

Course Outline

Introduction to Dental Assisting

Your Course Code is
4500

Course Objectives

Upon completion of this course, graduates will be trained to:

- Apply the necessary skills to professionally perform many dental assistant duties and obtain entry-level employment in the field.
- Perform front office administrative duties, including scheduling appointments, maintaining patient charts and claims processing procedures.
- Adhere to federal safety, security and privacy regulations, as well as accurately maintain and handle dental records.
- Use virtual labs to become familiar with various dental procedures.

UNIT 1

Lesson 1—Welcome to the World of Dentistry

This introductory lesson highlights the U. S. Career Institute's role in your evolving educational journey. Explore the variety of support available, and clarify your expectations as a future dental assistant.

Quiz 1

This Quiz is worth 1.02 percent of your course grade.

Lesson 2—The Role of the Dental Assistant

Examine your own character traits and behaviors as you prepare to walk in the shoes of today's dental assistant. Get answers to important questions: How do the responsibilities of dental assistants relate to other dental professionals? Get up-to-date and relevant information about the responsibilities, skill sets and on-the-job duties of dental assistants.

Quiz 2

This Quiz is worth 2.04 percent of your course grade.

Lesson 3—Preventive Dentistry and Nutrition

Discover the tried and true techniques of proactive dental hygiene—patient preventive care at home, the effects of healthy eating and the rewards of ample vitamin intake. Investigate the controversy surrounding fluoride treatments, and delve deeper into the wonders of new preventive technology that help patients prevent tooth decay and control plaque. To enhance your learning, use the Virtual Lab CD and Procedure Guide 1—it demonstrates proper brushing, tongue cleaning and flossing techniques.

Quiz 3

This Quiz is worth 3.06 percent of your course grade.

Lesson 4—Welcoming the Dental Patient

Explore the components of medical record creation, patient orientation, vital signs retrieval and recordkeeping. Utilize the *HIPAA Basics-Understanding the Federal Regulations* supplement to learn more about the Privacy Standards Rule and how federal privacy regulations affect you.

Quiz 4—Trigger Quiz

This Quiz is worth 3.06 percent of your course grade.

Lesson 5—Dental Equipment

In Lesson 5, you are introduced to the basics of dental equipment used in state-of-the-art dental healthcare facilities today—the dental unit, amalgamator and the air-water syringe are all thoroughly explained and illustrated. For support, review the Virtual Flashcard Tutorial as you reinforce your learning with pictures, pronunciation and assessment exercises. For easy reference, use the *Dental Equipment Instruments and Materials Guide*, to quickly identify new terms.

Quiz 5

This Quiz is worth 1.02 percent of your course grade.

Lesson 6—Dental Instruments

The functions of hand and rotary instruments, bone chisels, burs, rubber dam forceps and suction equipment are closely examined here. Reinforce your knowledge with the Virtual Flashcard Tutorial. Through pictures, pronunciation tips and assessment opportunities, you gauge your understanding, and increase your level of professionalism.

Quiz 6

This Quiz is worth 3.06 percent of your course grade.

Lesson 7—Dental Materials

Investigate the recommended usage of impression, poured model, prophylactic and restorative materials—all utilized in common dental procedures. Keep new knowledge fresh with the Virtual Flashcard Tutorial as you assess your comprehension, review pronunciation and study photographs and illustrations that strengthen your understanding.

Quiz 7

This Quiz is worth 3.06 percent of your course grade.

Lesson 8—The Dental Examination

Learn proper positioning of patients and dental examination techniques, investigate the various elements of the typical dental exam, and become familiar with the ergonomic features of the clinical area and the organization of the operating zones. Learn to measure and record patients' vital signs.

Quiz 8

This Quiz is worth 1.02 percent of your course grade.



UNIT 2

Lesson 9—Front Office Procedures

Step beyond the examination room as you tour the front office, and familiarize yourself to receive patients, schedule appointments, track preventive appointments, maintain medical records and protect patient confidentiality. Enhance your communication skills as you utilize the accompanying supplement—*Develop a Professional Medical Phone Personality*.

Quiz 9

This Quiz is worth 3.06 percent of your course grade.

Lesson 10—Disease Transmission

Explore the biology of disease transmission, examine the relationship between pathogens and hosts, and discover the routes of common transmission between the two. As an esteemed member of the dental health community, your ability to regulate infection control in your work environment, adhere to CDC and OSHA rules and regulations and understand the biology of viruses and bacteria is paramount.

Quiz 10

This Quiz is worth 3.06 percent of your course grade.

