communication skills at work.  

11. Practice skills in working with difficult co-workers and patients.  

12. Become an effective listener.  

R. The student will demonstrate employability skills, including dependability, patient/client centered behavior, self-motivation-initiative, positive attitude, and adherence to policies.  

1 ODCTE Objective  

2 TTC Required Soft Skill Objective  

All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer session over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.
Grading Procedures:
1. Students are graded on theory and lab practice and performance.
2. The PDA program requires courses to be passed at 70% or better. For secondary students to be eligible for advanced standing in the PDA program, the course must be passed at eighty (80%) or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment:
Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit:
The student may be eligible to take state, national or industry exam after completion of the program. Tulsa Tech students may be able to earn college credit based on their knowledge gained at Tech. The process of earning credit through Prior Learning Assessment (PLA) will be determined after completion with Tech and based on certification, credential or knowledge of the subject. See program counselor for additional information.

College Credit Eligibility:
The student must maintain a grade point average of 3.0 or better.