Expanded Functions Dental Assisting

Credential Awarded	**Diploma**
Contact Hours	**1070**
Program Quarter Credits	**61**
Instructional Weeks	**48**
Total Clock Hours	**including Out-of-Class Work Hours: 1338**
Mode of Delivery	**Residential**

Objective

The objective of the Expanded Functions Dental Assisting program is to train students to acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include preliminary examination procedure, assisting at chair-side using four-handed dentistry, charting, appointment scheduling, keeping patient records and sterilizing instruments. Under the direct supervision of a dentist, the assistant may perform expanded functions such as intraoral procedures in restorative dentistry and oral surgery. The assistant qualified in radiology may also take and expose radiographs. Students are evaluated in all areas of professional development including applicable spelling, terminology, theory and performance skills, as well as front office skills and general education subjects.

Description

The Expanded Functions Dental Assisting diploma program provides students with a solid foundation of chair side assisting, dental radiology, dental terminology and the expanded function skills needed for graduates to be successful as an entry-level expanded functions dental assistant.

Externship

Two externship courses are included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Upon successful completion of the Radiology course, students are eligible to sit for the Dental Assisting National Board's (DANB) Radiation Health and Safety examination (RHS). In addition, students will be eligible to sit for the Dental Assisting National Board's (DANB) Infection Control Examination (ICE). These tests are offered through Pearson Learning/Testing Center by computer. Upon successful completion of the program students are eligible to sit for the Maryland General Dental Assisting Expanded Functions (MDG) exam. Please note that Maryland applicants must apply separately to the State of Maryland Board of Dental Examiners for a Dental Radiation Technologist (DRT) credential and the Maryland Qualified Dental Assistant (QDA) credential. Criminal convictions may affect a student's ability to be certified or registered.

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as dental assistants performing the dental procedures, lab techniques, and front office duties described above.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits

AHP101	Introduction to Health Professions	60	0	4
AHP105	Medical Terminology	60	0	4
AHP106	Medical Anatomy and Physiology	60	0	4
DAS110	Fundamentals of Dental Assisting	60	0	4
DAS116	Infection Control	60	0	4
DAS120	Dental Procedures and Techniques	60	0	4
DAS125	Dental Materials and Lab Techniques	60	0	4
DAS130	Dental Restorative Procedures	60	0	4
DAS135	Dental Radiology	60	0	4
DAS140	Dental Office Procedures and Billing	60	0	4
DAS145	Dental Specialties and Expanded Functions	60	0	4
DAS151	Dental Capstone	60	0	4
DAS191	Externship I	180	0	7
DAS196	Externship II	170	0	6

Schedule

Morning: Monday through Thursday 9:00 a.m. - 2:00 p.m.
Required externship hours may be scheduled outside of typical class sessions.
Externship hours will be available during typical office hours. Hours are subject to change.

Course Descriptions

AHP101 : Introduction to Health Professions

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP105 : Medical Terminology

This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand The Anatomy of Word Construction, including prefixes, suffixes, root words, and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP106 : Medical Anatomy and Physiology

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, lymphatic, and reproductive systems. Practical laboratory experiences included in the course provide a survey of basic anatomy and physiology, which is the foundation for a career in health professions.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS110 : Fundamentals of Dental Assisting

This course presents the foundational principles of the dental assisting profession, the science of dentistry, and an introduction to dental communications. The course includes the roles and functions of the dental team, and laws affecting ethics and the practice of dentistry. Students will gain a working vocabulary that includes terminology related to oral, dental, and head and neck anatomy, and histology. Students will be introduced to dental office communication and business operating systems.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS116 : Infection Control

This course presents the background, importance, and practical application of disease transmission prevention and infection control in dentistry. This includes infection prevention and control practices, the chain of infection, standard and transmissionbased precautions, barriers and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to healthcare workers and patients. Also presented is an introduction and comprehension of regulatory agency guidelines.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS120 : Dental Procedures and Techniques

This course presents the foundation of chair side dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS110**

DAS125 : Dental Materials and Lab Techniques

This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cements, and impression materials. Labs will cover applications and uses of dental materials.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS110**

DAS130 : Dental Restorative Procedures

The goal of this course is to introduce students to the practices in dentistry, and the foundations of radiography, radiation safety, infection control, and quality assurance involving dental radiography. The student should be able to describe dental procedures including: general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.

Quarter Credits	**4**

Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS110**

DAS135 : Dental Radiology

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS110**

DAS140 : Dental Office Procedures and Billing

This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of dental office management systems: the computerized dental practice, information management, patient scheduling, recall systems, inventory management, and dental office business equipment. Managing dental office finances entails financial arrangements and collection procedures, insurance processing, and accounts payable and accounts receivable. Students are introduced to dental practice management software where the students input patient information, schedule appointments and handle billing. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental healthcare system, are reviewed. Career development techniques along with the importance of professional oral and written communication in the dental office are also examined.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS145 : Dental Specialties and Expanded Functions

In this course, students will explore expanded dental assistant functions within the dental specialties endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. The basics of coronal polishing and dental sealants are presented along with advanced instruction on radiography.

Quarter Credits	**4**

Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS135**

DAS151 : Dental Capstone

This course provides a comprehensive review of program contents to prepare for applicable certification examinations. Students are also given an opportunity to review clinical skills acquired throughout the program. Students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types. Professional ethics and local jurisprudence issues and regulations associated with dental assisting are presented.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS135**

DAS191 : Externship I

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first- hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Quarter Credits	**7**
Clock Hours	**180**
Lecture Hours	**10**
Externship Hours	**170**
Prerequisites	**Successful completion of all preceding program courses**

DAS196 : Externship II

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first- hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Quarter Credits	**6**

Clock Hours	**170**
Lecture Hours	**5**
Externship Hours	**165**
Prerequisites	**Successful completion of all preceding program courses, including DAS191**