



## Dental Assistant 280 hours

### Overview

This dental assistant course is an excellent first step in learning more about a career as a dental assistant. A dental assistant is a vital employee in many dentists' offices. Dental assistant jobs can vary from office to office, but generally a dental assistant can help sterilize equipment, prepare dental instruments, locate patient records, help patients keep comfortable and assist the dentist during procedures.

Our detailed curriculum can provide a thorough introduction about the work of a dental assistant on a number of key topics, including:

- Introduction to the dental assistant profession
- The dental healthcare team
- Dental anatomy
- Oral exam and dental charting
- Dental instruments
- Preparing the treatment room
- Various dental specialty practices
- Dental radiography
- Labeling and filing dental x-rays
- And more!



## Outline

### **Dental Assistant Module 1**

#### **The Dental Assisting Profession**

- History of Dentistry
- Education and Professional Development
- Characteristics of a Dental Assistant
- Professional Organizations
- The Dental Healthcare Team
- Job Duties of a Dental Assistant
- Dental Ethics
- Confidentiality
- Dentistry and the Law
- Dentist-Patient Relationship
- Patient Records and the Law

### **Dental Assistant Module 2**

#### **Sciences in Dentistry**

- General Anatomy
- Body Cavities & Regions
- General Physiology
- Body Systems
- Oral Embryology
- Oral Histology
- Regions of the Head and Neck
- Blood Supply to the Head and Neck
- Landmarks of the Face
- Oral Cavity
- Overview of Dentitions
- Anatomic Features of Teeth
- Tooth Morphology
- Anterior Permanent Dentition
- Posterior Permanent Dentition

### **Dental Assistant Module 3**

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## **Oral Health and Prevention of Dental Disease**

- Dental Caries
- The Caries Process
- Diagnosis of Caries
- Periodontal Disease
- Systemic conditions Linked to Periodontal Disease
- Preventive Dentistry
- Plaque Control Programs
- Nutrition and Dental Health
- Food Guide Pyramid
- Eating Disorders and Teeth
- Oral Pathology
- Oral Lesions
- Diseases of the Oral Soft Tissues
- Oral Developmental Disorders

## **Dental Assistant Module 4**

### **Infection Control in Dentistry**

- Microbiology and Dentistry
- Viral Diseases
- Bacterial Diseases
- The Chain of Infection
- Methods of Disease Transmission
- CDC Guidelines for Infection Control
- OSHA Standards
- Waste Management in the Dental Office
- Environmental Infection Control
- Surface Contamination
- Classification of Instruments
- Instrument Processing Area
- Sterilization Monitoring
- Methods of Sterilization

## **Dental Assistant Module 5**

### **Occupational Health and Safety**

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- Regulatory and Advisory Agencies
- Governmental Agencies
- Chemical and Waste Management
- Hazardous Chemicals
- Dental Office Waste Management
- Microorganisms in Dental Unit Water
- Methods for Reducing Bacterial Contamination
- Infection Control and Dental Unit Water
- Ergonomics in the Dental Office
- Posture
- Repetition and Force
- Muscle-Strengthening Exercises

## **Dental Assistant Module 6**

### **Patient Information**

- The Patient Record
- Privacy Policy in the Office
- Patient Record Forms
- Understanding Vital Signs
- Temperature and Pulse
- Respiration and Blood Pressure
- Oral Examination and Diagnostic Techniques
- Patient Charting
- The Treatment Plan
- Medically and Physically Compromised Patient
- The Aging Population
- Principles of Pharmacology
- Drug Dosage and Forms
- Preventing a Medical Emergency
- Emergency Care Standards
- Emergency Responses

## **Dental Assistant Module 7**

### **Foundation of Clinical Dentistry**

- The Dental Office Environment

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- Reception Area
- Treatment Areas
- Care of Dental Equipment
- Delivering Dental Care
- Knowing Your Patients
- Greeting and Seating the Patient
- Team Dentistry Positioning
- Expanded Functions of the Dental Assistant
- Dental Hand Instruments
- Evolution of Rotary Equipment
- Dental Hand pieces
- Moisture Control
- Oral Evacuation Systems
- The Dental Dam
- Anesthesia and Pain Control
- Local Anesthesia
- General Anesthesia

## **Dental Assistant Module 8**

### **Dental Radiology**

- Foundations of Radiography
- Discovery of X-Radiation
- Radiation Effects
- Radiation Safety
- Dental Film and Processing
- Types of Film
- Legal Considerations
- Quality Assurance in the Dental Office
- Intraoral Radiography
- Full Mouth Survey
- Radiographic Technique Errors
- Panoramic Radiography
- Extraoral Radiography
- Digital Radiography

## **Dental Assistant Module 9**

### **Dental Materials**

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- Properties of Dental Materials
- Direct and Indirect Restorations
- Dental Liners and Sealers
- Dental Bases and Bonding
- Classification of Dental Cements
- Cement Removal
- Impression Materials
- Impression Trays
- Laboratory Materials and Procedures
- Safety in the Dental Laboratory
- Pouring Dental Models
- Custom Impression Trays
- Dental Waxes

**Dental Assistant Module 10**  
**Assisting in Comprehensive Dental Care, Part 1**

- Cavity Preparation
- Permanent Restorations
- Tooth Whitening
- Matrix Systems for Restorative Dentistry
- Fixed Prosthodontics
- Crown and Bridge Procedures
- Types of Provisional Coverage
- Polymer and Polycarbonate Crowns
- Removable Prosthodontics
- Full (Complete) Denture
- Types of Dental Implants
- Endodontic Procedures
- Overview of Root Canal Therapy
- Surgical Endodontics

**Dental Assistant Module 11**  
**Assisting in Comprehensive Dental Care, Part2**

- Periodontics
- Periodontal Instruments
- Nonsurgical and Surgical Periodontal Treatments
- Oral and Maxillofacial Surgery



- Surgical Preparation and Procedures
- Postoperative Care
- Pediatric Dentistry
- Preventive Dentistry for Children
- Coronal Polishing
- Prophylaxis Angle and Handpiece
- Dental Sealants
- Orthodontics
- Orthodontic Records and Treatment Planning
- Headgear and Adjustment Visits

### **Dental Assistant Module 12**

#### **Dental Administration and Communication Skills**

- Communicating with Patients
- Cultural Diversity
- Phone Skills
- Written Communication
- Operating Procedures Manual
- Record Keeping
- Appointment Scheduling
- Inventory Management
- Financial Management in the Dental Office
- Preventive Account Management
- Accounts Receivable
- Payroll and Payroll Deductions
- Marketing Your Skills
- Locating Employment Opportunities
- Salary Negotiations
- Achieving Career Objectives