

# DENTAL ASSISTANT (HDA)

## HDA 101 - Introduction to Dentistry

**Credit Hours: 2, Contact Hours: 2**

Division: Health Occupations

Students are introduced to the role of the dental assistant and the dental team and opportunities for employment. Students will be informed of the requirements for certification and registration and the various organizations and associations within dentistry and dental assisting. Other areas studied will include dental specialties, dental terminology, applied psychology in the dental office, office preparedness to manage medical and dental emergencies, instrument and equipment identification and charting. The student will have an opportunity to view a dental office to see the set up and to observe the roles of each person on the dental team. Group 2 course.

## HDA 102 - Introduction to Dentistry Lab

**Credit Hours: 1, Contact Hours: 2**

Division: Health Occupations

This is the pre-clinical component of Introduction to Dentistry Lecture. Students are introduced, taught, and practice dental office applications and chairside techniques in a fully equipped dental clinic. Students assist and simulate dental procedures, infection control protocols, dental emergency response techniques, and other miscellaneous dental assisting duties in this course. Group 2 Course.

Required Prerequisite(s): HDA 101 (can be taken concurrently)

Recommended Prerequisite(s): HAH 120; HDA120; HDA 160; HDA 150; HDA 242; HDA 243

Corequisites: HDA 101

## HDA 112 - Dental Materials

**Credit Hours: 2, Contact Hours: 2**

Division: Health Occupations

Students learn the preparation, manipulation, and use of dental materials commonly found in the dental office. There will be discussion regarding the equipment needed, mixing techniques, and proper usage of waxes, restorative materials, impression materials, gypsum products, cements, metals and therapeutic materials. Preparation of each material will be demonstrated. Group 2 course.

Recommended Prerequisite(s): HAH 120, HDA 120

Corequisites: HDA 113

## HDA 113 - Dental Materials Lab

**Credit Hours: 1, Contact Hours: 2**

Division: Health Occupations

This course familiarizes the student with the handling of dental materials commonly used in the dental office. Opportunities are provided in the laboratory to develop skills in mixing techniques, impression taking, digital scanning, construction of study models, bleach and acrylic trays, and cleaning and polishing appliances. Group 2 course.

Corequisites: HDA 112

## HDA 120 - Dental Anatomy

**Credit Hours: 3, Contact Hours: 3**

Division: Health Occupations

The student will learn the anatomy and physiology of the oral cavity, teeth and head. Students will learn the histology of the teeth and surrounding structures, the bones of the skull, the nerves and blood supply of the head and neck, the muscles of mastication, and the names and functions of the teeth and oral structures. This class will also provide detailed information on the anatomy of the individual teeth. Group 2 course.

## HDA 140 - Oral Pathology/Pharmacology

**Credit Hours: 2, Contact Hours: 2**

Division: Health Occupations

The purpose of this course is to familiarize the student with disease processes related to the oral cavity and to enable the student to identify these diseases. The student will become familiar with various drugs and their uses in dentistry, prescription writing and documentation, the sources of drugs, routes of administration, and the conditions that modify the reactions of drugs. Group 2 course.

Recommended Prerequisite(s): HDA 120

## HDA 150 - Dental Office Management

**Credit Hours: 2, Contact Hours: 2**

Division: Health Occupations

Students are acquainted with the procedures necessary for efficient dental office management. Topics include appointment scheduling, accounts receivable and payable, payroll, dental record keeping, third party payment, patient recall, inventory control, telephone techniques, and use of computer hardware and software unique to the dental office. This course is offered in a self-paced format. Group 2 course.

## HDA 160 - Dental Emergencies

**Credit Hours: 1, Contact Hours: 1**

Division: Health Occupations

This course acquaints the student with the types of emergencies that may arise in the dental office. The students will learn the procedures to follow when medical and dental emergencies occur, the importance and significance of obtaining accurate and complete patient histories, the proper emergency equipment necessary in a dental office to manage these emergencies and the maintenance of that equipment, and the taking and recording of vital signs. Group 2 course.

