Dental Assisting  
Course 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 state-of-the-art 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 graduates receive in excess of 40 hours of instruction in radiology, 75% digital. Our students graduate with CA Radiation Safety and 8 hour Infection Control Certificates. Details of the student's extensive clinical training are outlined below.

I. Dental Theory and Terminology
   A. Dental and oral anatomy, tooth identification and numbering system
   B. Instrument 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 - Front Desk Office Management
   A. Phone techniques and appointment book control
   B. Billing: accounts receivable and accounts payable, collections
   C. Filing insurance forms and pre-treatment estimates
   D. Insurance terminology

III. Four-Handed Dental Assisting
   A. Instrument transfer techniques, chair-side assisting and patient suctioning
   B. Chair-side doctor-patient-assistant positioning
   C. Tub and tray systems of instruments and materials
   D. Familiarity and use of instruments and materials in assisting for:
      1. Operative Dentistry-amalgam and composite restorations
      2. Oral Surgery - instruments, procedures and post-op protocol
      3. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
      4. Endodontology - instruments, medicaments and materials: how and why they are used
      5. Periodontics - disease origin and usual treatment methods
      6. Pedodontics - commonly and differences in treating children vs. adult patients

IV. California Radiation Safety Certification for Dental Radiology
   A. X-ray theory and technique, use of Rinn® holders and other methods
   B. Intraoral, bitewing, panoramic, and endodontic exposure methods
   C. Developing x-rays using the automatic processor
   D. Darkroom care and maintenance
   E. X-ray identification, interpretation, safety and precautions

V. Impressions and Model Trimming
   A. Impression materials and practice in their uses: alginate, poly vinyl siloxane, etc.
   B. P.V.S. bites, counter impressions,
   C. Model pouring and trimming along with splint fabrication.

VI. Cements and Liners
   A. Introduction to various cements and liners used in dentistry
   B. Practice mixing cements and liners

VII. Infection Control 8 Hour Certification
   A. Microbiology, Hazardous Waste, Infectious Waste and Bloodborne Pathogen training
   B. Instrument and equipment sterilization / disinfection
   C. Treatment room disinfection and asepsis techniques
   D. Handpiece care and maintenance

VIII. Job Interview and Placement Assistance
   A. Proper image, dress, resume, and how to prepare for the job interview itself
   B. Difficult questions you may face - how to answer them
   C. Do's and don'ts during the interview, what to expect.