



# **INSTRUCTIONAL PACKAGE**

DAT 183  
Specialty Functions

Effective Term  
AY 2020/2021  
Spring 2021

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Spring 2021

COURSE PREFIX: DAT 183

COURSE TITLE: Specialty Functions

CONTACT HOURS: 5

CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

In dentistry, many patient care procedures are delegated to the Expanded Duty Dental Assistant (EDDA). DAT 183 teaches the Expanded Duty Dental Assisting student job skills that are governed by SC Labor Law and are classified as Expanded Duties. These skills are built on those that have learned in the previous fall semester. The student also learns about the specialty practices of dentistry which enables the graduate to be employed as an entry level Expanded Duty Dental Assistant in specialty dental practices as well as general practice dental offices. The EDDA in any dental office allows patient flow to run smoothly and efficiently.

### **COURSE DESCRIPTION:**

This course is an introduction to dental specialties, the refinement, and the roles served by assistants in the dental specialties, and the expanded legal functions for qualified assistants.

### **PREREQUISITES/CO-REQUISITES:**

#### **PREREQUISITES:**

DAT 113 Dental Materials  
DAT 118 Dental Morphology  
DAT 127 Dental Radiology  
DAT 154 Clinical Procedures I  
DAT 174 Office Rotations

#### **CO-REQUISITES:**

DAT 115 Ethics Professionalism  
DAT 121 Dental Health Education  
DAT 122 Dental Office Management  
DAT 123 Oral Medicine/Oral Biology  
DAT 177 Dental Office Experience

\***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

## **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 student portal for course materials.  
WaveNet and D2L email access.

## **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.

Refer to the HGTC Dental Sciences Program Manual for additional policies 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\*:**

Upon completion of DAT 183, the Expanded Duty Dental Assisting student will be competent to perform the following:

1. Recognized specialties in dentistry.
2. Describe and demonstrate the functions of a dental assistant in each of the specialties.
3. Demonstrate the following to clinical competencies:
  - a. Polishing of coronal surfaces of teeth
  - b. Application of fluoride varnish and fluoride trays
  - c. Taking impressions for study casts
  - d. Taking occlusal registrations for study casts
  - e. Apply pit & fissure sealant
  - f. Place and remove a rubber dam and matrix band
  - g. Place gingival retraction cord

- h. Suture removal
- i. Place & remove periodontal dressings
- j. Secure orthodontic archwire
- k. Place and remove socket dressing
- l. Fabricate and cement temporary crowns
- m. Polish restorations and supra-gingival tooth structure
- n. Identify various instruments relating to specialty practices
- o. Clean removable dental appliance

## **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

### **Module 1: General Dentistry Chapter 48**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. Describe the process and principles of cavity preparation
2. Discuss the differences in assisting with the different classes of permanent restorations
3. Discuss the different methods of retention and why retention is needed
4. Discuss the different types of retraction and contraindications for the different types of retraction
5. Describe whitening procedures and the role of the dental assistant with whitening

### **Module 2: Matrix Systems for Restorative Dentistry Chapter 49**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. Describe the use of a matrix system in class II, III, and IV restorations
2. Describe the types of matrices used for posterior restorations, including the purpose and use of the wedge
3. Describe the types of matrices used for anterior restorations
4. Discuss alternative methods for matrix systems used in restorative dentistry
5. Identify and describe the components of thetofflemire retainer

### **Module 3: Fixed Prosthodontics Chapter 50**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. List indications and contraindications for fixed prosthodontics
2. Discuss the difference between direct and indirect restorations
3. Identify the role of the laboratory technician and the steps for a diagnostic workup
4. Explain a crown procedure
5. Explain a bridge procedure, including homecare instructions
6. Describe a CAD/CAM system

### **Module 4: Provisional Coverage Chapter 51**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. Describe the indications for provisional coverage

2. Identify the types of provisional coverage
3. Identify the dental assistant's role in provisional coverage
4. Identify homecare instructions for provisional coverage

