

MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM

1. **COURSE TITLE:** **Registered Dental Assistant Cooperative Education Class #07-010-86**
2. **CBEDS TITLE:** **Dental Services**
3. **CBEDS NUMBER:** **4234**
4. **JOB TITLES:** **Registered Dental Assistant CO-OP**
5. **COURSE DESCRIPTION:** **This course is designed to give students who are working in dental offices the necessary information which includes knowledge of rational (indications and contraindications), armamentarium, technique and evaluation criteria to pass the State of California written and practical Registered Dental Assistant examination.**
6. **HOURS:** **325**
7. **PREREQUISITES:** **Students must be currently employed in a dental office and will have a minimum of 12 months experience at the time of their State Board exams.**
8. **REVISION DATE:** **October 2003**
9. **CDE RECERTIFICATION:** **January 12, 2004**

9 COURSE OUTLINE:

a) CONTENT AREA SKILLS

- i) EXPECTED STUDENT OUTCOMES
- ii) HOURS OF INSTRUCTION

COURSE OUTLINE

CONTENT AREA SKILLS	EXPECTED STUDENT OUTCOMES	HOURS		
		CL = Classroom	CC = Comm. Class.	CP = Co-op Ed.
Instruction will include:	Student will be able to:	CL	CC	CP
1. Examination and Treatment Procedures <ol style="list-style-type: none"> a) Health history b) Oral examinations and treatment plan c) Preliminary alginate impressions d) Diagnostic aids e) Education <ol style="list-style-type: none"> 1) Prevention 2) Pre- and post-operative instructions f) Nutritional counseling g) Record keeping 	<ol style="list-style-type: none"> 1. Will have an understanding of different procedures applied during patient examination. 2. Be able to know how to take and record a patient's vital signs. 3. Test and demonstrate charting procedures and diagnostic aids. 4. Know the proper procedures needed to take a good impression, storing, and pouring it up. 5. Know about plaque control and how to educate a patient in good oral hygiene and proper nutrition. 6. Demonstrate record keeping techniques. 	10		50
2. Orthodontic Procedures <ol style="list-style-type: none"> a) Separators b) Arch measurements c) Fixed and removable appliances d) Bands and brackets e) Ligature and archwires f) Classification of occlusion 	<ol style="list-style-type: none"> 1. Test on the different types of separators and how they are applied. 2. Know what arch measurements, bands, brackets, and ligatures are used for and how they applied by answering various tests. 3. Test on the different classifications. 	12		5
3. Restorative Procedures <ol style="list-style-type: none"> a) Temporary crowns b) Temporary restorations (Temporary sedative dressings) c) Stainless steel crowns d) Bases and liners e) Cements and sealing/priming agents f) Restorative materials g) Rubber dam h) Wedges and matrices 	<ol style="list-style-type: none"> 1. Test on the various materials used for restorations, cements and dental procedures. 2. Demonstrate the proper mixing of all restorative materials. 3. Make a custom temporary acrylic crown. 4. Test on the different liners and why and where they are placed. 5. Know how a stainless steel crown is prepared for proper placement. 6. Demonstrate how to place a rubber dam using a matrix and wedges. 	16		90
4. Periodontal and Surgical Procedures <ol style="list-style-type: none"> a) Instrumentation and materials b) Dressing <ol style="list-style-type: none"> 1) Post-extraction 2) Periodontal c) Sutures 	<ol style="list-style-type: none"> 1. Be able to test on the different materials used during the placement and removal of a periodontal dressing. 2. Test on the placement and removal of sutures along with how to document them in the patient chart. 	3		8

