

Arkansas Dental Assistant Academy
Dental Assistant Training
Syllabus

Instructor: Diane Secrease, CDA, RDA
Director of the Program
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Course Hours: 8:00 – 12:00 (lecture)
1:00 – 5:00 (clinical, hands-on laboratory experience)
Every Saturday for 10 weeks
Instructors are available by appointment from 5:00 – 5:30 for tutoring

Grading: Students will receive a numerical grade (not a percentile grade) for each written and practical exam. Grades will be the sum total of all written exams (including midterm and final) plus the practical exam. A perfect final score is 300 points. Listed below is the point distribution:

Midterm Exam	100 points
Final Exam	100 points
Practical Exam	<u>100 points</u>
Total	300 points

Students Progress: Written progress reports will be given to each student at midpoint of each grading period and at mid-term and at the completion of the course. Each grading period will have a possible 150 points as a perfect score. Satisfactory progress will be determined by accumulated points. Students must maintain at least 70% of the total possible points. Should a student at the completion of the first grading period fail to obtain at least 70% of possible points

(70% of 150 = 105), the student will be placed on probation. A student on probation will be allowed to retake an exam, which will be averaged with the original exam. If the probationary student fails to bring up his grade to a 70% level at the end of a 2-week probationary period, the student will be terminated. A student terminated for unsatisfactory progress may apply to repeat the course at the next course offering after a minimum of one grading period has passed. A student may request a grade of "incomplete" if a student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. Permanent grades will be posted at the end of the course, which will be made available to prospective employers. Requirements for graduation include 80 hours (class lecture and lab combined plus CPR, and coronal polishing and x-ray certification).

Leave of Absence Policy: A student may be granted one leave of absence per 10-week course, which must be requested in writing, at no additional charge. The student may make up the day missed during the next session. A leave of absence is discouraged except in emergency situations. A student who is absent more than 15% of the total contact hours in a program may be terminated automatically.

Graduation Requirements: A certificate of completion will be awarded to those students who have maintained a score of at least 210 points, have compiled a satisfactory attendance record as outlined by the school and are in good standing financially with the school at the time of graduation.

Appeals: A student can appeal an unsatisfactory grade and/or attendance classification to the Director by explaining in writing any circumstances relevant to the situation. The Director will evaluate the circumstances presented by the

student and the student's program record will be amended to reflect the results of the appeal. The student's status will be revised, as is appropriate.

Termination and Re-admittance: A student may be placed on attendance or academic probation or terminated due to:

- # 1 unsatisfactory course work.
- # 2 failure to maintain the attendance requirement.
- # 3 failure to progress within the school's maximum time frame.
- # 4 failure to abide by the school's rules and regulations.

A student whose enrolment was terminated for unsatisfactory progress or non-conformance with the rules and regulations of the school may only be re-admitted, with the approval of the School Director, under following conditions:

- # 1 One grading period must elapse before being readmitted; and
- # 2 The problem which caused the dismissal must be satisfactorily resolved; and
- # 3 The student must demonstrate the potential to succeed.

A student who re-enrolls after being terminated for unsatisfactory progress will be placed on probation for the next grading period.

A student whose enrolment was terminated for violation of the attendance policy may not re-enter before the start of the next grading period.

Advising: The staff and faculty of the school are always available to assist students with school or dental profession-related problems or questions.

Externships: They will not be a required part of the course in dental assisting but they are available for interested students. Students will be apprised of existing opportunities as they become available.

Course Outline:

Module 1: Introduction to Dentistry, Dental Assisting, Structures of the Head and Neck, Dental Anatomy and Tooth Morphology
Textbook Chapters 1-4

Prerequisite: none

Clock hours: 5 Lectures, 3 Labs

Module 2: Disease Transmission and Pathology, Infection Control, Hazards management, Emergencies

Textbook Chapters 5-9

Prerequisite: Module 1

Clock hours: 4 Lectures, 4 Labs

Module 3: Dental Operatory, Dental Hand Instruments, Rotary Instruments, Oral Evacuation and Instrument Transfer

Textbook Chapters 10-13

Prerequisite: Modules 1, 2

Clock hours: 3 Lectures, 5 Labs

Module 4: Dental Exam, Dental Radiography

Textbook Chapters 14-16

Prerequisite: Modules 1-3

Clock hours: 4 Lectures, 4 Labs

Module 5: Mid-Term Exam, Alginate Impressions and Diagnostic Casts, Pharmacology and Pain Control, Rubber Dam, Dental Cements

Textbook Chapters 17-20

Prerequisite: Modules 1-4

Clock hours: 3 Lectures, 5 Labs

Module 6: Amalgam Restorations, Cosmetic Restoration, Custom Trays and Elastomeric Impressions

Textbook Chapters 21-23

Prerequisite: Modules 1-5

Clock hours: 3 Lectures, 5 Labs

Module 7: Crown and Bridge Restorations, Complete and Partial Removable Dentures, Pediatric Dentistry

Textbook Chapters 24-26 and Arkansas Radiology Study Guide

Prerequisite: Modules 1-6

Clock hours: 5 Lectures, 3 Labs

- Module 8: Periodontics, Endodontics, Oral Surgery
Textbook Chapters 27-30 and Arkansas Polishing Study Guide
Prerequisite: Modules 1-7
Clock hours: 4 Lectures, 4 Labs
- Module 9: Arkansas State Radiology and Polishing Exam, Course Review
Textbook Chapters 1-30
Prerequisite: Modules 1-8
Clock hours: 4 Lectures, 4 Labs
- Module 10: Final written exam, Final practical exam, Graduation awarding of certification and pins
Prerequisite: Modules 1-9
Clock hours: 4 Lectures, 4 Labs