Lesson 11—Safety in the Dental Office

Learn how to properly use, maintain, disinfect and sterilize dental instruments and equipment in laboratories, clinical settings and radiology work areas. Discover the ways to safely dispose of medical waste, wear and remove gloves and support aseptic environments. As you follow along in the Virtual Lab and Procedure Guide 2, you thoroughly investigate various sterilization supplies and procedures, as well as the relationships between them. Study the use of the ultrasonic cleaner, liquid sterilization tools, dry heat sterilization methods and an autoclave.

Quiz 11

This Quiz is worth 3.06 percent of your course grade.

Lesson 12—Introduction to Oral Anatomy

This lesson delivers an up-close inspection of the major muscles, lymph nodes and blood and nerve supplies of the head and neck. Increase your professional credibility with proper terminology. Describe the anatomical features of bone, and identify the bone structures of the head and neck region with the easy-to-use Virtual Flashcard Tutorial.

Quiz 12—Trigger Quiz

This Quiz is worth 3.06 percent of your course grade.

Lesson 13—Dental Anatomy and Terminology

Go beneath the surface, both literally and figuratively, as you discover the intricacies of tooth anatomy, anterior and posterior teeth, tissues of the mouth and gums, dental arches, primary and permanent dentition and tooth numbering systems. To aid in this endeavor, use the Virtual Flashcard Tutorial—increase your comprehension while you practice dental terminology!

Quiz 13

This Quiz is worth 3.06 percent of your course grade.

Lesson 14—Charting and Classification

Learn how to classify and chart existing dental conditions and dental pathology, correct charting errors, document treatment information and develop an individualized treatment plan. As always, interactive exercises reinforce your studies and ensure professional readiness as you enter your new career.

Quiz 14

This Quiz is worth 4.09 percent of your course grade.

Lesson 15—Chairside Assisting

Explore the dental operating area, and examine various means of controlling infection and preparing the surgical space. Learn how to use suction devices and dental dams, keep waterlines clean and provide support for patients in both pre- and post-op settings. To experience chairside assisting in a more up-close-and-personal way, enter the Virtual Lab. Here you study how to transfer instruments, seat patients, place dental dams and flush and sanitize handpieces.

Quiz 15

This Quiz is worth 3.06 percent of your course grade.

Lesson 16—Dental Pain Management

Master the art of responsible pain management while you learn the basics of pharmacology as they pertain to dental settings. Investigate the characteristics and effects of topical, local and general anesthetics. Learn the best delivery methods of pain medication, how to assemble and handle syringes and how to perform hidden-syringe transfers.

Quiz 16

This Quiz is worth 3.06 percent of your course grade.

Affiliations & Partnerships



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UNIT 3

Lesson 17—Pediatric Dentistry

Pediatric dentistry modifies general dentistry techniques that accommodate for the challenges that children and young special-needs adults present. Immerse yourself in the stages of childhood, the needs of the disabled and optimal communication techniques that put young patients at ease and create fun, educational dental experiences. Enter the Virtual Lab to see common pediatric procedures—rubber cup prophylaxis and fluoride and sealant application—and explore the use of preventive orthodontia, crowns and pulp therapy.

Quiz 17

This Quiz is worth 3.06 percent of your course grade.

Lesson 18—Orthodontics

Lesson 18 provides a full spectrum review of the world of orthodontia, the associated equipment and materials, the causes and management of orthodontic problems and the unique procedures that dental assistants provide in orthodontic settings. Observe the placing of arch wires, the fitting and cementing of orthodontic bands, the direct bonding of orthodontic brackets and the placement and removal of wire ligatures and elastomeric ties. Procedure Guide 3 and the Virtual Lab give you the opportunity to study these procedures.

Quiz 18—Trigger Quiz

This Quiz is worth 3.06 percent of your course grade.

Lesson 19—Oral Pathology

Explore various oral diseases and the extensive medical interventions—as well as their consequences—that affect the mouth and tongue.

Quiz 19

This Quiz is worth 3.06 percent of your course grade.

Lesson 20—Medical Emergencies

Lesson 20 analyzes the most common medical emergencies that occur—airway obstructions, syncope, allergic and diabetic reactions—and provides response procedures for each medical scenario.

Quiz 20

This Quiz is worth 3.06 percent of your course grade.

Lesson 21—Oral and Maxillofacial Surgery

Examine the many types of oral surgery—extractions, alveoloplasty and removal of impacted teeth—as you explore your role as dental assistant in these and other surgical procedures.

Quiz 21

This Quiz is worth 3.06 percent of your course grade.

UNIT 4

Lesson 22—Dental Insurance

Develop a comprehensive understanding of the types of dental insurance plans, investigate how patients successfully achieve eligibility status, and learn how insurance benefits are assured.

Quiz 22

This Quiz is worth 3.06 percent of your course grade.

