



INSTRUCTIONAL PACKAGE

DAT 183
Specialty Functions

Effective Term

Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2025

COURSE PREFIX: DAT 183

CONTACT HOURS: 5

COURSE TITLE: Specialty functions

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:

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

REQUIRED MATERIALS:

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

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

2024-2025

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.

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.

Please refer to the HGTC Dental Sciences Policies and Procedure's Manual for additional information

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

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
 - c. Taking impressions for study casts
 - d. Scanning for digital impressions
 - e. Taking occlusal registrations for study casts
 - f. Place and remove a rubber dam and matrix band
 - g. Place gingival retraction cord
 - h. Assemble Tofflemire matrix bands
 - i. Suture removal
 - j. Place & remove periodontal dressings
 - k. Secure orthodontic archwire
 - l. Fabricate and cement temporary crowns. Remove excess cement
 - m. Identify various instruments relating to specialty practices
 - n. Clean removable dental appliance
 - o. Apply topical anesthetic
 - p. SDF SMART application

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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

Lecture Learning Outcomes:

Module 1

Material Covered: Ch. 24 Endodontics

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Define endodontics and describe what an endodontist does.
2. Describe pulpal and periodontal disease.
3. Identify instruments used in endodontic procedures and describe their function.
4. Identify materials used in endodontics and describe their functions.
5. Describe endodontic procedures and the responsibilities of the dental assistant.
6. Describe endodontic retreatment.
7. Explain surgical endodontic procedures and the instruments used.

Module 2

Material Covered: Ch. 25 Oral Maxillofacial Surgery

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Describe the scope of oral and maxillofacial surgery.
2. Identify the surgical instruments used in various types of surgery and describe their functions
3. Explain the aseptic procedures followed in the oral surgeon’s office.
4. Describe how to prepare the patients for surgical treatment.
5. Explain surgical procedures, including tray setups and assisting responsibilities.
6. List and describe cancer and oral abnormalities detection.
7. List the postoperative instructions given to patients.
8. Explain postsurgical complications.
9. Describe temporomandibular joint (TMJ) disease.
10. Explain the function of sutures and when they are placed.
11. List the equipment and supplies needed for suture removal.
12. Determine and identify the location and number of sutures and how to evaluate the healing process.
13. Identify the following suture patterns: simple, continuous simple, ling, continuous sling, horizontal, and vertical mattress.
14. List the basic criteria for suture removal

Module 3

Material Covered: Ch. 28 Orthodontics

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Define orthodontics and describe the orthodontic setting.
2. Define the role of the dental assistant in an orthodontic setting
3. Define and describe occlusion and malocclusion.
4. Identify the causes of malocclusion.
5. Describe preventive, interceptive, and corrective orthodontics.
6. Explain the process of tooth movement.
7. Describe the pre-orthodontic appointment for diagnostic records.
8. Describe the consultation appointment and the roles of the assistant, patient, and orthodontist.
9. Differentiate between fixed and removable appliances.
10. Identify and describe the function of basic orthodontic instruments.
11. Describe the stages of orthodontic treatment.
12. Explain procedure for removing orthodontic appliances and how the teeth are kept in position after appliance removal.

Module 4

Material Covered: Ch. 29 Pediatric Dentistry

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Define pediatric dentistry as a specialty
2. Describe the pediatric office and team members
3. Explain the common behavioral characteristics of children of various ages
4. Describe child behavior management techniques
5. Explain the role of the parent or guardian in pediatric dentistry
6. Identify common procedures in pediatric dentistry, including preventive procedures, diet, restorative procedures, preventive and interceptive orthodontic treatment, and restorative procedures.
7. Identify the equipment unique to pediatric dentistry
8. Explain common emergencies in pediatric dentistry and the treatment for these emergencies
9. Identify the signs of child abuse and the procedure for reporting suspected child abuse cases

Module 5

Material Covered: Ch. 31 Periodontics (Pg. 733-753)

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Discuss the scope of periodontics
2. Identify members of the periodontal team and their roles
3. Describe the stages of periodontal disease
4. Explain the diagnostic procedures involved in the patient's first visit to the periodontal office
5. Identify and describe periodontal instruments and their uses
6. Describe the use and the benefits of lasers in dentistry.
7. Explain the safety precautions when using dental lasers.
8. Describe nonsurgical procedures and the dental assistant's role in each procedure
9. Explain surgical procedures and dental assisting responsibilities.
10. Describe plastic (esthetic) periodontal surgery and list the types of surgeries.
11. Explain the purpose of periodontal dressing
12. Identify the types of periodontal dressing and how they are prepared, placed, and removed

13. Describe periodontal maintenance procedures and the patient's role relating to each

Module 5

Material Covered: Ch. 26 Dental Implants

Assessments: Quizzes, Test, Final Exam & Competencies

1. Explain the considerations for dental implants, including patient preparedness.
2. List the indications and contraindications for dental implants
3. List and describe the types of dental implants and explain the surgical procedures for placing the implants
4. Describe the dental implant surgery and identify the instruments and equipment.
5. Explain the steps in the treatment sequence for dental implants
6. Discuss postoperative homecare and maintenance for the patient with dental implants

