

Auburn Career Center



Attitude – Respect – Responsibility

Dental Assistant Technology 2020-2021 Syllabus/Handbook

Building Location: Main Building

Room Number: 13C

Angela Eckman, CDA

Office Phone: 440-357-7542 ext. 8384

Attendance Office: 440-358-8023

Fax: 440-358-8012

aeckman@Auburncc.org

Website: www.auburncc.org

Table of Contents

Welcome	3
Auburn Career Center's Mission	3
Auburn Career Center's Core Values.....	3
Course Information/ Contact Information.....	3
Program Scope:.....	4
First Year Course(s) Description/Outcomes:	4
Oral Diagnosis and Treatment Planning	4
Second Year Course(s) Descriptions/Outcomes:.....	5
Dental Radiology	5
First Year Sequence	5
Second Year Sequence:.....	6
Auburn Certificates	7
Instructional Philosophy	7
Assessment Plan:.....	7
Grading	8
Course Policies	9
Safety:.....	9
Mobile Technology Policy	10
Classroom Rules, Consequences and Rewards.....	10
CTSO	10
<i>Overview of SkillsUSA.....</i>	<i>10</i>
<i>APPENDIX.....</i>	<i>11</i>
AUBURN CERTIFICATES	11
BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS	12
CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING	12
Student Support Services:.....	13
Simplicity.....	13
TECHNOLOGY LITERACY PROGRAM	13
<i>Syllabus/Handbook Agreement</i>	<i>15</i>

Welcome

Dental Assistant Technology (DAT) is designed for students who plan to enter the world of healthcare with skills that will prepare them for careers in the dental field. These careers may include positions as a Chairside Dental Assistant, Circulation Assistant, Business Assistant or Dental Office Manager along with laying the foundations for Expanded Functions Dental Assistant (EFDA) or Dental Hygiene. Students will gain necessary skills to work with a variety of dental equipment, scenarios and lab experiences to help them gain experience that will help them in their dental careers. Students will study the basic fundamentals and concepts along with thorough infection control and sterilization techniques in the first year. The second year focuses on Radiology and Office technology. This program will place an emphasis on the understanding of the technology as well as the clinical and administrative skills that are needed for success in this field.

DAT is a Tech Prep Program. Students have the potential of earning Lakeland Community College credit for work completed in Dental Assistant Technology while attending Auburn Career Center.

Ohio College Tech Prep prepares students for high skill, high demand technical careers in a competitive global economy. Rigorous educational pathways emphasize math, science and technology and lead to postsecondary education.

Auburn Career Center's Mission

Our mission is to guarantee that all students empower themselves, excel in the emerging workplace, and enrich their community.

Auburn Career Center's Core Values

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

Course Information/ Contact Information

Instructor Information:

Angela Eckman, CDA
440-357-7542, ext. 8384
Fax: 440-358-8012
Email: Aeckman@Auburncc.org

Course Schedule

First Year Schedule: 8:15am to 10:53am

Second Year Schedule: 10:58am to 2:28pm

Course Credits:

All students are eligible to receive four articulated credits for completion of two years in Dental Assistant Technology class at a minimum of 85%, through Lakeland Community College.

HLTH 11000 Introduction to U.S. Healthcare System – two credits

MDAS 1210 Basic Patient Skills – two credits

Course Materials

Books, fees, tools, uniforms, supplies, etc. Fees will be waived for students who qualify for free meals. Accounts will be adjusted after the approval of free/reduced meal applications.

Fee accounts will be adjusted after the approval of free/reduced lunch applications.

First Year

- Classroom Fee \$ 25.00
 - Book Fees \$193.00
Modern Dental Assisting Text (\$133) & Workbook (\$60)
 - Scrubs \$30 per set (additional charge for 2XL - 4XL) \$ 60.00
- Total due first year: \$ 278.00

Second Year

- Classroom Fee: \$ 25.00
- Total due to second year: \$ 25.00

Miscellaneous costs:

- Replacement Name Tag – if original is lost, \$5.00 replacement fee

Program Scope:

First Year Course(s) Description/Outcomes:

Oral Diagnosis and Treatment Planning

Students gain knowledge of head and neck anatomy with a focus on the oral cavity and teeth. They will study bone structure, cosmetic dentistry, and tooth identification and numbering systems. Students gain knowledge of chemical and physical properties of dental materials, their indications for use, and proper manipulation of the materials. Students perform impressions, pouring, trimming, and wax bites methods and techniques. Additionally, students educate the patient on dental procedures and comprehensive dental care.

Dental Technology

Students will demonstrate knowledge and skills associated with the practice of dentistry. Topics include principles of dental procedures and comprehensive dental care; infection control in dentistry; and dental specialties including radiology and laboratory procedures. Students will perform chair-side assisting techniques including instrument sterilization, fluoride applications, dietary analysis, and assisting physician. Emphasis is given to terminology, instruments and equipment, and patient communication. Additionally, students maintain accounts and inventory, records and appointments.

