**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapters 34-35 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Dental Hand Instruments Chapter 34

1. Pronounce, define and spell the Key Terms.
2. Describe the three parts of a dental hand instrument.
3. Describe the instrument formula designed by G.V. Black,
4. List the examination instruments and their uses.
5. List the types of hand (manual) cutting instruments and their uses.
6. List the types of restorative instruments and their uses.
7. Describe additional accessory instruments and items used in general dentistry.
8. Describe the use of preset trays and tubs in dentistry.
9. Discuss the theory of placing an instrument in a specific sequence.

Dental Handpieces and Accessories Chapter 35

1. Pronounce, define and spell the Key Terms.
2. Discuss the historical importance of the dental handpiece.
3. Describe the low-speed handpiece and its uses in dentistry.
4. Describe the attachments used with the low-speed handpiece.
5. Describe the high-speed handpiece and its uses in dentistry.
6. Review other handpieces used in dentistry.
7. Describe rotary instruments and explain how they are used.
8. List the parts of a bur.
9. Describe the composition, shape and uses of carbide and diamond burs.

**High Plains Technology Center**

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15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapters 36 and 48 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Moisture Control Chapter 36

1. Pronounce, define and spell the Key Terms.
2. List isolation techniques used to decrease moisture during a dental procedure.
3. Describe the two types of oral evacuation systems used in dentistry.
4. Describe the grasp and positioning of the high-volume evacuator tip.
5. Discuss the use of the air-water syringe.
6. Describe the dental dam and its role in moisture control.
7. List the equipment and supplies required for dental dam application.
8. Describe the special preparation and placement of the dental dam.

General Dentistry Chapter 48

1. Define, spell and pronounce the Key Terms.
2. Describe the process and principles of cavity preparation.
3. Discuss the differences in assisting with an amalgam versus a composite restoration.
4. Discuss why retention pins would be selected for a complex restorative procedure.
5. Describe the need for placement of an intermediate restoration.
6. Describe the procedure of applying composite veneers.
7. Describe tooth-whitening procedures and explain the role of the dental assistant.

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Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapters 4-5 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Dental Ethics Chapter 4

1. Pronounce, define and spell the Key Terms.
2. Explain and give examples of the basic principles of ethics.
3. Discuss the American Dental Assistants Association Code of Ethics.
4. Explain the difference between being “legal” and “ethical”.
5. Describe the steps involved in ethical decision making.
6. Give examples of ethical dilemmas for each principle of ethics.
7. Give examples of personal ethics and unethical behaviors.
8. Develop case studies that involve ethical dilemmas.
9. Explain why continuing education is important.

Dentistry and the Law Chapter 5

1. Pronounce, define and spell the Key Terms.
2. Explain the purpose of the state Dental Practice Act.
3. Explain the purpose for licensing of dental health professionals.
4. Describe the types of dental auxiliary supervision.
5. Explain the circumstances required for patient abandonment.
6. Explain the principle of contributory negligence.
7. Describe the differences between civil and criminal law.
8. Describe ways to prevent malpractice suits.
9. Describe the difference between written and implied consent.
10. Describe the procedure for obtaining consent for minor patients.
11. Describe the procedure for documenting informed consent.
12. Explain when it is necessary to obtain an informed refusal.
13. Describe the exceptions for disclosure.
14. Give an example of *respondeat superior*.
15. Give an example of *res gestae*.
16. Discuss the indications of spouse abuse and neglect.
17. Discuss the indications of child abuse and neglect.
18. Discuss the indications of elder abuse and neglect.
19. Explain the purpose of HIPAA.

**High Plains Technology Center**

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Clinical Sciences for the Dental Assistant

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15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapters 26 and 40 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

The Patient Record Chapter 26

1. Pronounce, define and spell the Key Terms.
2. Identify the importance of a patient record.
3. Describe each form in the patient record.
4. Discuss the importance of the patient’s medical-dental health history and explain its relevance to dental treatment.

