

SUBJECT DESCRIPTIONS

OTP 101 ORIENTATION TO THE PROFESSION

This subject introduces students to dental assisting and how they are to assist dentists and become an effective team member of the dental practice. Upon completion of this subject students will be able to 1) define the dentist and a dental assistant role in patient healthcare; (2) to maintain the health of patient, dentist, office personnel and the dental assistant; (3) define professionalism in the industry (Dental Ethics and Jurisprudence review and the dental assistant's role); (4) understand the curriculum guidelines; (5) know the requirements to complete the course; (6) tour office/facility/equipment. (Lec 7 CL Hrs/ Lab 0 CL Hrs/ Ext 0 CL Hrs)

Prerequisites: None

DAP 101 DENTAL ANATOMY AND PHYSIOLOGY

This subject teaches the students to locate various regions, structures and muscles of the head and neck. The students will be able to (1) describe the tissues and surfaces of the tooth; (2) use correct dental terminology; (3) identify the primary and permanent dentition and its' function; (4) provide the correct universal numbering system. (Lec 7/ CL Hrs/ Lab 0 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101

ICP 101 INFECTION CONTROL AND STERILIZATION

Students will be able to (1) know the difference between disinfection and sterilization; (2) give examples of critical, semi-critical and non-critical items relating to dentistry; (3) identify and demonstrate the importance of proper cleaning and disinfecting the treatment room; (4) demonstrate the procedures in pre-cleaning and sterilizing contaminated dental instruments using various sterilizing equipment including the proper handling of "sharps" and biohazardous materials. (Lec 2.5 CL Hrs/ Lab 2 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101

ICP 102 MICROBIOLOGY AND PATHOLOGY

Students will be able to (1) identify the name of bloodborne pathogens and the criteria used to prevent the spread of them; (2) see a broader look at the spread of disease; (3) identify job related safety hazards; (4) learn the principles of universal and standard precautions as designated by OSHA, CDC, and the ADA; (5) understand and utilize personal protective equipment; (6) be prepared for the Texas State Board of Dental Examiners (TSBDE) exam for dental assistants. (Lec 2.5 CL Hrs/Lab 0 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101

PMP 101 PATIENT MANAGEMENT PROCEDURES

Students will learn (1) the fundamentals of the proper charting techniques used in the dental office; (2) how to prepare dental charts using appropriate symbols, colors and abbreviations; (3) how to properly record existing patient condition and treatment recommendations; (4) preparatory steps in seating patients in the dental operatories, chairside protocols, and dismissal of patients from dental operatories to office management staff; (5) the correct components of patient informed consents and patient privacy (HIPAA) procedures in the dental office. (Lec 1 CL Hrs/Lab 1 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102

PMP 102 HEALTH HISTORY AND VITAL SIGNS

Students will be able to (1) take Blood Pressure, Pulse, Other Vital Signs (as described by the American Dental Association (ADA)); (2) describe the importance of the patients medical and dental health history's (ie allergies and pre-medications). (Lec 1 CL Hrs/Lab 1 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101

PMP 103 PAIN CONTROL AND ANESTHETICS

Students will be introduced to (1) different types of anesthetics and their various forms (General, Nitrous Oxide, and IV sedations); (2) other modes of anxiety reduction for patients; (3) preparation steps for anesthesia or anxiety modes for patient and doctor entrance (4) common sites the anesthetic modes would be located in a dental office. (Lec 1 CL Hrs/ Lab 1 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102

PMP 104 DENTAL INSURANCE AND OFFICE MANAGEMENT

Students will be introduced (1) to dental insurance concepts; (2) and able to identify dental procedures and the need for correct dental claim processing; (3) to the role of the business office manager and the reasons for recall systems and appointment scheduling; (4) all dental chart information beyond dental charting; (5) overview of a dental software program (Eaglesoft); (6) to the correct way to answer phone and direct or answer patients questions; (7) to filing patients records/charts; (8) to using fax machine, printers, computers, and other various office managerial equipment. (Lec 1 CL Hrs/ Lab 0 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103

