

# COURSE SYLLABUS



COURSE TITLE: DENA 150 Dental Assisting Practice 1

CLASS SECTION: X01

TERM: F2024

COURSE CREDITS: 6.0

DELIVERY METHOD(S): Seminar and Lab/Collaborative Learning

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

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## INSTRUCTOR DETAILS

NAME: Sandra Woodrow | Melody Weimer | Kim Stonehouse | Elaine Strong | Mikayla Graves  
| Monika Sharma | Meagan Rumsby

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OFFICE: D002 | D006 | D002 | D107A | D107A | D107A | D107A

HOURS: By appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

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## CALENDAR DESCRIPTION

This course provides practice opportunities for clinical support, laboratory procedures, basic restorative procedures, and direct client care. Students integrate the concepts of professional conduct, safe practice, and effective communication with their theoretical knowledge of dental science and preventive dental health during dental assisting practice.

PREREQUISITE(S): n/a

CO-REQUISITE(S): n/a

PRE/CO-REQUISITE(S): B- in DENA 120, B- in DENA 130, B- in DENA 140

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## COURSE DELIVERY

| ACTIVITY                      | HOURS / WEEK | # OF WEEKS         | ACTIVITY HOURS |
|-------------------------------|--------------|--------------------|----------------|
| Lecture                       |              |                    |                |
| Seminar                       | 1.5          | 14                 | 21             |
| Lab / Collaborative Learning  | 17           | 14                 | 238            |
| Supervised Field Practice     |              |                    |                |
| Workplace Integrated Learning |              |                    |                |
| Online                        |              |                    |                |
|                               |              | <b>TOTAL HOURS</b> | <b>259</b>     |

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

- a) apply the principles of infection control in dental assisting practice.
- b) demonstrate appropriate professional conduct in the clinical setting.
- c) apply critical thinking skills to problems and decision-making during clinical practice.
- d) demonstrate effective communication skills with clients and the dental team.
- e) prepare, utilize and maintain dental armamentarium for basic dental assisting practice.
- f) perform basic dental assisting skills effectively and safely.
- g) accurately complete and manage basic dental records.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Robinson, D.S. (2024). *Modern Dental Assisting* (14th ed.). Elsevier

Robinson, D.S. (2024). *Student Workbook for Modern Dental Assisting* (14th ed.). Elsevier.

Iannucci, J.M., & Howerton, L.J. (2022). *Dental Radiography: Principles and Techniques* (6th ed.). Elsevier.

Mallonee, L.F., & Boyd, L.D., (2024). *Wilkins' clinical skills, techniques and equipment for the Canadian dental assistant* (14th ed.). Jones & Bartlett Learning.

DENA 150/151 Clinic Manuals 2024/2025

Dentoform Kit

Student Instrument Kit

Dental Dam Kit

BCCOHP Infection Prevention and Control Guidelines

Distributed Additional Resources and Handouts

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

|                                     |                      |                    |                 |
|-------------------------------------|----------------------|--------------------|-----------------|
| <b>Labs/Collaborative Learning:</b> | Mondays & Wednesdays | 8:00 am - 11:50 am | Dental 107 &104 |
|                                     | Tuesdays             | 1:00 pm - 5:50 pm  | Dental 107 &104 |
|                                     | Thursdays            | 1:00 pm - 4:50 pm  | Dental 107 &104 |
| <b>Seminars:</b>                    | Mondays              | 1:00 pm - 2:20 pm  | Fisher 202      |