5. Endodontic Procedures a) Instrumentation and materials b) Pulp vitality c) Drying canals	1. Be able to know and test on the instruments used during an endodontic procedure along with the methods for cleaning and sealing the canals. 2. Demonstrate and know the different techniques used for pulp testing.	2		10
6. Anesthetics and Topical Agents a) Topicals b) Fluoride c) Nitrous oxide/oxygen sedation	1. Take tests on the different anesthetics used during patient care and how they are applied. 2. Know about the various fluorides used in dentistry and how they are applied through taking a written test. 3. Be able to assist or give a fluoride treatment to a patient. 4. Demonstrate the safe and proper loading technique when using a syringe and recapping.	1		25
7. Radiology Procedures a) Processing and mounting b) Radiation safety for patient and operator	1. Understand how to process and mount x-rays. 2. Will demonstrate how to process x-rays. 3. Will know and show how x-rays are mounted properly. 4. Will Practice radiation safety when using radiation equipment.	1		20
8. Medical/Dental Emergencies a) Medical b) Dental	1. Will have the knowledge on how to react to a dental emergency.	3		10
9. Legal Considerations	1. Will understand what duties a dental assistant may perform assist	3		2
10. Occupational Safety a) Following standards and guidelines of occupational safety, according to CAL OSHA	1. Able to test and pass the OSHA standards. 2. Follow all OSHA standards by demonstrating the correct procedures each day in the dental office.	2		15
11. Infection Control a) Personal protective equipment b) Aseptic conditions c) Sterilization d) Disinfection e) Hazardous waste disposal	1. Be able to understand different infection control procedures that are to be practiced in a dental office, by taking written tests. 2. Practice following all infection control procedures that are to be performed in a dental office.	2		35
TOTAL CLASSROOM HOURS		55		
TOTAL COOPERATIVE EDUCATION (CO-OP)				270
TOTAL HOURS FOR CLASSROOM AND CO-OP			325	

10. COURSE OUTLINE:

b) CAREER PERFORMANCE STANDARDS

i) EXPECTED STUDENT OUTCOMES

ii) HOURS OF INSTRUCTION

COURSE OUTLINE

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
1. Personal Skills <ul style="list-style-type: none"> ▪ Classroom policies & procedures ▪ Ethics <ul style="list-style-type: none"> → Work → Business ▪ Sexual harassment laws ▪ Personal skills, including positive attitude, self-confident, honesty, perseverance & self-discipline ▪ Professional appearance ▪ Time management ▪ Lifelong learning 	1. Understand how personal skill development, including positive attitude, honesty, self-confidence, time management, & other positive traits affect employability. <ul style="list-style-type: none"> ▪ Demonstrate and understand classroom policies & procedures ▪ Define work and business ethics & demonstrate the importance of ethical standards & social responsibilities in the business environment. ▪ Discuss the laws applicable to sexual harassment & discuss tactics for handling harassment situations. ▪ Demonstrate personal skills in class and/or business environment: <ul style="list-style-type: none"> → Positive attitude → Self-confidence → Honesty → Perseverance → Self-discipline ▪ Demonstrate and model personal hygiene and acceptable professional attire ▪ Prioritize tasks and meet deadlines ▪ Explain the importance of lifelong learning 	Integrated in content area skills

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
2. Interpersonal Skills <ul style="list-style-type: none"> ▪ Group dynamics ▪ Conflict resolution and negotiation ▪ Team work ▪ Etiquette across gender and cultural groups 	2. Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation. <ul style="list-style-type: none"> ▪ Identify and explain the key concepts of group dynamics ▪ Discuss and demonstrate the dynamics of conflict resolution and negotiation, and their importance within the business environment ▪ Demonstrate effective teamwork, share responsibilities, accept supervision and assume leadership roles ▪ Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups 	Integrated in content area skills
3. Thinking and Problem-Solving Skills <ul style="list-style-type: none"> ▪ Critical and creative thinking skills ▪ Logical reasoning and problem-solving skills ▪ Numerical estimation, measurement, and calculation ▪ Identify, locate, and organize needed information and propose, evaluate, and select alternative solutions 	3. Understand the importance of critical thinking and problem-solving skills in the workplace. <ul style="list-style-type: none"> ▪ Apply critical and creative thinking skills in a work environment and implement a plan of improvement as needed ▪ Demonstrate logical reasoning and problem solving skills in a work environment ▪ Apply numerical estimation, measurement and calculation skills to business applications including the following: <ul style="list-style-type: none"> → Whole number math → Decimals & fractions → Counting & monetary functions → Use of tables & graphs ▪ Recognize problem situations; identify, locate and organize needed information, and propose, evaluate and select from alternate solutions 	Integrated in content area skills