MID 101 DENTAL INSTRUMENTS AND TRAY SET UP

This subject is designed to provide the student with (1) fundamental knowledge of surgical, hand and rotary dental instruments; (2) the ability to know when an instruments is used and how to place and remove it in the operatory; (3) proper care of dental instruments; (4) the principles of preset instrument trays and how to prepare them. (Lec 1 CL Hrs/ Lab 1 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104

MID 102 DENTAL MATERIALS

Students will be (1) introduced to the various supplies used in the dental office; (2) given a basic knowledge of impression materials, dental cements, filling materials (amalgam, resins, gutta percha, porcelain, gold) commonly used in the dental office; (3) knowledgeable regarding disposable and non-disposable materials in the dental office. (Lec 1 CL Hrs/ Lab 1 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101

MID 103 RESTORATIVE AND COSMETIC DENTISTRY

Students will be (1) introduced to a variety of matrix systems; (2) able to describe the different techniques and reasons for placement of fillings (amalgam and resin based restorations); (3) able to explain the areas of dentistry (restorative; endodontics; fixed and removable prosthodontics; surgery; periodontics; cosmetic; pedodontics; and sports dentistry). (Lec 1 CL Hrs/ Lab 0 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; ICP 103; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102

MID 104 PATIENT COMMUNICATION AND POSITIONING

Students will be (1) introduced to commonly used dental equipment and their function; (2) instructed in the method to correctly prepare the operatory for dental procedures; (3) able to correctly position the patient and overhead light in the operatory chair; (4) proper Ergonomics of the dental team; (5) able to correctly learn and use the principles of transferring and exchanging dental instruments with the dentist. (Lec 1 CL Hrs/ Lab 1 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; ICP 103; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103

EMG 101 MEDICAL EMERGENCIES IN THE DENTAL OFFICE

Students will be (1) instructed and tested in the new AHA protocols in CPR; (2) able to identify the common signs and symptoms associated with dental office emergencies; (3) able to describe the steps taken to prevent dental emergencies and the protocols to manage emergencies. (Lec 2 CL Hrs/ Lab 2 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; PMP 101; PMP 102; PMP 103; MID 104; Reading the AHA CPR handbook prior to lec/lab

EMG 102 NITROUS OXIDE REVIEW

The students will be (1) introduced to a more advanced study of Nitrous Oxide; (2) given the Nitrous Oxide material for preparation study to take the TSBDE Nitrous Oxide exam; (3) able to have knowledge of the equipment; (4) given the instruction on fundamental principles associated with monitoring Nitrous Oxide sedation. (Lec 3 CL Hrs/ Lab 0 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; PMP 101; PMP 102; PMP 103; MID 104; EMG 101

RAC 101 RADIATION PROTOCOL

Students will learn (1) to describe the component parts and the uses of dental radiographs; (2) maintenance of radiation components and sterilization procedures; (3) basic philosophy and history of radiology; (4) the hazards of radiation; (5) proper methods of patient radiation protection; (6) proper methods of operator radiation protection; (7) and understand the ALARA concept. (Lec 1 CL Hrs/ Lab 0 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102

RAC 102 RADIOGRAPHIC TECHNIQUES

Students will (1) learn correct placement of both digital and standard radiographic film using the XCP film holder; (2) techniques in exposing radiographs using the Rinn Paralleling Technique and "bisecting the angle" Techniques; (3) learn to develop standard radiographs and the corresponding development and printing of digital radiographs; (4) be able to identify common errors in exposure and developing procedures; (5) learn to correct poorly exposed radiographs; (6) review different radiographic systems (Pano; Pre Screening Ortho with a Ceph; the joint (TMJ) with a tomogram survey); (7) learn subject matter necessary to prepare for the TSBDE Radiology Exam for Dental Assistants. (Lec 2 CL Hrs/ Lab 2 CL Hrs/Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101

