

## **Dental Assisting (DNA)**

### **DNA 100 Oral and Dental Anatomy**

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Dental anatomy is designed to give the student a basic understanding of crown and root development, morphology, and functional and positional relationships of the teeth within the dentition.

### **DNA 101 Dental Emergencies & Pathology**

2 Hours

Prerequisites: Completion of all fall semester DNA courses.

2 hours weekly (2-0)

This course is designed to introduce the student to the signs, symptoms, and treatment of medical emergencies in the dental office, and identify the supplies and materials needed in managing medical emergencies. Basic knowledge about oral pathology and associated terminology will be used to describe deviations from the normal in the patient's mouth.

### **DNA 102 Dental Assisting Procedures I**

4 Hours

Prerequisites: None

6 hours weekly (2-4)

An introduction to the basic equipment, instruments, and procedures associated with the dental office, with emphasis being placed on learning to assist the dentist during four-handed dental procedures utilizing mannequins, demonstrations, and student practice. Principles and procedures of oral diagnosis and treatment planning, tooth numbering and surface annotation, local anesthesia, isolation

procedures, and instrument use, care, and sterilization will be presented. The principles of cavity preparation and choice of materials and instrumentation for restoring amalgam and composite restorations will be used.

### **DNA 103 Dental Assisting Procedures II**

2 Hours

Prerequisites: Completion of all fall semester DNA courses.

3 hours weekly (1-2)

This course utilizes the basic knowledge and skills required in DNA 102 to increase skill competency levels in operative dentistry with major emphasis given to principles and procedures of the dental specialties, including endodontics, periodontics, orthodontics, prosthodontics, pedodontics, and oral surgery. Patient care, management, and diagnosis and treatment planning for each specialty area will be presented. Assisting skills will be learned utilizing mannequins, demonstrations, and student practice. This class must be successfully completed before beginning an externship in a dental office.

### **DNA 104 Dental Radiography I**

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course provides an introduction to dental radiography. The material covered includes basic theory regarding radiography, its equipment and equipment usage, the effects and hazards of radiation, and operator/patient protection during radiographic procedures. The types of exposures included in this course include bitewings and periapicals (bisecting and paralleling). This course provides the student with the technical knowledge needed for positioning, exposing, processing, mounting and

evaluating dental radiographs (to the extent of normal anatomy). The student will receive practical experience exposing and processing radiographs on mannequins.

### **DNA 105 Dental Radiography II**

2 Hours

Prerequisites: Completion of all fall semester DNA courses.

3 hours weekly (1-2)

Utilizing the basic knowledge and skills emphasized in DNA 104, this course increases the skill competency levels to prepare diagnostically acceptable intraoral radiographs using paralleling and bisecting techniques. In addition, this course will encompass the techniques for exposing radiographs on children, edentulous patients, and other special populations. Developing skills in the extraoral techniques will be included. The student will receive practical experience exposing radiographs on mannequins and selected patients.

### **DNA 106 Preventive Dental Health Education**

3 Hours

Prerequisites: Completion of all fall semester DNA courses.

4 hours weekly (2-2)

A review of the etiology of dental caries and a study of dental plaque and periodontal disease with emphasis on the prevention and control. The role of the dental assistant in regard to oral health education will be the primary focus. The basic content, including proper nutrition and oral hygiene, directs students toward the ability to practice their communication skills and nutritional counseling skills as they relate to preventive dental health education. The student will receive practical experience for the delivery of dental health education.

### **DNA 107 Dental Materials**

3 Hours

Prerequisites: None

4 hours weekly (2-2)

A study of the physical and chemical properties and origin of dental materials, including the manufacturing process of specific materials. Dental materials is a science dealing with the development, properties, manipulation, care, evolution, and evaluation of materials used in the treatment and prevention of dental diseases. Through the understanding of how basic principles affect the choice, manipulation, patient education, and care of all materials used to assist in rendering dental services, the dental assistant can help ensure the ultimate success of a patient's dental work. Laboratory experiences are designed to develop competency in skills of manipulation and application of the materials to dental procedures.

