

Dental Assisting



Program / Hours: Dental Assisting CIP 51.0601–2 Year Program

Course Description: A program that prepares individuals to provide patient care, take dental radiographs (x-ray photographs), prepare patients and equipment for dental procedures, and discharge office administrative functions under the supervision of dentists and dental hygienists. Includes instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, basic radiography, pre- and post- operative patient care and instruction, chairside assisting, taking tooth and mouth impressions, and supervised practice. Clinical practice is an integral part of the program.

Learning Activities / Modes of Assessment:

- Small Group
- Large Group
- Independent Work
- One-on-One
- Classwork Activities
- Presentations
- Research Projects
- Research Papers
- Technology Use
- Tests and Quizzes

Individual Resources:

- Textbooks
- Workbooks
- Online Resources
- PowerPoint Presentations
- Computer Applications
- Dental Software
- Dental Equipment and Tools
- Dental Lab Simulations

Year / MP	Task #	K - Know	U - Understand	D - Do
Yr 1 – MP 1	101	Identify career: role, function, obligations, and limitations of the dental care provider as a member of the dental team.	Understand roles and limitations of dental team members.	Have students research different dental team members and the education needed.
Yr 1 – MP 1	102	Define dental related terms and abbreviations.	Students should be able to define key terms and abbreviations clearly and accurately.	Vocabulary review and Tests
Yr 1 – MP 1	103	Practice appropriate personal hygiene, dress practices, and personal qualities/characteristics.	Why these practices matter—especially for patient safety, infection control, and professionalism.	Teach students the proper PPE and test them with UV glow lotion.
Yr 1 – MP 1	201	Wash hands and use hand sanitizer.	Prevents cross-contamination between patients, instruments, and surfaces. Protects both patients and providers from infectious diseases. Required by OSHA and CDC guidelines for clinical safety.	Use UV lotion and black light to show missed spots during handwashing.
Yr 1 – MP 1	203	Prepare and bag/wrap instruments for sterilization.	Understand the preparation process for sterilization.	Correctly bag and wrap instruments for autoclaving.
Yr 1 – MP 1	204	Use and care for ultrasonic cleaner.	Understand how ultrasonic cleaners aid in instrument cleaning.	Operate and maintain ultrasonic cleaning equipment.
Yr 1 – MP 1	205	Classify disinfection and sterilization chemicals.	Understand types and uses of chemical agents.	Identify and categorize disinfectants and sterilants.
Yr 1 – MP 1	206	Sterilize instruments using autoclave and maintain equipment.	Understand autoclave operation and maintenance.	Sterilize instruments and perform routine autoclave care.
Yr 1 – MP 1	207	Perform disinfection and sterilization procedures on dental equipment.	Understand procedures for cleaning dental equipment.	Disinfect and sterilize dental tools and surfaces.

Yr 1 – MP 1	208	Practice OSHA regulations with respect to dental occupations.	Understand OSHA standards for dental safety.	Apply OSHA guidelines in clinical practice.
Yr 1 – MP 1	209	Follow Safety Data Sheets (SDS) and label appropriate materials.	Understand SDS documentation and labeling requirements.	Use SDS and label materials correctly.
Yr 1 – MP 1	210	Dispose of sharps, infectious and hazardous wastes.	Understand proper disposal protocols.	Safely dispose of hazardous dental waste.
Yr 1 – MP 2	211	Maintain evacuation system and dental unit waterlines.	Knowing what cleaner and what system is used to maintain them properly	Instruct students on preparing cleaning mix and using the right system to run the lines
Yr 1 – MP 2	212	Maintain dental handpieces.	Proper maintenance of dental handpieces	Instruct students and test them on oiling and sterilizing handpieces
Yr 1 – MP 3	213	Follow infection control procedures to send/receive dental laboratory items.	Knowing when biohazard bags need to be used and impressions need to be sprayed with CAVICIDE	Instruct how to prepare lab cases in a safe manner for yourself and the lab technician
Yr 1 – MP 1	214	Follow Personal Protective Equipment (PPE) procedures.	Understand the role of PPE in infection control.	Wear and manage PPE correctly during procedures.
Yr 1 – MP 1	215	Identify the components for infection transmission, routes of transmission of infectious organisms and the different microorganisms and diseases.	Understand how infections spread in dental settings.	Identify transmission routes and related diseases.
Yr 1 – MP 2	301	Practice general/personal safety standards/precautions.	Understand safety protocols in dental settings.	Apply personal and general safety precautions during procedures.
Yr 1 – MP 2	302	Practice proper body mechanics	Understand ergonomic principles to prevent injury.	Demonstrate correct posture and movement techniques.
Yr 1 – MP 2	304	Prepare for and recognize various medical emergencies.	Understand emergency response procedures.	Identify and respond appropriately to medical emergencies.