### **Module 4: Removable Prosthodontics Chapter 52**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. Differentiate between removable partial and a full denture
2. Identify the factors involved in choosing between a partial or full denture
3. Identify the components of a partial denture
4. Discuss the process of developing partial and complete dentures
5. Discuss denture repair, adjustments, relining and duplication

### **Module 5: Dental Implants Chapter 53**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. Discuss the indications for dental implants
2. Discuss the contraindications for dental implants
3. Explain the preparation for implants
4. Identify the types of dental implants
5. Describe the surgical procedure for dental implants
6. Describe maintenance and care of dental implants

### **Module 6: Endodontics Chapter 54**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. List the causes and symptoms of pulpal damage
2. Describe the diagnostic tests used for endodontic diagnosis
3. List and describe the types of endodontic procedures
4. Identify the instruments and accessories used in endodontics
5. Discuss medicaments and dental materials used in endodontics

### **Module 7: Periodontics Chapter 55**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. Describe the role of the dental assistant in a periodontal practice
2. Identify and describe the instruments used in periodontal evaluation and treatment
3. Describe types of nonsurgical periodontal treatments
4. Describe types of surgical periodontal treatments

### **Module 8: Oral and Maxillofacial surgery Chapter 56**

**Assessments:** Quizzes, Test, Final Exam & Competencies

1. Describe the specialty of oral surgery and the role of the dental assistant
2. Describe surgical settings utilized in oral surgery

3. Identify oral surgery instruments
4. Explain the importance of the chain of asepsis during a surgical procedure
5. Discuss sutures and suture removal
6. Describe post operative care and instructions given to patients
7. Discuss possible complications resulting from oral surgery

### **Module 9: Pediatric Dentistry Chapter 57**

**Assessments:** Quizzes, Test, Final Exam & Competencies

1. Discuss the pediatric patient, specifically in regards to behavior management
2. Explain why children and adults with special needs are treated in a pediatric practice
3. Describe what is involved in the diagnosis and treatment planning of a pediatric patient
4. Discuss the importance of preventive dentistry in pediatrics
5. List the types of dental procedures that are performed on children compared to those performed on adults
6. Discuss how to handle suspected child abuse and neglect

### **Module 10: Coronal Polishing Chapter 58**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. Discuss coronal polishing
2. Explain the difference between coronal polishing and a prophylaxis
3. Explain indications and contraindications for polishing
4. Explain selective polishing
5. Name and describe types of extrinsic stains

### **Module 11: Dental Sealants Chapter 59**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. Explain the ways that dental sealants prevent caries development
2. Describe indications and contraindications for sealant placement
3. Discuss the different types of sealant material
4. Discuss preventing problems with sealants
5. Explain the important factors in sealant retention

### **Module 12: Orthodontics Chapter 60**

**Assessments:** Quizzes, Test, Final Exam, & Competencies

1. List the benefits of orthodontics treatment
2. Explain the role of the orthodontist and orthodontic assistant
3. List the causes and habits that can affect occlusion

4. Describe the types of Malocclusion
5. Discuss corrective orthodontics
6. Discuss case presentation and treatment planning for orthodontics
7. Name the specialized instruments and accessories used in orthodontics
8. Explain the importance of the adjustment visit

***\*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\***

<b>Lecture</b>	<b>60% of final grade</b>
Quizzes	45%
Test	40%
Final Exam	15%
	<b>100%</b>

<b>LAB</b>	<b>40% of final grade</b>
Competencies	90%
Final Lab Competency	10%
	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

\*The final grade is based upon your performance in the lecture and laboratory portions of the course. You will be required to pass BOTH the lecture and the laboratory portion of the course with a 77% or higher to be eligible to progress in the curriculum.

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.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## 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 appointments using TutorTrac, visit the Student Services tab in WaveNet. Email [sstc@hgtc.edu](mailto:sstc@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.





## CENTRAL 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!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **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).

### STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more 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 RPNOW, 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 staff will review documentation of the student's disability and, in a confidential setting with the student, 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.

### STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, 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

educational programs and/or activities.

### **TITLE IX REQUIREMENTS:**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators 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).

### **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*EEO and Title IX Coordinator*

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)