



INSTRUCTIONAL PACKAGE

DAT 177
Dental Office Experience

Effective Term

Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2025

COURSE PREFIX: DAT 177

COURSE TITLE: Dental Office Experience

CONTACT HOURS: 21

CREDIT HOURS: 7

RATIONALE FOR THE COURSE:

DAT 177 Dental Office Experience provides the Expanded Duty Dental Assisting student with continued hand-on practice in chairside assisting in the profession of dentistry. It builds upon the knowledge and skills taught in the fall semester course DAT 174, Dental Office Rotations. This course provides the student with an increase in clinical practice hours in a variety of dental practice settings, enabling the EDDA student to apply and perfect skills learned in the previous two semesters, including pre- and post-treatment sterilization and disinfection procedures, patient preparation for dental procedures, and chairside patient care. This course also prepares the EDDA student to take and pass the Dental Assisting National Board Chairside Assisting Exam.

COURSE DESCRIPTION:

This course consists of practice in the dental office or clinic with rotation assignments to encompass experiences in office management and clinical experiences in all areas of dentistry.

PREREQUISITES/CO-REQUISITES:

DAT 113 Dental Materials
DAT 118 Dental Morphology
DAT 127 Dental Radiology
DAT 154 Clinical Procedures I
DAT 174 Dental Office Rotations
DAT 115 Ethics Professionalism
DAT 121 Dental Health Education
DAT 122 Dental Office Management
DAT 123 Oral Medicine/Oral Biology
DAT 183 Specialty Functions

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

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.
2024-2025

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

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 for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

*Please refer to the HGTC Dental Sciences Policies and Procedure's Manual for additional information on classroom etiquette.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

****No late work is accepted***

Upon completion of DAT 177 Dental Office Experience, the student will be competent to perform the following:

1. Utilize dental equipment in the operator, lab, and sterilization center
2. Select the appropriate instrumentation for general and specialty dental procedures
3. Select the appropriate material, equipment and adjunct supplies for general and specialty dental procedures
4. Utilize the principles of four-handed dentistry
5. Anticipate the dentist's need throughout general and specialty dental procedures
6. Expose, process and mount diagnostically acceptable radiographic films
7. Obtain relevant patient data and chart dental conditions of the oral cavity
8. Provide patient instruction such as pre- and post-operative, dental health care, nutritional counseling, etc.
9. Utilize the recommended safety, sanitation, disinfection, sterilization and infection control methods
10. Demonstrate professional and ethical behavior toward the patient, staff and dentist in dress, conduct and attitude
11. Demonstrate effective oral and written communication with patient, staff and dentist
12. Assist with office management procedures
13. Fabricate provisional restorations and diagnostic aids
14. Discuss the importance of taking and passing the certification exam
15. Prepare the operator and patient for treatment utilizing infection control procedures as recommended by the CDC, OSHA and ADA.
16. Assist with diagnostic, restorative and preventive dental procedures.
17. Apply principles of medical/dental emergency care in clinical situations.
18. Operate and maintain all dental equipment, demonstrate proper handling of sterilized or disinfected instruments.

19. Discuss and demonstrate the application of techniques learned in previous course titled "Dental Office Management" including but not limited to accounts receivable, accounts payable, appointment control, inventory control, telephone management, communication skills, and use of common office equipment.
20. Take the course titled "Oxygen/Nitrous Oxide Conscious Sedation Monitoring" Course and Certification test and discuss the Expanded Duty Dental Assistant's role in its use.

Lab Learning Outcomes

Materials Covered: Off Campus – Dental Office Rotations

Assessments: Dental Office Evaluations, 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
 - ii. Tissue retraction
 - iii. Aspiration
 - iv. Rinsing/cleansing of field
 - f. Material dispensing, mixing and presenting for application
 - g. Dismissal of patient post-treatment
 - h. Provide post-operative instructions
 - i. Sterilization of instruments
 - j. Disinfection of dental treatment room
 - k. Professionalism

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*

Office Rotations 100% of total grade

Office Evaluations	40%
Journal/Log	60%
	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, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of 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.

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 in order 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.**

**Refer to the HGTC Dental Sciences Manual for additional policies on attendance.*

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

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

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



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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. Or please call (843) 349 – TECH (8324), Option #2.



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 are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

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. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability Services staff will review documentation of the student's disability and, in a confidential

setting with the student, engage in an interactive process to develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

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:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, in the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & 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.

Other 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, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@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 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

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**](#).