| WEEK or DATE RANGE | ACTIVITY or TOPIC  | OTHER NOTES |
|--------------------|--|-------------|
| Weeks 1 & 2        | S1.0 Handwashing, Prepare Self, S2.0 Open and Close of Operatory, S5.0 HVE, S6.0 Restorative Armamentarium, S4.0 Fulcrum, S4.0 Positioning, P1.0 – P4.0 Dental Anatomy, S1.0 Prepare Self Assessment |             |
| Week 3             | P7.0 Dental Dam Punching, S3.0 Handpieces, P5.0 Flossing,  |             |
| Week 4             | EXAN training, S10.0 Composite Assists, S1.0 Open and Close Operatory Assessment   |             |
| Week 5             | Medical Emergency Kit, P12.0 Matrices and Wedges, P7.0 Dental Dam Placement  |             |
| Week 6             | S11.0/P8.0 Dental Radiography, P23.0 Acid Etch, P24.0 Liners, P25.0 Adhesives  |             |
| Week 7             | OSCE #1 Assessment   |             |
| Week 8             | P13.0/P9.0 Topical Anesthetic & Pain Control, and Amalgam Safety, S2.0 Dispensary/S1.0 Sterilize Instruments/S3.0 Process Handpieces Assessment  |             |
| Week 9             | Practicum Prep and DENA 171 Practicum Placement  |             |
| Week 10            | S10.0 Combo Assists, Anatomy Assessment, P5.0 Plaque Index, P5.0 OHI   |             |
| Week 11            | P10.0 Vitals, P9.0 Health History, P8.0 & S11.0 Vertical BW, OSCE #2 Assessment  |             |
| Week 12            | P8.0 & S11.0 Pedo BW, P13.0/S9.0 Topical Assessment, IRM, Assist with Intra Oral Exam  |             |
| Week 13            | Radiography Assessment, Vital/Health History Assessment  |             |
| Week 14            | Radiography Reassessments, OSCE #3 Assessments   |             |
| Week 15            | Completion of skills, remedial skills practice for supplemental exam   |             |
| Week 16            | Clinic Supplemental Exam   |             |
|                    | <b>The above dates are subject to change. Please refer to full clinic schedule on the D2L site for more information.</b>   |             |

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams)

## EVALUATION OF LEARNING

**NOTE: minimum passing grade for this course is B- or 70% OR COM**

Competency Based Evaluation

|     |   |
|-----|---|
| COM | <b>Complete:</b> The student has met the goals, criteria, or competencies established for this course, practicum or field placement.        |
| NC  | <b>Not Complete:</b> The student has not met the goals, criteria or competencies established for this course, practicum or field placement. |

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

**NOTE: Students must complete all required workbook chapters/assignments. Students must also complete all clinical quizzes with a minimum grade of 70% in order to pass this course.**

## COURSE GUIDELINES & EXPECTATIONS

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Please refer to the student handbook for information regarding supplemental exams

## SCHOOL OR DEPARTMENTAL INFORMATION

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Students are required to read and are accountable for following College policies and guidelines as described in the CDA and HHS Student Handbooks.

[CDA Student Handbook](#)

[HHS Student Handbook](#)

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](http://camosun.ca/services).

| Support Service                     | Website  |
|-------------------------------------|--|
| Academic Advising                   | <a href="http://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>               |
| Accessible Learning                 | <a href="http://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>           |
| Counselling                         | <a href="http://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>         |
| Career Services                     | <a href="http://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a> |
| Financial Aid and Awards            | <a href="http://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>                     |
| Help Centres (Math/English/Science) | <a href="http://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>                         |
| Indigenous Student Support          | <a href="http://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>     |
| International Student Support       | <a href="http://camosun.ca/international">camosun.ca/international</a>   |

| Support Service           | Website   |
|---------------------------|---|
| Learning Skills           | <a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a> |
| Library                   | <a href="https://camosun.ca/services/library">camosun.ca/services/library</a>   |
| Office of Student Support | <a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>   |
| Ombudsperson              | <a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>   |
| Registration              | <a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>   |
| Technology Support        | <a href="https://camosun.ca/services/its">camosun.ca/services/its</a>   |
| Writing Centre            | <a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a> |

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <https://camosun.ca/services/academic-supports/accessible-learning>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <https://camosun.ca/sites/default/files/2021-07/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.