

# Northwest Arkansas Community College

## Health Professions Division

### **Discipline Code**

DNTA

### **Course Number**

1023

### **Course Title**

Dental Science II

### **Catalog Description**

Introduces students to practice management, includes job application, gaining and maintaining employment, performing general duties in the typical dental business office, and maintaining financial records. This course introduces the principle of the psychological aspect of the dental patient's behavior during treatment, communication between the dentist, patient, and members of the dental health team. Emphasis is placed on stress coping mechanisms, verbal and nonverbal communication.

### **Prerequisites**

Successful completion of DNTA 1014 Dental Science I and Program Director's approval.

### **Credit Hours**

3 credit hours

### **Contact hours**

25 lecture contact hours; 25 lab contact hours

### **Load hours**

3 load hours

### **Semesters Offered**

Spring

### **ACTS Equivalent**

None

### **Grade Mode**

A-F

### **Learning Outcomes**

Students completing this course will:

- Assist in oral diagnosis and treatment planning.
- Respond appropriately when working with medically and physically challenged patients.
- Demonstrate effective communication with the dental team and patients.

- Recognize general business operating systems.
- Comprehend insurance and financial operations.
- Develop employment skills and strategies.

## **General Education Outcomes Supported**

- Students develop higher order thinking skills.
- Students develop effective oral communication skills.
- Students can use computer proficiently.

## **Standard Practices**

### **Topics list**

- Practice Management Systems
- Employment Skills
- Office protocols
- Patient Psychology
- Means of Communication

### **Learning activities**

- Develop employment skills.
- Create professional documents for employment-resumes, letters, reports, and tracking of learning activities.
- Complete applications for work and state testing.
- Work within standard office software programs.
- Building skills in dental software systems by creating and updating patient files.
- Dental Charting Techniques.
- Apply procedure codes correctly.
- Develop treatment plan following priority of treatment needs.
- Working with individuals with physical and mental challenges.
- Working with individuals of varying chronological and developmental ages.
- Apply problem solving methods.
- Team building exercises.
- Interpersonal development skills practices.
- Self-evaluation of skills.

### **Assessments**

- Final grade will be based on the average of all exams, quizzes, homework, and labs.
- Examinations: Final portfolio will demonstrate individual competence in application employment skills. Final Practical exam is comprehensive of all skills/topics covered during course.
- Quizzes: A quiz may be given at any time during the course. Make-up quizzes are at the instructor's discretion.
- Homework: Assignments may be given at any time during the course and will be due when designated by the instructor. Material turned in after designated time/date will not be accepted and will result in a grade of "0".
- Labs: Designed for student to gain skill with new procedures. Labs are scored on a Pass/Fail basis. Students must achieve a Pass in order to advance in course.

## **Grading guidelines**

- A=90-100%
- B=80-89%
- C=70-79%

\*You must maintain a grade of C or higher to progress in the Dental Assisting Program.