

# DLA 1203 Chairside Assisting I Lecture Syllabus

Fall 2021

Lecture 2.0 credit hours (two hours contact time)

Lab 2.0 credit hours (4 hours contact time)

Lecture:      TIME            10:00am – 10:50am  
                   DAY            Monday & Wednesday  
                   ROOM            B-215

Instructor: Mrs. Heather Seghi                      Email: heather\_seghi@ivcc.edu

Office Hours:      Monday-      11:00am-1:00pm  
                           Tuesday-     11:00pm-1:00pm  
                           Wednesday 12:40pm-2:40pm  
                           Thursday    No office hours  
                           Friday        No office hours

\*Available by appointment

\*Syllabus is subject to change

\*All homework, including outlines, quizzes, and worksheets are to be submitted via blackboard by the due date.

\*All readings and assignments, unless otherwise noted, are from Dental Assisting: A Comprehensive Approach (5<sup>th</sup> Ed)

Date	Lecture Topic	Learning Outcome	CODA Standard	Reading	Homework Due
8/18/21 <b>WEEK 1</b>	Review course outline/syllabus <b>Intro to Dental Profession</b> <i>History of Dentistry</i> <i>Progress of Dentistry in the US</i> <i>Education and Organized Dentistry</i> <i>American Dental Association</i> <i>The Dental Team</i> <i>Dental Specialties</i> <i>Expanded Functions Dental Assistant</i>	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11		2-13	

8/23/21 <b>WEEK 2</b>	<b>Introduction to the Dental Office and Basic Chairside Assisting</b> <i>Dental Office Design</i> <i>The Treatment Rooms and Dental Equipment</i> <i>The Dental Unit</i> <i>Dental Stools</i> <i>Operating Light</i> <i>Cabinetry</i> <i>Sink</i> <i>Dental X-ray Unit</i> <i>Small Equipment</i>	2.6, 2.7, 2.8, 2.9,		354-369	BB Review Questions Ch. 1
8/25/21	<b>Routine Office Care</b> <i>Opening and Closing the Dental Office</i> <b>Concepts of Dental Assisting</b> <i>Activity Zones</i> <i>Classification of Motion</i> <i>Preparing the Treatment Room</i> <i>Seating the Dental Patient</i> <i>Ergonomics</i> <i>Dismissing the Patient</i> <i>Patients with Special Needs</i>	2.1, 2.2, 2.4, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15, 2.16, 2.17,	2-9g 2-9k	369-378	BB Review Questions Ch. 17
8/30/21 <b>WEEK 3</b>	<b>Preparation for Patient Care</b> <i>Patient Record</i> <i>Clinical Observation and Physical Assessment</i> <i>Clinical Setting</i> <i>Clinical Examination</i> <i>Vital Signs</i>	5.1, 5.2, 5.4, 5.5, 5.6	2-9a 2-9b	271-288	BB review Questions Ch. 13  <b>Blackboard Quiz 1 Available</b>
9/1/21	<b>Exam 1</b> <i>Ch. 1, 13, 17</i>				
9/6/21 <b>WEEK 4</b>	<b>NO CLASS- LABOR DAY</b>				
9/8/21	<b>Basic Chairside Instruments</b> <i>Structural Parts of Hand Instruments</i>	3.1, 3.2, 3.3, 3.4, 3.5	2-9f	381-395	

	<i>Classification of Dental Instruments</i> <i>Cutting Instruments</i> <i>Non-Cutting Instruments</i> <i>Miscellaneous Instruments</i> <i>Instrument Care, Maintenance, and Sterilization</i> <b>Tray Systems</b> <i>Positioning on Trays</i> <i>Cassette System for Instruments</i> <i>Color-Coding Systems</i>			408-410	
9/13/21 <b>WEEK 5</b>	<b>Instrument Transfer</b> <i>Key Terms</i> <i>Instrument Transfer</i> <i>Fulcrum</i> <i>Tactile Sensation</i> <i>Transfer Hand</i> <i>Instrument Grasps</i> <i>Instrument Transfer Methods</i> <i>Instrument Transfer Modifications</i>	2.18, 2.19, 2.20, 2.21, 2.22,	2-9h 2-9j	412-418	Ch. 18 BB Assignment
9/15/21	<b>Maintaining the Operating Field</b> <i>Key Terms</i> <i>Lighting</i> <i>The Evacuation System</i> <i>-grasps/placement</i> <i>Saliva Ejector</i> <i>The Air-Water Syringe</i> <i>Full-mouth Rinse</i> <i>Retraction of Tissues</i> <i>Isolite System</i> <b>Techniques for Moisture Control and Isolation</b> <i>Cotton Rolls</i> <i>Dry Angles</i>	2.24, 2.25, 2.26, 2.27, 2.28, 2.33	2-9i	420-427	BB Review Questions Ch. 19  <b>Blackboard Quiz 2 Available</b>
9/20/21 <b>WEEK 6</b>	<b>Exam 2</b> <i>Ch. 18*, 19*</i>				