Module 6

Material Covered: Ch 39, Provisional Coverage (Pg. 956-968)

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Demonstrate the knowledge and skills necessary to contour prefabricated temporary crowns and to fabricate and fit temporary restorations

Module 7

Material Covered: Ch. 33 Fixed Prosthodontics and Gingival Retraction

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Define the scope of fixed prosthodontics.
2. Describe the role of the dental assistant in all phases of fixed prosthodontic treatment.
3. Explain the dentist's considerations when recommending various prostheses to a patient.
4. Describe various types of fixed prostheses and their functions.
5. Describe dental materials used in fixed prostheses.
6. Identify the general steps for the procedure for fixed prostheses.
7. Explain the involvement of the laboratory technician in the fabrication of fixed prostheses.
8. Explain the techniques for retaining the prosthesis when there is little or no crown on the tooth, including core buildups, pins, and posts.
9. Explain the techniques for maintaining fixed prostheses.
10. Explain the function of gingival retractions. Describe the different types of gingival retraction
11. Explain the steps for placing and removing the gingival retraction cord.

Module 8

Material Covered: Silver Diamine Fluoride. Silver Modified Atraumatic Restoration Therapy

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Identify the composition of SDF
2. Identify the clinical uses
3. Explain advantages and disadvantages
4. Explain the steps of clinical application

Module 9

Material Covered: Ch. 36 Removable Prosthodontics

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Discuss removable Prosthodontics, the difference between removable and fixed Prosthodontics and the advantages and disadvantages of each.
2. Define removable prostheses and list the reasons for using them.
3. Describe considerations about the patient related to removable prosthetic treatment.
4. Explain the dental assistant role in removable prosthetic treatment
5. Outline the steps of the diagnostic appointment and list the materials needed.
6. Describe the consultation appointment and the materials required for case presentation.
7. Describe the advantage and disadvantages of the partial denture, its components, and the appointment schedule.
8. List the home care instructions for a partial denture.
9. Describe the complete denture, considerations about the patient, and the appointment schedule.
10. Discuss the appointment sequence, the advantages & disadvantages, and the construction of an immediate denture.
11. List the home care instructions for a complete denture.
12. Explain the types and steps of denture relines procedures.
13. Describe the procedure for a denture repair.
14. List the steps to polish a removable prosthesis appliance.
15. Explain the overdenture and the advantages and disadvantages related to it.
16. Explain the overdenture and the advantages and disadvantages related to a removable prosthetic device

Module 10

Material Covered: Ch. 35 Cosmetic Dentistry and Teeth Whitening

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Define cosmetic dentistry & described what is involved in cosmetic dentistry
2. Describe who performs cosmetic dentistry and education requirements.
3. Explain the role of the dental assistant in cosmetic dentistry.
4. Explain the scope of cosmetic dentistry.
5. Describe fundamental principles that the cosmetic dentist must learn when creating the perfect smile.
6. Discuss the basic elements of psychology and sociology that are considered for cosmetic treatment.
7. Explain what the patient should consider when selecting a dentist for cosmetic treatment.
8. Identify and describe specific procedures performed in cosmetic dentistry, including diagnosis and treatment planning, legal forms, and documentation.
9. Describe the role that oral photography has in cosmetic dentistry, the equipment needed, and how the patient is set up for the photographs to be taken.
10. Describe why soft tissue surgery may be needed in cosmetic dentistry, how it is performed red, and how lasers and electro surgery are involved.
11. Explain why the dental team needs to know about occlusion in cosmetic dentistry.
12. Describe the types of restorations that are placed and materials used for cosmetic restorations.
13. Describe the marketing techniques for cosmetic dentistry.

Module 11:

Materials Covered: Computerized Impressions and Restorative Systems

Assessments: Quizzes, Test, Final Exam, & Competencies

Objectives:

1. Identify and explain the computer-aided design (CAD) and the computer-aided manufacturing (CAM) restorative systems
2. List the advantages and disadvantages of the CAD/CAM technology
3. Explain the role of the dental assistant during cavity preparation, and while using the CAD/CAM systems to design and manufacture an indirect restoration
4. Describe the considerations the patient should be made aware of when using CAD/CAM technology
5. Gain an understanding of the CAD/CAM equipment, and the CAM systems
6. Discuss how the CAD/CAM systems are used in the dental office and in the dental laboratory.
7. List and describe the steps for preparing the tooth, designing the restoration, and manufacturing the final restoration.

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*

Lecture 60% of final grade

Tests	30%
Quizzes	27%
Assignments	20%
Final Exam	20%
Lecture Professionalism	3%

100%

Lab 40% of final grade

Competencies	80%
Lab Professionalism	3%
Final Lab Competency	17%
	100%

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

GRADING SYSTEM:

A = 100 – 90

B = 89- 80

2024-2025

C = 79 – 77

D = 69 – 60

F = 59 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.**

****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](#).