Second Year Course(s) Descriptions/Outcomes:

Dental Radiology

Students will perform procedures to expose, process, and interpret dental radiographs. Students will apply knowledge of radiation physics, infection prevention and quality control standards that are appropriate to the clinical setting. Students will apply effective communication skills for interacting with diverse patient populations and proper procedure documentation according to business and industry standards.

Dental Office Technology

Students will apply fundamental principles of communication, leadership, technology and management as it applies to the dental office setting. Students will demonstrate documentation and record keeping procedures set forth by national accrediting organizations. Students will explore the different specialties in dentistry and simulate the procedures performed in the specialties.

First Year Sequence

- The Professional Dental Assistant
 - History of Dentistry
 - The Dental Healthcare Team
 - Dental Ethics and Laws
- Science of Dentistry
 - General Anatomy and Physiology
 - Oral Embryology and Histology
 - Head and Neck Anatomy
 - Landmarks of the Face and Oral Cavity
 - Overview of the Dentition and Tooth Morphology
- Dental Disease
 - Preventative Dentistry
 - Nutrition
 - Oral Pathology
- Infection Prevention in Dentistry
 - Disease Transmission
 - Disinfection Techniques
 - Techniques of Instrument Processing and Sterilization
- Occupational Health and Safety in Dentistry
 - Regulatory and Advisory Agencies
 - Chemical Waste Management
 - Dental Unit Waterlines
 - Ergonomics

- Patient Information and Assessment
 - Patient Records and Vital Signs
 - Oral Diagnosis and Treatment Planning
 - Pharmacology
 - Assisting in a Medical Emergencies
- Foundations of Clinical Dentistry
 - Delivering Dental Care
 - Dental Instruments
 - Dental Handpieces and Accessories
 - Moisture Control
 - Anesthetic and Pain Control
- Dental Materials
 - Restorative Materials
 - Bases, Liners and Cements
 - Impressions
 - Lab Procedures

Second Year Sequence:

- Radiographic Imaging
- Foundations of Radiology
 - Radiation Physics
- Radiographic Equipment
 - Digital
 - Development of x-rays
- Radiation Safety
 - Legal Issues
 - Quality Assurance
 - Infection Prevention
- Intraoral Imaging
 - Taking and Mounting x-rays
- Extraoral Imaging
 - Specialized imaging
- Dental Specialties
 - Prosthodontics
 - Oral Surgery and Implants
 - Endodontics
 - Pediatrics
 - Orthodontics
- Administrative Dental and Communications
 - Business Operating System
 - Financial Management in the Dental Office
- Marketing your skills
- State Board Preparation

Auburn Certificates

Auburn Career Center provides an extended curriculum for our eleven participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center.

- Honors
- Distinction
- Merit
- Completion

These certificates are awarded at the Auburn Completion Ceremony and placed in the student's portfolio.

See APPENDIX for additional information on certificates

Instructional Philosophy

I have worked in the Dental field for over 30 years, I am passionate about the field of dentistry and even more passionate about helping others achieve what I have. I am passionate about education and my goal is to provide my students with a safe, engaging, fun learning environment. My role as the instructor is to guide the student to build on his/her knowledge base and to advance that knowledge by engaging in meaningful learning experiences; experiences the student will find relevant to them.

I believe in an educational process that utilizes real work experiences, as seen in Career and Technical Education. In this process, students experience hands-on skill sets and this builds for the student a data base of information upon which he/she can rely on to assist in making future life altering decisions. Their pursuit of a healthcare career may be a longstanding professional goal or they may want to experience health care to see if it is the profession for them. In my classroom, I must be sure that the resources available to the student meet their needs but also support the curriculum. I believe the information must be comprehensive, accurate and useful in representing how it is relevant to their learning experience.

A positive classroom environment must be built to have a successful educational experience. I recognize that engaging students does not only encourage personal and social growth but also enhances development of social and leadership values. I work with the students to establish a rapport or relationship that enhances the learning process. Providing an effective learning environment relies on excellent communication skills. Communication is important with the parents and unless otherwise requested this is accomplished using email messages.

Assessment Plan:

The grading for Dental Assistant Technology is on a total point system. The grades are made up of formative and summative evaluations completed either formally through tests, quizzes and final products of labs and projects or as a means of observation such as through professional points. It is the

students' responsibility to make up work according to the attendance policy that gives the student one day for each **excused** absence. If upon return the absence is unexcused, the students' work for the missed day will become a "0" grade. This instructor makes every effort to grade on an ongoing basis so students and parents always know the progress the student is making in the Dental Assistant Technology course.

Grading

- All assignments are to be handed in at the beginning of the class unless being reviewed during class.
- Assignments will be done **before** coming into class and will not be worked on during class time.
- Interims are every 4 ½ weeks and grading periods are every nine weeks.
- If the absence is **unexcused**, this will result in a grade of "0" on all assignments for the missed day and will be reflected in the grade.
- Professional Points are done on a daily basis. Daily points are a combination of being prepared for class, working diligently in class and having uniform on at the time of taking attendance.
- If a student is absent, it is his/her responsibility to look for the assigned work and complete it according to policy.
- 10% of credit will be taken off assignment if turned in late.

