



Curriculum Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, “hands on” training in our practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students are required to intern over 100 hours, complete numerous clinical procedures, and become CPR and OSHA certified before passing. Details of the students’ extensive clinical training are outlined below:

- I. Dental Theory and Terminology**
 - a. Dental and Oral Anatomy, tooth identification and numbering system
 - b. Instrumentation nomenclature and identification for all aspects of General Dentistry
 - c. Dental terminology
 - d. Equipment operation, chair positioning, assistant equipment usage
 - e. Treatment options available, depending on oral conditions
- II. Receptionist and Scheduling – Front Desk Office Management**
 - a. Phone techniques and appointment book control
 - b. Billing: accounts receivable and accounts payable, collections
 - c. Insurance terminology
- III. Four-Handed Dental Assisting**
 - a. Instrument transfer techniques, chair-side assisting and patient suctioning
 - b. Chairside doctor-patient-assistant positioning
 - c. Tub and tray systems of instruments and materials
 - d. Familiarity and use of instruments and materials in assisting for:
 - i. *Operative dentistry* – Amalgam and composite restorations
 - ii. *Oral Surgery* – instruments, procedures and post-operative protocol
 - iii. *Crown and Bridge* – polyvinyl “gun type” impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
 - iv. *Endodontics* – instruments, medicaments and materials: how and why they are used
 - v. *Periodontics* – disease origin and usual treatment methods
 - vi. *Pedodontics* – commonality and differences in treating children vs. adult patients
- IV. Radiology**
 - a. X-ray theory and technique, use of Rinn holders and other methods
 - b. Intraoral, bitewing, panoramic, and endodontic exposure methods
 - c. X-ray identification, interpretation, safety and precautions
 - d. 16 hours total instruction
- V. Impressions**
 - a. Impression materials and practice in their uses: alginates, polyvinyl siloxane, etc
- VI. Cements and Liners**
 - a. Introduction to various cements and liners used in dentistry
 - b. Practice mixing cements and liners
- VII. Sterilization Techniques**
 - a. Sterilization theory and terminology, autoclave operation
 - b. Instrument and equipment sterilization/disinfection
 - c. Treatment room disinfection and asepsis techniques

- d. Handpiece care and maintenance

VIII. CPR and OSHA Training and Certification

IX. Mock Job Interviews

- a. Proper image, dress, resume, and how to prepare for the job interview
- b. Difficult questions one may face – how to answer
- c. Do's and Don'ts during the interview, what to expect
- d. Assistance with Resumes

X

Date

Your signature above indicates that you have read, understand, and agree to the Policies and Procedures found in the School Catalog.