### **DNA 108 Head and Neck Anatomy**

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Head and Neck Anatomy is designed to give the student a basic understanding of the major anatomical landmarks of the head and neck, their location, innervation, blood supply, and function.

### **DNA 109 Dental Office Procedures**

2 Hours

Prerequisites: Completion of all fall semester DNA courses.

3 hours weekly (1-2)

Business skills needed to function successfully as a dental secretary/office manager will be explored. Written skills (appointment book, accounts receivable and payable, fee collection, and recording) will be stressed. Proper bookkeeping (check writing, statement reconciliation, petty cash, etc.) will be explained and practiced. Prepaid dental care plans, payment plans, and necessary forms will be discussed. Effective oral and written communication with the public will be stressed. The student will receive computer experience using dental software programs. Knowledge and mastery of these procedures will enable the student to assist in the operation of an efficient dental office.

### **DNA 110 Infection Control**

1 Hour

Prerequisites: None

1 hour weekly (1-0)

This course is designed to provide the student with the basic concepts, procedures, and current regulatory mandates related to infection control and the management of hazardous materials for the dental team.

### **DNA 112 Dental Assisting Externship**

2 Hours

Prerequisites: Completion of all fall semester DNA courses.

6 hours weekly (1-5)

A clinical practice learning experience to increase dental assisting skills to job-entry level

competency. Clinical assignments in various dental specialty practices, as well as general dentistry practices will provide opportunities for advanced skill development in chairside assisting techniques, clinical support, and business office procedures. Students will demonstrate effective therapeutic communication skills. Ethical, legal, and personal responsibilities, testing and certification requirements, employer-employee relationships, job opportunities, professional development and continuing education, and current techniques/ equipment will be discussed in group sessions.

### **DNA 200 Dental Expanded Functions**

3 Hours

Prerequisite: Students enrolling in this course must have the following completed prior to enrollment:

CPR Certification, Successful completion of CODA accredited Dental Assisting Program OR Successful completion of the DANB OR A Certified letter from a dentist indicating five years of full-time work. DNA 100, DNA 101, DNA 106, DNA 108 and DNA 110 must be successfully completed at JALC.

5 hours weekly (1-4)

This condensed course expands the basic knowledge and skills to the current expanded functions allowed in Illinois. This includes coronal polishing, supragingival scaling, placing pit & fissure sealants, starting the flow of oxygen and monitoring of nitrous oxide-oxygen analgesia. The course will be taught with an online component, in addition to face to face lectures, lab and clinical patient experience. Students must complete this course with a grade of 75% or higher. Upon this completion, the student may enroll in DNA 202 Dental Expanded Functions: Restorative.

**DNA 202 Dental Expanded functions:**  
**Restorative**

4 Hours

Prerequisites: Students enrolling in this course must have the following completed prior to enrollment:

CPR Certification, Successful completion of DNA 200 Dental Expanded Functions, Successful completion of CODA accredited Dental Assisting Program **OR** Successful completion of the DANB **OR** A Certified letter from a dentist indicating five years of full-time work. DNA 100, DNA 101, DNA 106, DNA 108 and DNA 110 must be successfully completed at JALC.

6 hours weekly (2-4)

This condensed course expands the basic knowledge and skills to the current expanded functions allowed in Illinois. This includes material or digital final impressions, bite registrations, placing and carving, and finishing of amalgam restorations and placing, packing and finishing composite restorations. This class will be taught through online, didactic, lab and clinical patient experience. Students must complete this course with a grade of 75% or higher, along with the observation and approval of eight completed amalgam or composite restorations by a supervising dentist. Upon successful completion of these functions the participant will be awarded a Certificate of Completion in Expanded Functions- Restorative.