9/22/21	<b>Dental Dam</b> <i>Advantages</i> <i>Contraindications</i> <i>Materials and Equipment</i> <i>Preparation Before Dental Dam Placement</i> <i>Placement and Removal Procedures</i> <i>Common Errors</i> <i>Alternate Techniques for Placing Dental Dam</i> <i>Removing Dental Dam</i> <b>Dental Dam for Pediatric Patient</b> <i>Placing Dental dam</i> <b>Alternatives to Full Dental Dam</b> <i>Quickdam</i>	2.31, 2.32, 2.33	2-10b	429-445	Dental Dam BB Assignment
9/27/21 WEEK 7	<b>Dental Rotary Instruments</b> <i>Parts of the Bur</i> <i>Cutting Burs</i> <i>Finishing Burs</i> <i>Surgical Burs</i> <i>Laboratory Burs</i> <i>Fissurotomy Burs</i> <b>Abrasive Rotary Instruments</b> <i>Mandrels</i> <i>Disks</i> <i>Stones</i> <i>Rubber Wheels</i> <i>Rubber Points</i> <i>Bur Blocks</i>	3.7, 3.10		395-403	Rotary Instrument BB Assignment
9/29/21	<b>Dental Handpieces</b> <i>Key Terms</i> <i>Parts of the Handpiece</i> <i>High-Speed Handpiece</i> <i>Low-Speed Handpiece</i> <i>Electric Handpiece</i> <i>Ultrasonic Handpiece</i> <i>Dental Laser Handpiece</i>	3.8, 3.9, 3.11		403-408	BB Review Questions Ch. 18  <b>Blackboard Quiz 3 Available</b>

	<i>Maintenance and Sterilization Air Abrasion Unit Microetcher</i>				
10/4/21 <b>WEEK 8</b>	<b>Exam 3</b> <i>Ch. 18*, 19*</i>				
10/6/21	<b>Matrix Systems</b> <i>Matrices Wedges Tofflemire Matrix AutoMatrix Plastic Strip Matrix Sectional Matrix Systems</i>			907-915	
10/11/21 <b>WEEK 9</b>	<b>Dental Charting</b> <i>Key Terms Dental Charts Numbering Systems Cavity Classifications Abbreviations of Tooth Surfaces</i>		2-9d	290-297	
10/13/21	<b>Dental Charting</b> <i>Basic Charting Terms Charting Color Indications and Symbols</i>			297-305	BB Review Questions Ch. 14
10/18/21 <b>WEEK 10</b>	<b>Dental Charting</b> <i>Maintaining accurate patient treatment records SOAP notes Relevant/irrelevant information Recall Systems</i>		2-12f 2-12g		
10/20/21	<i>In-Class Activity</i>				
10/25/21 <b>WEEK 11</b>	<b>Dental Charting</b> <i>Eaglesoft: Computer and Dental Software Pre-and post-operative instructions</i>		2-9m 2-12a		<b>Blackboard Quiz 4 Available</b>
10/27/21	<b>Exam 4</b> <i>Ch. 14, 38*</i>				

11/1/21 <b>WEEK 12</b>	<b>Psychology and Communication</b> <i>Key Terms</i> <i>Individual Paradigms</i> <i>Communication</i> <i>Listening Skills</i> <i>Verbal and Non-Verbal Communication</i>	4.1, 4.8, 4.9, 4.10,	2-12c		
11/3/21	<i>Maslow's Hierarchy of Needs</i> <i>Defense Mechanisms</i> <i>Dental Phobias and Concerns</i> <b>Multicultural Interaction</b> <i>Understanding Different Generations</i> <i>Stress in the Dental Office</i> <i>Culture, Ethnicity, and Race</i> <i>Multicultural Interaction</i>	4.2, 4.4, 4.5	2-20a		BB Review Questions Ch. 2
11/8/21 <b>WEEK 13</b>	<b>Communication</b> <i>In-Class Activity</i> <i>Oral Hygiene Instruction</i>		2-9l		<b>Blackboard Quiz 5 Available</b>
11/10/21	<b>Exam 5</b> <i>Ch. 2</i>				
11/15/21 <b>WEEK 14</b>	<b>Jurisprudence</b> <i>The Law</i> <i>Dental Practice Act</i> <i>State Board of Dentistry</i> <i>Contracts</i> <i>Standard of Care</i> <i>Dental Records</i>	1.12, 1.13, 1.14, 1.16, 1.17, 1.18	2-12b 2-20b	28-34	
11/17/21	<b>Ethics</b> <i>HIPAA</i> <i>Privacy Policies and Procedure Statements</i> <i>Consent requirements</i> <i>Security Rule</i> <i>Office Manual</i>	1.15	2-12b 2-20b	35-41	BB Review Questions Ch. 3

	<i>Staff Training and Review The American Dental Assistants Association Principals of Ethics and Professional Conduct Code of Professional Conduct</i>				
11/22/21 <b>WEEK 15</b>	<i>Health Information Portability and Accountability Act (HIPAA)</i>				
11/24/21	<b>NO CLASS- THANKSGIVING BREAK</b>				
11/29/21 <b>WEEK 16</b>	<b>Inventory Systems and Supply Ordering</b>		2-12d		
12/1/21	<b>Exam 6 Ch. 3</b>				
12/6/21	Review for Final Exam			449-453	
FRIDAY 12/10/21	<b>Final Exam 10-12pm</b>				

### **Instructor Policies**

Please feel free to ask questions regarding the content in class or by contacting me outside of class time. For assignment and testing questions I will not give you the answer, however I will guide you to finding the correct answer.

