



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

DAT 174
Office Rotations

Effective Term
Fall 2026

Part I: Course Information

Effective Term: Fall 2026

COURSE PREFIX: DAT 174

COURSE TITLE: Office Rotations

CONTACT HOURS: 10

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

DAT 174 Dental Office Rotations provides Expanded Duty Dental Assisting (EDDA) students with hands-on clinical experience in a general dentistry setting. Building on the knowledge and skills acquired in DAT 154 Clinical Procedures I, students work alongside dental hygiene students, dental students, general practice residents, and practicing dentists to develop their chairside assisting abilities.

Throughout the course, students apply and refine essential dental assisting skills, including infection control practices, sterilization and disinfection procedures, patient preparation, and chairside patient care. The course offers real-world experience performing entry-level dental assisting duties within an actual dental practice environment.

In addition, DAT 174 reinforces students' understanding of biology and infectious diseases while preparing them to successfully complete the Dental Assisting National Board (DANB) Infection Control Examination.

COURSE DESCRIPTION:

This is an introductory course to a general office with emphasis placed on chairside assisting and office management.

PREREQUISITES/CO-REQUISITES:

Admission into the Expanded Duty Dental Assisting Program

CO-REQUISITES:

DAT 113 Dental Materials

DAT 118 Dental Morphology

DAT 127 Dental Radiology

DAT 154 Clinical Procedures I

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System “The Student Code” (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college’s educational mission. Students are expected to comply with all of the college’s duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under “Student Rights and Responsibilities” card then select “Student Code of Conduct” or the “Student Catalog and Handbook.”

Refer to the HGTC Dental Sciences Program Manual for additional policies on classroom etiquette.

***During office rotations, students are not permitted to have cell phones with them and may use cell phones during lunchtime only.**

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Dental assistants must appreciate their role as a health care provider in a dental office. This role requires the Expanded Duty Dental Assisting student be proficient in the background knowledge to perform basic chairside dental assisting duties and supportive treatments including pre- and post-treatment sterilization and disinfection procedures, patient preparation for dental procedures, and chairside patient care. Therefore, upon completion of DAT 174, the Expanded Duty Dental Assisting student will be competent to perform the following:

1. Apply basic theory and competencies learned in the classroom to actual dental restorative procedures.
2. Identify concepts related to microbiology and infection control, as well as special needs patients and use of local anesthesia and apply to clinical treatment care in the

dental office.

3. Evaluate the dental procedures to be performed and adequately prepare tray set-ups for the various procedures to include the instruments and materials and the adaptation to four-handed dentistry and demonstrate correct chairside procedures.
4. Identify major and adjunct dental equipment, describe required maintenance procedures for each, state their uses and demonstrate proper utilization during dental procedures.
5. Identify and manipulate dental hand instruments, handpieces and rotary instruments according to their uses in dental procedures.
6. Demonstrate professionalism in dress, attitude and conduct.
7. Prepare the operatory and patient for treatment utilizing infection control procedures as recommended by the CDC, OSHA and ADA.
8. Assist with diagnostic, restorative and preventive dental procedures.
9. Apply principles of medical/dental emergency care in clinical situations.
10. Operate and maintain all dental equipment, demonstrate proper handling of sterilized or disinfected instruments.
10. Explain post-operative home care instructions for various dental procedures to patients.
11. Discuss and implement safety standards & infection control procedures as recommended by CDC, OSHA and ADA.
12. Complete documentation of the dental work performed.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Lecture Learning Outcomes

Material Covered: Ch. 10 Microbiology

Assessments: Test, Final Exam, Dental Office Evaluation, and Student Log/Journal

Objectives:

1. Explain why the study of microbiology is important to the dental assistant.
2. Identify the early pioneers in microbiology and their contributions to current understanding of microorganism.
3. Discuss the nature of the disease process.
4. Discuss the major groups of microorganism, prions, and normal flora.
5. Distinguish bacterial, viral, protozoal, fungal, rickettsial, algal, and prion diseases.
6. Discuss the harmful effects of normal flora.
7. Describe the body's resistance to disease.
8. Explain types of immunity and vaccines.
9. Discuss the role of epidemiology in controlling communicable diseases.