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>4. Communication Skills</p> <ul style="list-style-type: none"> ▪ Written communications ▪ Verbal and Nonverbal communications ▪ Active and effective listening ▪ Proper etiquette in business communications ▪ Writing and editing skills ▪ Use of reference material and handbooks ▪ Oral presentations 	<p>4. Understand principles of effective communication.</p> <ul style="list-style-type: none"> ▪ Read and implement written instructions, technical manuals, written communication, and reference books ▪ Present a positive image of verbal and nonverbal communication through use of appropriate methods ▪ Demonstrate active and effective listening skills through verbal, nonverbal and written feedback ▪ Demonstrate proper etiquette in business communications, including an awareness of requisite for international communications (languages, customs, and time zones) ▪ Demonstrate the following writing and editing skills: <ul style="list-style-type: none"> → Use correct grammar, punctuation, capitalization, vocabulary and spelling → Write, proofread and edit → Select and use appropriate forms of communication ▪ Exhibit a proficiency in the use of reference materials such as dictionary, thesaurus, telephone directory, almanac, zip code directory, and office handbooks 	<p>Integrated in content area skills</p>
<p>5. Occupational Safety</p> <ul style="list-style-type: none"> ▪ Good safety practices 	<p>5. Understand occupational safety issues, including avoidance of physical hazards</p> <ul style="list-style-type: none"> ▪ Model and implement good safety practices including: <ul style="list-style-type: none"> → Avoidance and reporting of physical hazards in the work environment → Safe operation of equipment → Proper handling of hazardous materials 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
6. Employment Literacy <ul style="list-style-type: none"> ▪ Expand awareness of career opportunities ▪ Set employment goals and objectives ▪ Aptitudes, personal characteristics and interests ▪ Develop portfolio to C-TAP standards ▪ Develop interviewing techniques 	6. Understand career paths and strategies for obtaining employment. <ul style="list-style-type: none"> ▪ Explore career opportunities and develop a career plan ▪ Identify steps for setting goals and writing personal goals and objectives ▪ Examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities ▪ Develop a portfolio to include the following: <ul style="list-style-type: none"> → Letter of Introduction → Cover letter → Resume → Thank you letter → Job application → Licenses, Certificates and Awards → Transcripts → Letters of Recommendation → Work Samples 	Integrated in content area skills
7. Technology Literacy <ul style="list-style-type: none"> ▪ Apply Industry specific technology ▪ Use Industry specific software ▪ Demonstrate Keyboarding ▪ Accessing information ▪ Lifelong enhancement of technology skills 	7. Understand and adapt to changing technology. <ul style="list-style-type: none"> ▪ Identify and demonstrate use of appropriate technology ▪ Identify and use industry specific software ▪ Demonstrate proficiency in alphanumeric keyboarding ▪ Input and retrieve information ▪ Understand the importance of lifelong learning in adapting to changing technology 	Integrated in content area skills

11. ADDITIONAL RECOMMENDED /OPTIONAL ITEMS

a. ARTICULATION:

High Schools
Alisal High School
Everett High School
North Salinas High School
Salinas High School

Hartnell College
Hartnell College

College Course Articulated
Beginning Word Processing
Office Procedures
Intermediate Office Skills
Machine Calculations
Beginning Keyboarding and

Formatting

Professional Development and Career
Management

b. VOCATIONAL CREDIT:

5 – 10 units

c. ACADEMIC CREDIT:

d. INSTRUCTIONAL STRATEGIES:

Cooperative team work
Individualized instruction
Individual practice
Lab practical experience
Community Classroom
SDAIE techniques
Drill and practice

e. INSTRUCTIONAL MATERIALS:

Computers (word-processing and tutorial software)
IBM compatible computers, memory typewriters,
calculators, transcription machines
Simulations: Pediatric Associates
Reference materials
Textbooks: Century 21 Keyboarding, Solving Business
Problems on the Electronic Calculator, Office Skills,
Alphabetic Indexing, Rules, Basic Math, Keeping
Financial Records
Reference Manuals
Speakers from the Community and Advisory Board
Classroom Posters
Newspapers
Videos

f. CERTIFICATES:

Course Certificate
Successful completion of established proficiencies
leading to certificate competency levels

Achievement Certificate
Minimum of one proficiency completed leading to
certificate competency levels