

New Horizons Regional Education Center
Dental Assisting, I & II
Ms. Cynthia White, CDA Instructor
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757-766-1100 ext. 3333

Office Hours: Monday -Friday 7:00-7:30 AM & 12:00-2:45 PM

Course Description: The Dental Assisting I and II program provides an opportunity for the student to obtain multiple clinical skills along with sound theory based in Dental Sciences. One of the primary jobs of a dental assistant is to help the dentist perform procedures. To be allowed to do more advanced functions, such as taking x-rays or performing coronal polishing, many states require dental assistants to be licensed or certified, and those requirements vary by state. This course is designed to prepare the students for entry level positions as Dental Assistants. This includes the skills necessary for them to provide competent patient care as a chairside assistant, technical skills, people skills and administrative skills. Successful students will have an opportunity to engage in clinical experiences at various local dental clinics during the second year of the program. First year students by December will shadow in at least 2 dental clinics to verify their interest and pursuant in the dental course. Upon completion of the course, students may obtain X-Ray certification through the Dental Assisting National Board and CPR Certification. The student may also choose to seek higher education for specific degrees/licensure for Dentist and Dental Hygiene.

Required Textbook: Class set provided or can be purchased

Modern Dental Assisting, 13th Edition ISBN: 978-0-323-62485-5

Doni L. Bird, Debbie S. Robinson

Course Fees: Due Sept. 30th or according to payment plan

Level I		Level II	
Student Organization Fee \$17.00		Student Organization Fee \$17.00	
Program Jacket	\$27.00	X-Ray Practice Exam	\$39.00
Dental Rental Kit	\$25.00(refundable	CPR/BLS	\$0.00
CPR/BLS	\$00.00	Parking (optional)	\$35.00
Parking (Optional)	\$35.00		
Total	\$69/\$94 w/o car)	Total	\$56/\$91 (w/o car)

Clinical scrubs{black}/sneakers prices vary depending where purchased (needed by November)

Essential Supplies:

- One large 3 ring binder
- Color pencils
- #2 pencils/ink pens
- Loose leaf paper (for notes)
- Wire bound index card book
- Plastic tub (16x13x6) for rental kit materials

- Dividers (2 packs)

1 Box of Kleenex Tissues

Evaluation for Students Performance/Grading:

Employability	34% (participation, supplies, attendance)
Related Instruction	33% (class assignments, tests, projects, homework etc.)
Competencies	33% (hands on skills)

Grading Scale:

90-100=A
 80-89=B
 70-79=C
 60-69=D
 Below 60=F

An academic grade of 75% is required to be eligible for clinical (internship) participation.

1. All assignments are due on the date scheduled (usually next day)
2. Late assignments will receive a 2-point deduction for the first day it is late from the due date and doubled each day late. (example due Monday turn in by Wednesday minus 8 points) Reminders are not given. This is the key complaint from colleges about freshmen not keeping up with assignment due dates.
3. If a student is absent on the assigned date, assignment will be accepted the next day of attendance, the last day of acceptance will be the Friday of the same week with points deducted. If assignment is not turned in before weeks end, students will receive a zero in PowerSchool.
4. Student will receive a weekly employability grade each Friday for participation, having supplies, dressed out on specified days and clinical days, clinical participation

Attendance:

Students will be expected to accept their responsibility for successful completion of course objectives and to demonstrate a sincere interest in professional development through attendance at every scheduled class and lab.

When a student is unable to attend class due to illness, death in the family, etc. that student will be responsible for notifying the instructor prior to class or lab from which the student will be absent.

Any student absent from class is responsible for:

- Obtaining all handouts and assignments (check mailboxes)
- Acquiring material discussed in the missed class by contacting a classmate before class to assist with notes taken etc.
- Tests will be made up the next day before class starts or arrangements can be made with me as the instructor. There is only a 5-day period for make-up with 1 reminder. Failure to comply results in a grade of zero in PowerSchool.

Laboratory Safety:

All students enrolled in the Dental Assisting Program will, as part of his/her classroom, laboratory and or clinical experiences be involved in activities which require safe work habits. An Administrator Referral will be submitted for students whose unsafe behavior repeatedly puts him or her self and others in danger.

Classroom Computer Policy:

Only computer activity will be conducted during class time. If a student is observed accessing a computer for any reason other than assigned activities, the instructor will close out the student activity. If the student continues to access non-class activity then the student will be reprimanded(employability) and repeated episodes will result in Administrative Referral.

