

## Syllabus for DA 150, Dental Assisting Program Orientation

### Course Information

<b>Semester &amp; Year:</b> Fall 2025
<b>Course ID &amp; Section #:</b> DA 150 (E9658)
<b>Instructor's Name:</b> Hillary Reed RDAEF, CDA, COA, CDPMA, CPFDA
<b>Day/Time:</b> 8/18, Monday 9:00 AM-10:00 AM and 8/20, Wednesday 8:00 AM-5:00 PM
<b>Location:</b> Applied Technology (AT) 115 (Lecture)
<b>Course Units:</b> 0.5
<b>Number of Proctored Exams:</b> 1
<b>Prerequisites:</b> Acceptance in Dental Assisting Program cohort.
<b>Co-requisites:</b> DA 153, DA 154, DA 156, DA 156C

### Instructor Contact Information

<b>Office Location:</b> AT 101
<b>Office Hours:</b> Fridays and by appointment
<b>Phone Number:</b> 707-476-4250
<b>Instructor Email Address:</b> <a href="mailto:hillary-reed@redwoods.edu">hillary-reed@redwoods.edu</a>
<b>Program Coordinator Phone Number:</b> 707-476-4253
<b>Program Coordinator Email Address:</b> <a href="mailto:Hillary-reed@redwoods.edu">Hillary-reed@redwoods.edu</a>
<b>Absences:</b> 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

<b>Textbook Title:</b> Dental Assisting Program Handbook (Downloadable from Canvas)
<b>Author:</b> Hillary Reed
<b>Textbook Title:</b> Modern Dental Assisting, 14 <sup>th</sup> Edition (ISBN: 978-032-382-4408)
<b>Author:</b> Robinson
<b>Other requirements:</b> Uniform, Personal Protective Equipment, Darby Dental Kit Information

### Course Description

A mandatory introduction to notify students accepted into the Registered Dental Assistant Program on the rigorous requirements and policies of the program. Students must submit completed physical examination 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.

*Note: Applications are accepted February 1- August 1. Submission of the Registered Dental Assistant Program application with transcripts is required prior to enrollment. Please consult the Registered Dental Assistant Application for all requirements including age, physical examination, and immunizations, as well as costs.*

### **Course Objective:**

1. Identify the occupational risk of bloodborne pathogens, hazardous chemicals, and ionizing radiation in the dental setting resulting in strict protocol, proper fitting of personal protective equipment (PPE), as well as necessary immunizations and/or testing for infectious disease prior to laboratory and clinical participation.
2. Attain the ability to utilize basic life support procedures, including pulmonary resuscitation with an Automated External Defibrillator in the dental setting as required by the Dental Board of California (DBC) and Commission on Dental Accreditation (CODA).

### **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. Complete the cognitive 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 classes.
2. Acknowledge that compliance with the 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 and immunizations.

## Educational Accessibility and Support

College of the Redwoods is committed to providing reasonable accommodation for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (i.e. dyslexia, reading comprehension)
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](#), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](#). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: [sass@redwoods.edu](mailto:sass@redwoods.edu).

**Eureka campus Location:** Student Services Building, first floor

Phone: 707-476-4280

## 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.

### Accessing Canvas

1. Log into Canvas at [My CR Portal](#)
2. For help logging in to Canvas and general tech help, visit [Canvas Support Home](#)
3. Once you're logged in to Canvas, you click on the Help icon on the left menu

## Special Note

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

## Course Requirements

<b>Overall Course Grade Calculation:</b>	
The overall course grade is pass/ no pass. Students are required to submit the following for a grade.	
<b>Required Fees Portion</b>	<b>Pass/ No Pass</b>
Students must pay \$295 for the purchase of items required to participate in the laboratory and clinical portion of the course.	Students submitting payment for the Registered Dental Assistant Program fees by deadline will pass, those that do not submit the form will receive no pass.
Proof of purchase for the Darby Dental Kit is required by Thursday, August 28 <sup>th</sup> , 2025.	Students submitting proof of purchase for the Darby Dental Kit by deadline will pass, those that do not submit the form will receive no pass.
<b>Required Medical Forms Portion</b>	<b>Pass/ No Pass</b>
Students must submit completed Medical Clearance forms including: <ul style="list-style-type: none"> <li>• Student Health Questionnaire</li> <li>• Medical Provider Clearance Form</li> <li>• Medical Clearance Assessment Form Physical Requirements and Essential Functions</li> <li>• Proof of Immunity/ Vaccination (Hep B, MMR, Tdap, TB test)</li> </ul>	Students submitting the completed physical form by deadline will pass, those that miss the deadline will receive no pass.
<b>Required Handbook Verification Portion:</b>	<b>Pass/ No Pass</b>
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 no pass.
<b>Required Basic Life Support ( CPR / AED) Certification Portion:</b>	<b>Pass/ No Pass</b>
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 no pass.

## Course Schedule of Activities and Assignments

### **Day 1 - Monday, August 18 (Lecture)**

- Collect Program Required Medical Clearance Forms and Immunity Requirements
- Collect payment of \$295
- Confirm Program Costs and Requirements
- Confirm Program Uniform and Textbooks
- Confirm Weekly Semester Schedules and Lab Assignment
- Provide Darby Kit Purchase Paperwork

### **Day 2 - Wednesday, August 20 (Lecture)**

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