Lesson 23—Radiology Part 1

Explore the properties of x-rays, the types of radiation, the methods used to measure radiation and the mandatory safety guidelines that go hand-in-hand with the management of x-ray equipment as you complete Lesson 23.

Quiz 23—Trigger Quiz

This Quiz is worth 3.06 percent of your course grade.

Lesson 24—Radiology Part 2

Examine the three types of intraoral radiographs while you study how to take each type of radiograph and achieve proper patient, film and barrier positioning. Use the Virtual Lab darkroom to experience radiograph film processing, mounting of radiographs, assembly of XCP film holders, the paralleling technique and edentulous, endodontic and panoramic radiography. As in all medical settings, the x-ray area is not immune to the presence of bacteria and germs. Assess the ongoing need for infection control—and the methods used to keep infection at bay—in radiographic environments.

Quiz 24

This Quiz is worth 4.09 percent of your course grade.

Lesson 25—Impressions

Become well-versed in the specifics of impression types, setup procedures and actual impression-taking as you learn how to pour, trim and finish dental models.

Quiz 25

This Quiz is worth 3.06 percent of your course grade.

Lesson 26—Restorative Dental Procedures

Learn to prepare numerous restorative materials, such as amalgam, composite resins, cavity liners and cementation substances for your patients. Also, review the procedures common to the role of the dental assistant in terms of restoration—teeth preparation, matrix system application, complex restorative processes, veneer seating and teeth whitening. To develop deeper understanding and clearer visualization, refer to the detailed illustrations in Procedure Guide 4 and the Virtual Lab.

Quiz 26

This Quiz is worth 4.09 percent of your course grade.

UNIT 5

Lesson 27—Prosthodontics

Lesson 27 invites you to examine fixed prosthodontics—the types, as well as the methods and techniques used to put them in place. Patients regain a sense of normality, increased teeth function and improved appearance with cement and cerec crowns, bridges, veneers, inlays and onlays. Come to understand the creation of each as you also inspect the varied aspects of removable prosthodontics.

Quiz 27

This Quiz is worth 3.06 percent of your course grade.

Lesson 28—Periodontics

Periodontists and periodontal hygienists use specialized instruments to examine and treat the gingival area and the supporting tissues. Become familiar with these tools, associated special materials, equipment and treatment options as you complete this lesson. For easy reference, use the *Dental Equipment, Instruments and Materials Guide 2* to reinforce your new knowledge and keep terminology, descriptions and proper usage fresh in your mind.

Quiz 28

This Quiz is worth 3.06 percent of your course grade.

Lesson 29—Endodontics

Endodontists have a variety of diagnostic tools and therapies at their disposal—indirect and direct pulp capping, pulpotomy and pulpectomies—and, now, you will too! Learn how to identify the special instruments and supplies used in pulp treatments, and refer to your Virtual Flashcard Tutorial to become more familiar with endodontic and apical treatment options.

Quiz 29

This Quiz is worth 3.06 percent of your course grade.

Lesson 30—The Dental Assistant's Guide to Law and Ethics

What ethical and legal concerns affect a career in dental health? Just as with any profession, there are regulations and laws that affect the world of dentistry. Lesson 30 gives you an overview of these rules, narrowing down the information to what you need to know in a way that makes this section simple and clear.

Quiz 30

This Quiz is worth 3.06 percent of your course grade.

Lesson 31—Comprehensive Practicum

This final assessment is the culmination of all of your hard work, dedication and diligent study.

Quiz 31

This Quiz is worth 10.21 percent of your course grade.

GRADING CRITERIA

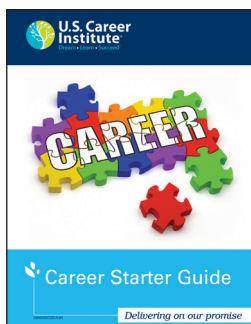
92-100%	= A
85-91%	= B
75-84%	= C
70-74%	= D
Below 70%	= F

If you plan to work independently, your grades should consistently be above 85%. If your grades are 84% or below, you will need to make improvements to bring your skills to an employable level.

Your final grade point average will be calculated on all graded assignments in this course. You must complete all assignments and attain a final grade point average of 70% or higher to earn a certificate.

AMT Partnership

This course is approved by the AMT. To qualify for AMT certification, students must complete 160 hours of externship in addition to graduating from this course. For the best chance of success, USCI recommends that students complete externship hours before sitting for examination. Externship hours are not required to graduate from this course and students are responsible for finding externship sites.



Career Starter Guide

A U.S. Career Institute exclusive! The Career Starter Guide will give you step-by-step guidance in getting your first job. You'll learn how to create the best résumé for yourself...how to write a letter of inquiry...how to perfect your interview skills and much more.



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