Yr 1 – MP 1	401	Adhere to legal and ethical standards of behavior and compliance, including HIPAA policies	Understand legal responsibilities and ethical conduct in dentistry.	Follow HIPAA and ethical guidelines in patient care and documentation.
Yr 1 – MP 1	501	Identify parts, names, shapes, and surfaces of teeth.	Understand tooth anatomy including parts, shapes, and surfaces.	Identify and label tooth structures accurately.
Yr 1 – MP 1	503	Identify head and neck anatomy, e.g. muscles, nerves, arteries, and veins.	Understand anatomical features of the head and neck relevant to dentistry.	Locate and name muscles, nerves, arteries, and veins in the head and neck.
Yr 1 – MP 2	504	Describe disturbances in dental development.	Understand common developmental anomalies in teeth.	Recognize and describe dental developmental disturbances.
Yr 1 – MP 1	505	Identify landmarks and structures of the face.	Understand facial anatomy and its relevance to dental procedures.	Identify and describe key facial landmarks and structures.
Yr 1 – MP 1	506	Identify landmarks, structures, and normal tissues of the mouth.	Understand oral anatomy and tissue types.	Identify and assess normal oral structures and tissues.
Yr 1 – MP 1	507	Identify primary and permanent teeth - eruption dates/arches/types.	Understand tooth eruption patterns and classification.	Identify primary and permanent teeth and their eruption timelines.
Yr 1 – MP 2	508	Use Universal, Palmer and FDI Designation Systems for permanent and primary teeth.	Understand different tooth numbering systems.	Apply Universal, Palmer, and FDI systems to identify teeth.
Yr 1 – MP 2	509	Identify the anatomy of the temporomandibular joint (TMJ) into the dental treatment of patients.	Understand TMJ structure and its relevance to dental care.	Identify TMJ anatomy and relate it to treatment planning.
Yr 1 – MP 2	510	Identify occlusal relationships	Understand types of occlusion and their clinical significance.	Assess and classify occlusal relationships in patients.
Yr 1 – MP 3	601	Demonstrate the use of dental software systems.	Understand functions of dental practice management software.	Operate dental software for scheduling, billing, and records.

Yr 1 – MP 3	602	Maintain inventory system.	Understand inventory management principles.	Track and manage dental supplies and materials.
Yr 1 – MP 3	603	Prepare insurance claims.	Understand insurance processes and coding.	Accurately complete and submit dental insurance claims.
Yr 1 – MP 3	605	Prepare and maintain patient record.	Understand documentation standards and confidentiality.	Create and update patient records accurately and securely.
Yr 1 – MP 3	607	Use written and verbal communication.	Understand effective communication in a dental setting.	Communicate clearly with patients and team members.
Yr 1 – MP 3	608	Schedule and maintain appointment book/daily schedule.	Understand appointment scheduling systems.	Manage daily schedule and book patient appointments.
Yr 1 – MP 4	701	Describe methods of pain, anxiety control and pre-meds used in dentistry.	Understand pharmacological and non-pharmacological pain control.	Explain and assist with pain and anxiety management techniques.
Yr 1 – MP 4	702	Consult a standard drug reference.	Understand how to use drug reference tools.	Locate and interpret drug information from standard references.
Yr 1 – MP 4	703	Recognize pharmacology terms and abbreviations, related to the field of dentistry.	Understand common pharmacological terminology.	Identify and use pharmacology terms and abbreviations correctly.
Yr 1 – MP 4	801	Discuss history of dental radiology.	Understand the development and significance of dental radiology.	Explain key milestones in dental radiology history.
Yr 1 – MP 4	802	Follow safety measures for exposing dental radiographic images.	Understand radiation safety protocols.	Apply safety measures during radiographic procedures.
Yr 1 – MP 4	803	Position patient and select accessories for radiographic technique.	Understand patient positioning and accessory selection.	Correctly position patient and choose appropriate accessories.