## HDA 170 - Preventive Dentistry

**Credit Hours: 2, Contact Hours: 2**

Division: Health Occupations

This course deals with educating dental patients in proper oral hygiene and nutrition. The topics of discussion will include vitamins, minerals, fats, carbohydrates, proteins, food groups, fluoride treatments, oral examinations, pit and fissure sealants, public health dentistry, and oral hygiene instructions. Student demonstration and participation is emphasized. A dietary analysis will be performed and analyzed by students. Two community presentations will be designed and presented by each student. Group 2 course.

## HDA 240 - Chairside Procedures

**Credit Hours: 5, Contact Hours: 5**

Division: Health Occupations

This course provides the foundation for dental assistant clinical procedures performed in both general and specialty dental offices. Topics include theory and application of four-handed dentistry; application of infection control procedures; an overview of procedures and techniques unique to dental specialties; and background information and technical skills performed by the Registered Dental Assistant. In addition, local dental specialists serve as guest speakers. Group 2 course.

Recommended Prerequisite(s): HAH 120, HDA 101, HDA 120, HDA 160, HDA 242, HDA 243

Corequisites: HDA 241

**HDA 241 - Chairside Procedures Lab****Credit Hours: 2, Contact Hours: 5**

Division: Health Occupations

This is the clinical component of Chairside Procedures. Students learn and practice operative and specialty chairside techniques in a fully equipped dental clinic. Students assist our staff dentist during simulated dental procedures. Expanded duties for dental assistants are also introduced in this course. Group 2 course.

Corequisites: HDA 240

**HDA 242 - Dental Radiography****Credit Hours: 2, Contact Hours: 2**

Division: Health Occupations

The fundamentals of radiology as applied to dentistry will be presented. Special consideration will be given to radiation physics, hazards, biological effects, protection and quality control methods. Basic interpretation and radiographic anatomy will also be included. While extraoral techniques are discussed, emphasis will be given to the proper techniques for exposing, processing, and mounting traditional and digital intraoral radiographs of diagnostic quality. Group 2 course. Critical Thinking - Direct.

Recommended Prerequisite(s): HAH 120, HDA 120, HDA 160

Corequisites: HDA 243

**HDA 243 - Dental Radiography Lab****Credit Hours: 1.5, Contact Hours: 3**

Division: Health Occupations

Clinical component of Dental Radiography lecture. Students will be introduced to a variety of radiography techniques and will learn how to expose, process and mount radiographs of diagnostic quality. Requirements include multiple sets on dental manikins and four FMX sets on dental patients utilizing digital techniques. Group 2 course.

Corequisites: HDA 242

**HDA 282 - CDA/RDA Written Exam Prep****Credit Hours: 2, Contact Hours: 2**

Division: Health Occupations

The purpose of this course is to prepare students for the CDA and RDA written exams. Included are review sessions covering General Chairside, Infection Control, and Radiography for both exams and additional specific topics that relate directly to Michigan's expanded functions for dental assistants. Group 2 course.

Recommended Prerequisite(s): HAH 120, HDA 101, HDA 112, HDA 113, HDA 120, HDA 140, HDA 150, HDA 160, HDA 242, HDA 243

**HDA 286 - RDA Clinical Exam Prep****Credit Hours: 1, Contact Hours: 1**

Division: Health Occupations

This course will provide dental assistant students with study/application sessions for the clinical portion of the state licensure exam. Expanded functions of special interest are dental amalgams, temporary crowns, and dental dams. Must be a current dental assisting student or graduate of a post-secondary dental assisting program approved by the State Board of Dentistry. Group 2 course.

Required Prerequisite(s): HDA 282

**HDA 290 - Dental Assistant Internship****Credit Hours: 6, Contact Hours: 6**

Division: Health Occupations

Students are assigned to two or more dental offices in the community. 300 hours of hands-on experience includes chairside assisting, office management, laboratory techniques and expanded functions. A majority (over 50%) of internship hours must be completed in a general practice and the additional hours can be in a specialty practice. In addition, each student must also observe for four hours in each of the following: endodontics, oral surgery, orthodontics and periodontics. This course includes an orientation session prior to the start of internship, along with 6 hours of internship meetings with the instructor and classmates. During the internship experience, students must show progression from "O" (observed) to "W" (with assistance) to "A" (assisted alone) on their journal entries. Group 2 course.

Required Prerequisite(s): HDA 240, HDA 241