Material Covered: Ch. 23 Anesthesia & Sedation

Assessments: Test, Final Exam, Dental Office Evaluation, and Student Log/Journal

Objectives:

1. Defend the importance of pain control.
2. Compare and contrast local anesthetics and topical anesthetics.
3. Describe the purpose of non-injectable local anesthetics.
4. State the rationale for vasoconstrictors.
5. Compare and contrast the different concentrations of vasoconstrictor in a local anesthetic cartridge.
6. Compare and contrast the three types of dental oral anesthetic techniques.
7. Identify the parts of the local anesthetic syringe.
8. Identify the parts of the local anesthetic cartridge.
9. Identify the parts of the local anesthetic needle.
10. State the correct sequence of steps in assembling a local anesthetic syringe.
11. State what should be included when making a chart entry for local anesthesia administration.
12. Discuss the specifics of the Needlestick Safety Act.
13. Outline the CDC recommendations for postexposure management.
14. Compare and contrast the different types of sedation.
15. State the beneficial effects of nitrous oxide on a patient

Material Covered: Ch. 13 The Special Needs & Medically Compromised Patient

Assessments: Test, Final Exam, Dental Office Evaluation, and Student Log/Journal

Objectives:

1. Differentiate between developmental and acquired disabilities.
2. Define special needs, the Americans with Disability Act (ADA) and a barrier free environment.
3. Summarize the special care for the patient with disabilities.
4. Describe one- and two-person wheelchair transfers.
5. Discuss dental management of the patient with a sensory disability.
6. Describe potential behavior of a patient with intellectual and developmental disabilities.
7. Describe oral findings of a patient with intellectual and developmental disabilities.
8. Discuss the effects of aging and dental management of the older patient.
9. Describe the cause, characteristics of disorders and diseases that define a patient who is medically compromised.
10. Describe the dental management of disorders and diseases that define a patient who is medically compromised

Materials Covered: Student Presentation on Infectious Diseases

Objectives:

1. Research using evidence-based literature.
2. Identify signs, symptoms, side effects, oral implications, and mode of transmission of the following health related conditions:
 - a) Tuberculosis
 - b) Zika Virus
 - c) Water related diseases
 - d) HIV/Aids
 - e) Ebola
 - f) Human Papilloma Virus
 - g) Methicillin-resistant staphylococcus aureus (MRSA)
 - h) Salmonella

Lab Learning Outcomes

Materials Covered: Off Campus – Dental Office Rotations

Assessments: Instructor Evaluation, Dental Office Evaluation, and Student Log/Journal

Objectives:

1. Demonstrate effective skills in documentation of existing conditions and diseases as dictated by dentist.
2. Demonstrate effective evaluation of patient medical and dental history for patient report to dentist
3. Demonstrate infection control procedures to clinical competency before, during and after patient treatment
4. Demonstrate to clinical competency chairside assisting procedures regarding the following
 - a. Treatment room preparation
 - b. Patient preparation
 - i. Medical/dental history review
 - ii. Taking and recording of blood pressure, pulse and respiration
 - c. Exposure, process and mounting of radiographs as ordered by the supervising dentist
 - d. Tray/instrument selection
 - e. Operating field maintenance
 - i. Tissue retraction
 - ii. Aspiration
 - iii. Rinsing/cleansing of field
 - f. Material dispensing, mixing and presenting for application
 - g. Dismissal of patient post-treatment
 - i. Provide post-operative instructions
 - h. Sterilization of instruments

- i. Disinfection of dental treatment room
- j. Professionalism

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

<u>Lecture</u>	<u>50% of final grade</u>
Exams	40%
Infectious disease project	30%
Final Exam: Mock DANB ICE	25%
<u>Classroom Professionalism/participation</u>	<u>5%</u>
	100%

<u>Lab</u>	<u>50% of final grade</u>
Professional Evaluation (Doctors/Faculty)	60%
<u>Student Log/Journal</u>	<u>40%</u>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

A=90-100
 B=80-89
 C=77-79
 D=70-76
 F=69 and below

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, and Is also

negatively impact academic progression and financial aid status.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet and the HGTC Dental Sciences Program Manual.**

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):



The SSTC offers all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:

TECH Central offers all students the following **free** resources:



1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.

**HGTC LIBRARY:**

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an

embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff

with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

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PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).