Yr 1 – MP 4	805	Select image receptor size appropriate for patient's mouth.	Understand image receptor sizes and patient anatomy.	Choose suitable receptor size for radiographic imaging.
Yr 1 – MP 4	806	Discuss the handling, use, storage, and maintenance of traditional radiographic film and processing equipment.	Understand film processing and equipment care.	Handle and maintain radiographic film and equipment properly.
Yr 1 – MP 4	807	Expose intraoral radiographic images using the paralleling technique.	Understand the paralleling technique for image accuracy.	Use paralleling technique to expose intraoral images.
Yr 1 – MP 4	809	Mount full-mouth series of radiographic images.	Understand image orientation and mounting procedures.	Mount full-mouth radiographs correctly.
Yr 1 – MP 4	810	Maintain radiographic records.	Understand documentation and storage of radiographic data.	Organize and maintain accurate radiographic records.
Yr 1 – MP 4	811	Explain the transfer of digital radiographic images.	Understand digital image sharing and storage.	Transfer digital radiographic images securely and accurately.
Yr 1 – MP 4	812	Identify normal radiographic landmarks of the teeth and jaws.	Understand anatomical landmarks in radiographs.	Recognize and label normal radiographic landmarks.
Yr 1 – MP 4	813	Evaluate dental radiographic images for diagnostic quality.	Understand criteria for image quality.	Assess radiographs for clarity and diagnostic value.
Yr 1 – MP 4	814	Explain the purpose and use of occlusal radiographic images.	Understand occlusal imaging techniques and indications.	Describe and perform occlusal radiographic procedures.
Yr 1 – MP 4	816	Expose a panoramic radiographic image.	Understand panoramic imaging principles.	Operate equipment to expose panoramic images.

Yr 1 – MP 4	817	Explain digital radiography	Understand digital imaging technology and benefits.	Describe digital radiography systems and usage.
Yr 1 – MP 4	818	Describe the properties of dental radiation	Understand radiation characteristics and effects.	Explain properties and safety considerations of dental radiation.
Yr 1 – MP 4	819	Expose intraoral radiographic images using the bisecting technique	Understand bisecting angle technique.	Use bisecting technique to expose intraoral images.
Yr 1 – MP 4	820	Identify and explain the function of the components within the dental x-ray unit.	Understand x-ray unit components and their roles.	Identify and describe functions of x-ray unit parts.
Yr 1 – MP 2	901	Seat/dismiss a patient, including special needs and elderly	Communicating properly and giving clear and concise information	Properly seat and dismiss patients with sensitivity to special needs.
Yr 1 – MP 1	902	Prepare and set up examination tray.	Selecting the proper materials	Set up examination tray with correct instruments and materials.
Yr 1 – MP 3	903	Record and chart oral conditions using paper and computerized charting	Able to document accurate patient records	Accurately document oral conditions using both paper and digital methods.
Yr 1 – MP 2	905	Take and record patient dental/medical history and vital signs.	Able to document accurate patient records	Collect and record accurate health information and vitals.
Yr 1 – MP 2	906	Prepare oral prophylaxis tray.	Selecting the proper materials	Assemble tray with appropriate instruments for prophylaxis.
Yr 1 – MP 2	907	Transfer instruments for four-handed dentistry.	Passing the correct instruments while transferring them in a smooth motion	Efficiently pass instruments using four-handed techniques.
Yr 1 – MP 1	908	Evacuate oral cavity.	Aware of when the cavity is filling and catching it before the patient is uncomfortable	Use HVE and saliva ejector to maintain a dry field.
Yr 1 – MP 2	909	Identify various types of dental hand instruments.	Selecting correct instruments for particular uses	Correctly identify and select hand instruments for procedures.