I will have the most recent copy of the syllabus available on blackboard. Please check periodically for changes in due dates or exam dates. I will notify you of any changes during scheduled class hours.

### **Email**

I will only open emails from an IVCC email address. Please feel free to contact me with any questions or concerns. You can expect a response to your email within 24 hours Monday – Thursday and 48 hours Friday – Sunday. There are times I will provide advanced notice, which I will be out of Internet availability.

### **While you are in class**

While you are in class I expect you to treat the instructor and fellow students with respect. Please leave your cell phones off and in your purse or school bag. Texting is not allowed in class, whether reading or typing. If you need to use your phone please leave the classroom to do so. Sleeping, talking, or any other activity that the instructor feels is disrupting the learning process will not be tolerated and you will be asked to leave class. If you are asked to leave class it will be counted as an

unexcused absence for the day.

### **If campus is closed or class is canceled**

If IVCC closes the campus or cancels our classes, we will still have the course material available. Please log into blackboard (direct link: [ivcc.blackboard.com](http://ivcc.blackboard.com)) or check your email. Homework will be required to be posted on blackboard at the time of the original class. I will also have course materials for you to review. You are responsible for the posted material. You will be required to complete all posted assignments/discussions and you are responsible for it at the next class meeting. I will be viewing the discussion boards to answer questions at the designated class time and at a posted time that evening.

### **Grading**

All grades will be posted on blackboard. Please log into the course regularly so you can stay notified to any missing assignments or quizzes.

The Contents of the following categories are calculated equally, and will be explained in more detail later in this document.

(29) Attendance: 10%

(12) Homework: 10%

(6) Quizzes: 20%

(6) Exams: 25%

(2) In-Class Activities: 15%

(1) Final Exam: 20%

### **Attendance**

**Attendance in lecture is mandatory, and is worth 10% of your grade.** You will receive full credit (100%) if you are in attendance, 50% if you are tardy, and 0% if you have an unexcused absence.

Attendance is calculated for each lecture session. Excused Absences are exempt from the grading scale. Excused absences include, but are not limited to a doctor's note stating that you were not able to participate in lecture/lab for a specific period of time, an absence that was predetermined and approved by the instructor and the program coordinator, notifying the instructor *and* the program coordinator prior to the absence and scheduling a make-up date.

Unexcused absences include, but are not limited to, failure to notify the instructor and the program coordinator prior to missing a lecture period; over-sleeping, tardy with no valid excuse.

### **Homework**

Homework is due at the beginning of class. If you are absent, your homework may be emailed to the instructor before the designated class time to receive full credit. Late homework will be accepted with a 10% reduction per calendar day it is late. If homework is not turned in at the beginning of class, it will receive a reduction of one day late. **Homework accounts for 10% of your final grade.**

### **Exams**

There will be 6 hourly exams and 1 final exam. All hourly exams will be weighted and total **25% of**



**your grade.** I will drop the lowest hourly exam grade at the end of the semester. **Your final exam will be worth 20% of your total grade for the course.**

If you are absent on the day of the test you will take the test in the Assessment Center. You will have ONE week (7 calendar days) from the date of the test to complete it. If the test is not completed within that week a ZERO will be received for that test. You will be allowed one test in the Assessment Center without penalty. If you take more than one test in the Assessment Center 5% will be deducted from each. In addition to the deducted points you will not receive any bonus questions with your test. Lastly if you make up a test I have the right to give you a different test than the one taken during the scheduled class period.

### **If a quiz is missed**

Quizzes may be announced or unannounced. I will not be giving make up quizzes. There are 6 scheduled blackboard quizzes. I will drop the lowest quiz grade at the end of the semester. If you miss a class, excused or unexcused, quizzes will not be made up for a grade, but I will allow you to use the missed quiz as a study guide for zero points. **Quizzes will account for 20% of your final grade.**

### **Disability Statement**

If you are a student with a documented cognitive (learning disability), physical or psychiatric disability (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, and others) you may be eligible for academic support services such as extended test time, texts in audio format, note taking services, etc... If you are interested in learning if you can receive these academic support services, please contact Tina Hardy (tina\_hardy@ivcc.edu, or 224-0284), or stop by the Disability Services Office in C-211.