

Syllabus for DA 150, Dental Assisting Program Orientation

Course Information

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| Semester & Year: Fall 2021 |
| Course ID & Section #: DA 150 (E2292) |
| Prerequisites: Acceptance in Dental Assisting Program cohort. |
| Co-requisites: DA 153, DA 154, DA 156, DA 156C |
| Instructor's name: Hillary Reed RDAEF, CDA, COA, CDPMA, CPDA |
| Day/Time: 8/16, Monday 9:00 AM-10:00 AM and 8/18, Wednesday 8:00 AM-5:00 PM |
| Location: AT 115 (Lecture) |
| Number of units: 0.5 |

Instructor Contact Information

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| Office location: AT 101 |
| Office hours: Fridays and by appointment |
| Phone number: 707-476-4250 |
| Instructor email address: hillary-reed@redwoods.edu |
| Program Coordinator phone number: 707-476-4253 |
| Program Coordinator email address: Hillary-reed@redwoods.edu |
| Absences: In the event of emergency contact 476-4250. To be eligible for alternative exams the absence must be reported ½ hour prior to the beginning of class. Excessive absences will result in Program dismissal. |

Required Materials

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| Textbook Title: Dental Assisting Program Handbook (Downloadable from Canvas) |
| Author: Hillary Reed |
| Textbook Title: Modern Dental Assisting, 13 th Edition (ISBN: 978-0-323-62485-5) |
| Author: Bird and Robinson |
| Other requirements: Uniform, Personal Protective Equipment, Darby Dental Kit Information |

Course Description

A mandatory introduction to notify students accepted in to the Dental Assisting Program on the rigorous requirements and policies of the program. Students must submit completed physical forms with proof of immunities and submit payment to the Program for additional supplies as outlined in the acceptance letter sent certified mail. Note: Acceptance into the Program is required prior to enrollment. Applications are accepted February-August. Uniform required.

Course Student Learning Outcomes

1. Complete the cognitive and skills evaluations in accordance with the American Heart Association Basic Life Support (CPR and AED) Program as required by the Dental Board of California prior to any laboratory and/or clinical experience.
2. Acknowledge that noncompliance with Program requirements, policies, protocol, as well as outside agency mandates will result in disciplinary action and possible dismissal from the Program.
3. Recognize the potential for blood-borne pathogen exposure when working with peers and patients in comprehensive dental care, requiring mandatory personal protective equipment/attire.

Pre-requisites and Co-requisites

The Dental Assisting Program is approved by the Dental Board of California (DBC) and Commission on Dental Accreditation as a cohort of classes to fulfill the hour requirements of a minimum of 900 instructional hours at the post-secondary level that includes 300 clinical practice hours. Additionally, didactic, laboratory, pre-clinical, and clinical content must be covered.

The Dental Assisting Program of Study requires the student to successfully complete the requirements of DA 150 prior to enrolling in the fall semester cohort of courses DA 153, DA 154, DA 155, DA 156, and DA 156C. Students are enrolled in these courses concurrently. Curriculum reiterates and combines concepts, information, and proficiencies from other courses to prepare students for the clinical setting.

Course Content

1. American Heart Association Healthcare Provider CPR Certification
2. Program protocols and requirements.

Specific Didactic Course Skill Sets (Objectives)

1. Read and abide by written directions including the Dental Assisting Program Handbook notifications, information, requirements, and policies.
2. Follow the protocol of the American Heart Association when applying CPR or AED in a mock emergency situation.

Handbook

All students have signed acknowledgement that they have accessed the Dental Assisting Handbook in Canvas, as well as read and agreed to detailed information provided regarding information, notifications, requirements, policies, rules and disciplinary actions. The Handbook further discusses Student Support Services, Grading Policies, Disruptive Behavior, and Emergency Procedures.

Canvas Information

College of the Redwoods Canvas System is used by students and the instructors for grade tracking, referencing handouts (files), and discussion participation. Students can access Canvas at any time, using their college e-mail and password to determine their current grade in the course as well as specific scores for completed participation, assignments, or exams/ quizzes. Instructors enter grades weekly.

Students can access Canvas by going to [CR Home \(redwoods.edu\)](https://redwoods.edu) and then right clicking on Canvas icon on the top of the page. Once in Canvas go to courses to set your Dashboard.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 6 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

Eureka: 707-476-4280, student services building, 1st floor

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of Face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Special Note

The course instructor(s) and/or the Program Coordinator have the right to at any time for any reason alter any content of the course syllabus. Course content alterations can only be done by faculty at their discretion.

Course Requirements

Overall Course Grade Calculation:

The overall course grade is pass/ no pass. Students are required to submit the following for a grade.

| Physical Form Portion: | Pass/ No Pass |
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| Students must submit a completed physical form by a medical provider and attach updated immunization records prior to the specified deadline. | Students submitting the completed physical form by deadline will pass, those that miss the deadline will receive a no pass. |
| CPR Certification Portion: | Pass/ No Pass |
| Students must earn Basic Life Support (BLS) CPR for the Healthcare Provider to continue in the Program. | Students earning a BLS CPR for the Healthcare Provider will pass, those that do not achieve the required CPR certification will receive a no pass. |
| Handbook Portion: | Pass/ No Pass |
| Students must read and then review the Program Handbook with the instructor. Students then must sign a verification form and then submit it to the Program Coordinator to continue in the Program. This verification form is kept in the student's file. | Students submitting the completed verification form by deadline will pass, those that do not submit the form will receive a no pass. |

Course Schedule of Activities and Assignments

Day 1 - Monday, August 16 (Lecture)

- Review Program Costs
- Provide Darby Kit Purchase Paperwork

Day 2 - Wednesday, August 18 (Lecture)

- Handbook Review and Orientation
- CPR/BLS Provider for the Healthcare Provider Certification