Yr 1 – MP 1	910	Prepare set up and assist with administration of topical and local anesthesia.	Selecting the correct materials and having them organized	Assist in preparing and administering anesthesia safely.
Yr 1 – MP 2	911	Prepare set up and assist with applying and removal of rubber dam.	Selecting the right materials	Set up and assist in placing and removing rubber dam.
Yr 1 – MP 2	912	Identify/change burs in low and high-speed hand pieces.	Knowing the bur that's most frequently used for that procedure	Safely identify and change burs in handpieces.
Yr 1 – MP 2	913	Prepare Tofflemire Matrix Band and sectional matrix systems.	Setting it up properly for the quadrant that is being worked on	Assemble and place matrix bands correctly.
Yr 1 – MP 2	914	Prepare set up and assist with amalgam restoration	Selecting the correct materials and instruments and disposing of excess properly	Set up and assist in placing amalgam restorations. Set up and assist in placing composite restorations.
Yr 1 – MP 2	915	Prepare set up and assist with composite/resin restoration.	Selecting the proper materials and instruments	Set up and assist in placing composite restorations.
Yr 1 – MP 2	916	Prepare set up and assist with pit and fissure sealants.	Selecting the proper materials and instruments	Set up and assist in applying sealants.
Yr 1 – MP 3	917	Prepare set up for whitening procedures and give patient instructions.	Selecting the proper materials	Set up whitening materials and explain procedure to patient.
Yr 1 – MP 2	918	Provide patients with preventative dentistry information and techniques.	Understanding basic hygiene and preventive care	Educate patients on preventative care and hygiene practices.
Yr 1 – MP 2	919	Obtain and record intra/extra oral photographs.	Selecting the proper camera for a certain procedure	Take and record diagnostic photographs accurately.
Yr 1 – MP 2	1001	Mix/prepare various dental cements.	Be aware of the proper mix times and consistency	Mix and prepare dental cements for procedures.
Yr 1 – MP 4	1002	Take alginate impressions of the maxillary and mandibular arches.	Knowing how to mix, load and seat the impression in the proper time frame	Take accurate alginate impressions of both arches.

Yr 1 – MP 4	1003	Prepare various dental liners and desensitizing materials.	Know how to properly mix and prepare different materials.	Prepare and apply liners and desensitizing agents correctly.
Yr 1 – MP 4	1004	Prepare various dental bases.	Know how to properly mix and prepare different materials.	Mix and place dental bases appropriately.
Yr 1 – MP 4	1005	Prepare various elastomeric materials.	Know how to properly mix and prepare different materials.	Prepare and handle elastomeric materials for impressions.
Yr 2 – MP 1	1101	Pour maxillary and mandibular alginate impression with gypsum product.	Expressing the material properly and understanding set time	Pour impressions accurately using gypsum.
Yr 2 – MP 1	1102	Trim a maxillary and mandibular study cast.	Knowing the safety precautions of this procedure and shaping the cast properly	Trim study casts to proper dimensions and contours.
Yr 2 – MP 1	1103	Construct an upper and lower custom tray.	Knowing and applying the proper steps and setting times	Fabricate custom trays for upper and lower arches.
Yr 2 – MP 1	1106	Fabricate an indirect provisional restoration.	Knowing how to take a preliminary impression and reseat it with temporary material	Create indirect provisional restorations accurately.
Yr 2 – MP 1	1107	Fabricate a bleaching tray	Select appropriate material, heat and form to molds	Fabricate custom bleaching trays for patients.
Yr 2 – MP 1	1108	Differentiate between digital and traditional impression techniques.	Aware of how to view and take digital impressions	Compare and explain digital vs. traditional impression methods.
Yr 1 – MP 4	1201	Identify instruments and prepare set ups for various oral surgical procedures.	Selecting the appropriate instruments	Identify and organize instruments for oral surgery.
Yr 1 – MP 4	1202	Provide pre-operative and post-operative instructions for oral surgery procedures.	Understanding the procedures in detail to properly inform patients	Deliver accurate instructions for oral surgical procedures.
Yr 2 – MP 1	1301	Chart periodontal probings and other periodontal findings.	Understand periodontal charting and diagnostic indicators.	Accurately record periodontal probing depths and findings on charts.