RAC 103 INTRAORAL CAMERA USE

Students will learn (1) the use of intra oral camera; (2) the sterilization modes for the intraoral camera; (3) the correct placement of intraoral camera for photos of individual teeth; occlusion; and smile positioning; (3) to identify teeth position, wear, and the actual tooth number when viewing the photos from the intraoral camera. (Lec 1 CL Hrs/ Lab 1 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101; RAC 102

ACP 101 MOISTURE CONTROL IN THE PATIENT'S ORAL CAVITY

Students will learn (1) to utilize proper placement of drying agents within the oral cavity; (2) the naming of two types of oral evacuation methods; (3) the benefits of moisture control –it's placement and it's removal – in the oral cavity. (Lec 1 CL Hrs/ Lab 1 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101; RAC 102; RAC 103

ACP 102 ADVANCED CLINICAL PROCEDURES

The student will (1) perform and assist with various operative procedures; (2) assist in impression taking and learning the techniques for pouring the impressions; (3) prepare different appliances (bleaching trays, mouthguards). (Lec 2 CL Hrs/ Lab 1 CL Hr/Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101; RAC 102; RAC 103; ACP 101

ACP 103 HYGIENE PROCEDURES

Students will (1) learn to assist with advanced restorative, periodontal, hygiene, preventive, fixed prosthodontics and endodontic procedures; (2) learn to educate patients about proper dental care including soft tissue management, brushing and flossing techniques; (3) be able to describe and accomplish coronal polishing according to Texas State Laws for dental assistants; (4) understand and place pit & fissure sealants according to Texas State Laws for dental assistants (Lec 2 CL Hrs/ Lab 3 CL Hrs/Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101; RAC 102; RAC 103; ACP 101; ACP 102

ACP 104 PERIODONTAL PROCEDURES

Students will (1) describe the Case Types of Periodontal Disease; (2) understand the role the general dentist and the specialist play in this disease management; (3) learn how radiographs are used to show and explain bone loss to patients; (4) learn criteria for recognition of periodontal disease and periodontal health. (Lec 1 CL Hrs/ Lab 0 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101; RAC 102; RAC 103; ACP 101; ACP 102, ACP 103

MAP 101 MORE ADVANCED CLINICAL PROCEDURES

Students will (1) continue chairside assisting of more advanced clinical procedures; (2) learn how to "set up" and "break down" of Fixed Prosthodontics (crowns and bridges/laminates); (3) learn how to assist during Oral Surgery techniques; (4) demonstrate skills in the field of orthodontics; (5) demonstrate skills of all prior learned objectives. (Lec 7 CL Hrs/ Lab 64 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101; RAC 102; RAC 103; ACP 101; ACP 102; ACP 103; ACP 104

IDA 101 INTERNSHIP

Students will (1) demonstrate all above learned objectives and skills during "hands-on" and direct chairside instruction; (2) assist dentist in program with various procedures on actual patients. (Lec 0 CL Hrs/ Lab 16 CL Hrs/ Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101; RAC 102; RAC 103; ACP 101; ACP 102; ACP 103; ACP 104; MAP 101

JCS 101 JOB INTERVIEW COMMUNICATION SKILLS

Student will (1) prepare a cover letter; (2) prepare a resume; (3) describe their objective and philosophy of dentistry; (4) learn to define their career goals and how to act upon them. (Lec 7 CL Hrs/Lab 0 CL Hrs/Ext 0 CL Hrs) Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101; RAC 102; RAC 103; ACP 101; ACP 102; ACP 103; ACP 104; MAP 101; IDA 101

EDA 101 EXTERNSHIP

Students will (1) go off site to a general dental and/or specialty dental practice; (2) assist provided dentists/specialists using techniques learned during the program. (Lec 0 CL Hrs/ Lab 0 CL Hrs/ Ext 24 CL Hrs)

Prerequisites: OTP 101; DAP 101; ICP 101; ICP 102; PMP 101; PMP 102; PMP 103; PMP 104; MID 101; MID 102; MID 103; MID 104; EMG 101; EMG 102; RAC 101; RAC 102; RAC 103; ACP 101; ACP 102; ACP 103; ACP 104; MAP 101; IDA 101; JCS 101