Cell Phone and Electronic Devices Policy:

- **First offense:** The student will receive a verbal warning from the instructor
- **Second offense:** The student's cell phone/communication device will be confiscated by school personnel and will be returned at the end of the session.
- **Third Offense:** The student will be referred to an administrator. The student will receive a written warning specifying consequences for further cell phone violations. This warning must be signed by a parent/guardian and returned to the administrator by the student.
- **Any further offenses:** A conference will be scheduled with the student and parent. During the conference, the parent and student will be informed that the student may have lost his/her privilege to bring a cell phone to school for the remainder of the year.
- **Students refusing to relinquish their cell phone/communication device to school personnel upon request will receive a minimum of 3 days of out of school suspension from New Horizons and the student's homeschool for insubordination.**

Course Tasks and Competences: These are established by the Virginia department of Education (VDOE)

Students must follow all policies and rules as stated in the Student Rights and Responsibilities Handbook

Students are required to participate in numerous hands-on activities and are required to act as both the professional and the patient.

Class Participation: Class participation is a very important element of the learning experience. I expect all students to be actively engaged with this class. I expect each student to contribute to class discussions and class exercises. Class participation is factored into your employability scores.

Homework: Is given to prepare you to discuss and understand and clarify the subject matter being presented. It is an important part of the learning process. Most homework assignments can be done in class at the end of subject matter being taught when time permits.

Attendance:

Attendance is required. All missed work must be made up. **You can have 4 unexcused absences per quarter, more can result in failing.** More than 12 unexcused absences per semester is an automatic failure for the semester. Excused absences are listed in the student handbook. Makeup assignments are determined by the circumstance and case by case. (example death in the family.) Students are encouraged to buddy up with a classmate to ensure they get notes and handouts that were provided during their absences. (check mailboxes)

Computer Access: Students **MUST** have ready access to a computer or other internet capable device on a regular basis. Our textbooks have online resources plus your student will have online based assignments. This may require students to use the public or home school computers. **Not having access is not an excuse.**

Skills and Focus:

Attention to detail
Responsibility/initiative
Working within precise limits
Punctuality/dedication
Being consistently pleasant/polite

Teamwork/individual
Sensitivity to patient's need
Standards of accuracy
Regular attendance
Attention to details

Topics of Study:

The Dental Assistant Profession
Oral Health & Prevention of Dental Diseases
Patient Information & Assessment
Foundations of Clinical Dentistry
Dental Radiology

Sciences in Dentistry
Infection Control in Dentistry
Dental Materials
Administration & Communication
Internships

Skill for Success in the Workplace:

Improve writing skills
Exhibit desirable work habits

Improve speaking & listening skills
Show respect for Individual Diversity

Career Opportunities:

Dental Hygienist
Dental Laboratory Technician
Dental Sales

Certified Dental Assistant
Dental Assistant
Dental Practice Management

Administrative Assistant
Oral & Maxillofacial Surgery Assistant

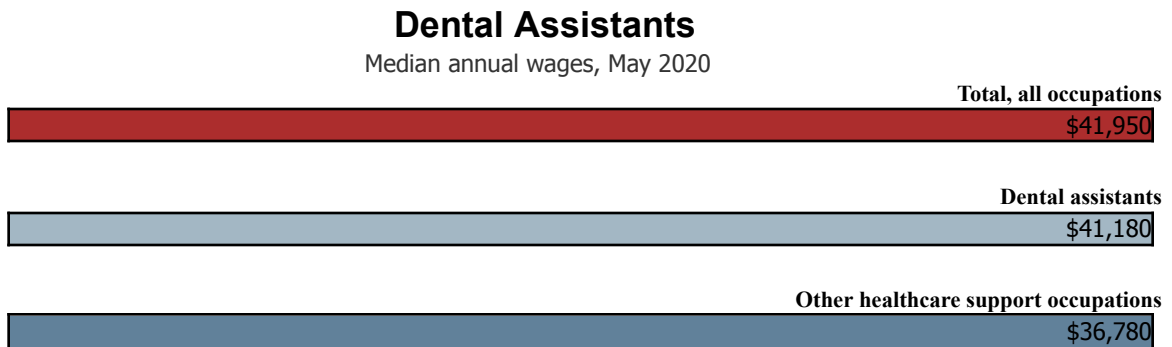
Orthodontic Assistant (certified)
Sterilization Dental Assistant

Job Outlook and Earnings:

Employment of dental assistants is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations. The aging population and ongoing research linking oral health and general health will lead to continued increases in the demand for preventive dental services.

Pay:

The median annual wage for dental assistants was \$41,180 in May 2020. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$28,940, and the highest 10 percent earned more than \$58,390.



Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Dental Assistants, at <https://www.bls.gov/ooh/healthcare/dental-assistants.htm> (visited May 10, 2021).

Work Environment:

Almost all dental assistant work in dentists' offices. Most work full time

FYI HYGIENISTS:

Work Environment

Nearly all dental hygienists work in dentists' offices, and many work part time.

Pay

The median annual wage for dental hygienists was \$77,090 in May 2020. Explore resources for employment and wages by state and area for dental hygienists.

Job Outlook

Employment of dental hygienists is projected to grow 6 percent from 2019 to 2029, faster than the average for all occupations. The demand for dental services will increase as the population ages and as research continues to link oral health to overall health.