Yr 2 – MP 1	1302	Provide pre-operative and post-operative instruction for periodontal procedures.	Understand patient care protocols before and after periodontal treatments.	Deliver clear instructions to patients regarding periodontal procedures.
Yr 2 – MP 1	1402	Identify dental instruments and describe the total process of providing a fixed prosthesis for a patient.	Understand the instruments and steps involved in fixed prosthesis procedures.	Identify instruments and explain the fixed prosthesis workflow.
Yr 2 – MP 1	1403	Identify dental instruments and describe the total process of providing a removable prosthesis for a patient.	Understand the instruments and steps involved in removable prosthesis procedures.	Identify instruments and explain the removable prosthesis workflow.
Yr 2 – MP 1	1404	Give instructions regarding maintenance of fixed and removable prostheses.	Understand proper care and maintenance of dental prostheses.	Provide patients with maintenance instructions for prostheses.
Yr 2 – MP 1	1405	Explain the concept of dental implants.	Understand the purpose and components of dental implants.	Describe dental implant procedures and benefits.
Yr 2 – MP 1	1501	Identify instruments and prepare the setups for endodontic procedures.	Understand the tools and setup required for root canal treatments.	Prepare and organize instruments for endodontic procedures.
Yr 2 – MP 1	1502	Describe the techniques involved in endodontic procedures.	Understand the steps and methods used in endodontic treatments.	Explain and assist with endodontic techniques.
Yr 2 – MP 1	1503	Provide pre-operative and post-operative instructions procedures to patient for endodontic procedures.	Understand patient care before and after endodontic treatment.	Deliver accurate instructions for endodontic procedures.
Yr 2 – MP 4	1601	Prepare to obtain various Dental Assistant National Board Certifications (RHS, ICE, AMP, NELDA).	Understand certification requirements and exam content.	Study and register for DANB certification exams.
Yr 1 – MP 1	1604	Obtain CPR/AED certification	Understand emergency response procedures.	Complete CPR/AED training and certification.
Yr 1 – MP 1	1605	Obtain OSHA certification.	Understand workplace safety standards.	Complete OSHA training and certification.

Yr 1 – MP 2	1606	Obtain Bloodborne Pathogens certification.	Understand risks and prevention of bloodborne diseases.	Complete training and certification for bloodborne pathogens.
Yr 1 – MP 1	1607	Obtain HIPAA certification.	Understand patient privacy and data protection laws.	Complete HIPAA compliance training and certification.
Yr 1 – MP 2	1608	Obtain Mandated Reporter training certification	Understand legal responsibilities for reporting abuse.	Complete mandated reporter training and certification.
Yr 2 – MP 2	1701	Identify various instruments, appliances, and techniques.	Understand orthodontic tools and treatment methods.	Identify and describe orthodontic instruments and techniques.
Yr 2 – MP 2	1702	Compare and contrast traditional orthodontic systems with clear aligner therapy.	Understand differences between braces and clear aligners.	Explain pros and cons of traditional vs. aligner systems.
Yr 2 – MP 2	1703	Classify occlusal relationships related to orthodontics.	Understand occlusion types and their impact on treatment.	Identify and classify occlusal relationships.
Yr 2 – MP 2	1704	Demonstrate orthodontic record photography	Understand photographic documentation in orthodontics.	Take and manage orthodontic record photographs.