Grading Scale

Auburn Grading Scale will be used.

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59-0% and below

All graded materials such as, but not limited to, tests, quizzes, worksheets and any other material will be returned to student to view. **It is recommended** that all worksheets and other information be kept in a folder for the entire two years to review for midterms and finals. Paper exams are reviewed by students and maintained by the teacher throughout the year.

Grading Policies:

Employability Skills:

It is the expectation that the student will put on their uniform every day before attendance is done. If the student does not wear their career wear, a "0" score will be given for Professional Points. If this becomes a recurring issue, communication with the parent/guardian will take place in the hopes of encouraging the student of the necessity. Other ways the employability skills grade will be impacted might include demeanor in class, preparedness for class and also completing assigned work in a manner as to not interrupt the educational process for other students.

Course Assignments, Labs and Projects:

All assignments are due at the assigned times. Any lab assignments are due by the end of the session. Projects all have rubrics and there will be a timeline as to when the projects are done. At the end of each chapter/unit, all paperwork including notes, worksheets and assignments must be turned in at the time of testing to be graded.

Course Policies

Attendance:

To be successful at Auburn Career Center, it is important for the student to have good attendance. The policy on attendance is the same as in the student handbook.

Safety:

Safety is an important concept that is maintained in all aspects of the Allied Health Course. Safety rules are posted in the lab. For the safety of the student, only those who are in full uniform will be allowed in the lab. No open toed or open heeled shoes are allowed in the lab. At no time are flip flops, slippers or bare feet allowed in the classroom or lab. No equipment is to be touched without the express permission of the instructor and only after the student has been fully instructed on the use of the equipment.

Emergency Response

If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the Reception Office by using the telephone in the Instructors office. Pick up the phone and dial "0" for the Reception Office. Remain calm, explain the situation.

If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.

Program Apparel

The career wear for DAT consists of scrubs including a red top and gray pants. It is the expectation that they be worn every day. The uniform is to be worn with the top out and over the top of the pants. The pants and shirt are not to be altered in any way. Shoes and socks must be worn. No flip flops, slippers, bare or stockinged feet are permitted at any time in the classroom or lab. Athletic shoes or professional shoes are the best to wear with the uniform. Professional Points are taken daily. To receive the most points the student must have scrubs, shoes, socks and I.D. badge on for full credit.

Classroom Entry – Attendance

Attendance is done at the beginning of each period. If the student is not in the classroom at the time of attendance, the instructor may send the student down for a pass.

Classroom Exit – Dismissal

There is no standing in the hall waiting for the bell. All tables and chairs are to be in their places, computers off and plugged in and the lab cleaned if it was used.

Mobile Technology Policy

It is my expectation that the students do not use their cell phones during class unless authorized by the instructor. Also, if they are using a device given to them by their home school that cannot be used at Auburn. Students are given a device to use while at Auburn. Any websites other than those approved will not be used by the student during their time in DAT. This includes but not limited to Netflix, Hulu or any other sites where programming can be found. If the student is found to be using their cell phone or other device without the express permission of Mrs. Eckman, this may be cause for disciplinary action.

Classroom Rules, Consequences and Rewards

Standards of behavior for the class will be determined by the class at the time of the first week of school and posted in the classroom and lab. Positive behavior may be rewarded in a variety of ways. This may include but not limited to class parties, student weekly acknowledgement or a phone call to parents. Consequences for poor choices may include but not limited to a call to parents.

CTSO

Overview of SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has skilled workforce. Skills USA helps each student excel.

Membership:

SkillsUSA serves more than 360,000 students and instructors annually. This includes 20,365 instructors who join as professional members. Including alumni, Skills USA membership totals over 400,000. SkillsUSA has served more than 13.5 million annual members since 1965.

Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics.

APPENDIX

AUBURN CERTIFICATES

Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING

Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Counseling and Career Development Services.
 - You can make an appointment to see a counselor or recruitment specialist by visiting the Student Services office.

Symplicity

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews.

If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

TECHNOLOGY LITERACY PROGRAM

Description of Course

Technology Literacy is offered to first year students at Auburn Career Center. The course provides an overview of the basic fundamentals of working with computers today. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 7 and productivity programs included in Microsoft Office 2016 (Outlook, Word, Power Point, Excel, and Access). Students will also begin to use and navigate e-learning environments using Blackboard and Citrix. Internet navigation, computer security and privacy, and ever-changing technology will also be overviewed within the course.

Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

Auburn Career Center – Dental Assistant Technology

Syllabus/Handbook Agreement

After reviewing the Dental Assistant Technology Syllabus/Handbook, please sign and return this agreement page to the Dental Assistant Technology instructor.

I have read and understand all of the information included in the Auburn Career Center Dental Assistant Technology Syllabus/Handbook.

Student Name: _____
(Please print)

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____

Date: _____