Legal Issues, Quality Assurance and Infection Control Chapter 40

1. Pronounce, define and spell the Key Terms.
2. Describe the components of informed consent with regard to dental radiographs.
3. Describe the types of laws that affect the practice of dental radiography.
4. Describe the Consumer-Patient Radiation Health and Safety Act.
5. Identify the individual who “owns” the dental radiographs.
6. Name the eight annual tests recommended for x-ray equipment.
7. Describe the components of a quality assurance program.
8. Describe quality control tests for processing solutions.
9. Explain the use of a stepwedge.
10. Discuss the purpose of a reference radiograph.
11. Explain the infection control requirements for preparing a radiography operatory.
12. Implement the CDC guidelines for infection control in dental radiology.

**High Plains Technology Center**

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Clinical Sciences for the Dental Assistant

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15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 26 and 28 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

The Patient Record Chapter 26

1. Pronounce, define and spell the Key Terms.
2. Identify the importance of a patient record.
3. Describe each form in the patient record.
4. Discuss the importance of the patient’s medical-dental health history and explain its relevance to dental treatment.

Oral Diagnosis and Treatment Planning Chapter 28

1. Pronounce, define and spell the Key Terms.
2. List and describe the examination and diagnostic techniques used for patient assessment.
3. Discuss the role of the dental assistant in the clinical examination.
4. List the six categories of Black’s classification of cavities.
5. Differentiate between an anatomic and a geometric diagram for charting.
6. Explain the color coding of a chart diagram.
7. Describe the need for an extraoral examination.
8. Describe the pocket depth and bleeding index of the gingival tissues and the recording process.
9. Describe the need for a soft tissue examination.
10. Discuss the importance of a treatment plan.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 43-44 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Restorative and Esthetic Dental Materials Chapter 43

1. Pronounce, define and spell the Key Terms.
2. Discuss how a dental material is evaluated before it is marketed to the profession.
3. List the properties of dental materials and ways that they affect their application.
4. Discuss the differences between direct and indirect restorative materials.
5. Describe the factors that affect how dental materials are manufactured for the oral cavity.
6. Describe the properties of amalgam and its application in restoring teeth.
7. Describe the properties of composite resin materials and their application in restoring teeth.
8. Describe the properties of glass ionomers and their application in restoring teeth.
9. Describe the properties of temporary restorative materials and their application in restoring teeth.
10. Discuss the use of tooth-whitening products.
11. Describe the properties of gold alloys and their application in restoring teeth.
12. Describe the properties of porcelain and its application in restoring teeth.

Dental Liners, Bases and Bonding Systems Chapter 44

1. Pronounce, define and spell the Key Terms.
2. Discuss how the sensitivity of a tooth determines what type of dental material is selected for a procedure.
3. Discuss how and why cavity liners are used in restoring tooth structure.
4. Discuss how and why varnishes are used in restoring tooth structure.
5. Discuss how and why dentin sealers are used in restoring tooth structure.
6. Discuss how and why dental bases are used in restoring tooth structure.
7. Describe the etching process of a tooth and its importance in the bonding of tooth and material.
8. Describe the bonding systems and how they provide better adherence of dental materials to the tooth structure.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 45-46in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Dental Cements Chapter 45

1. Pronounce, define and spell the Key Terms.
2. Describe luting cements and differentiate between permanent and temporary cements.
3. Discuss the factors that influence luting cements.
4. List he five cements discussed in this chapter and identify their similarities and differences.

Impression Materials Chapter 46

1. Pronounce, define and spell the Key Terms.
2. List the three types of impressions taken in a dental office.
3. Describe the types of impression trays and their characteristics of use.
4. Discuss hydrocolloid impression materials and their uses, mixing techniques and application.
5. Discuss elastomeric impression materials and their uses, mixing techniques and application.
6. Explain the importance of an occlusal registration and describe its use in a procedure.

**High Plains Technology Center**

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Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 49 - 50 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Matrix Systems for Restorative Dentistry Chapter 49

1. Pronounce, define and spell the Key Terms.
2. Describe the use of a matrix system in class II, III and IV restorations.
3. Describe the types of matrices used for posterior restorations.
4. Describe the types of matrices used for anterior restorations.
5. Discuss the purpose and use of a wedge.
6. Discuss alternative methods for matrix systems used in restorative dentistry.

Fixed Prosthodontics Chapter 50

1. Pronounce, define and spell the Key Terms.
2. List indications for and contraindications to a fixed prosthesis.
3. Identify the steps for a diagnostic workup.
4. Identify the role of the laboratory technician.
5. Describe the differences among full crowns, inlays, onlays and veneer crowns.
6. Identify the components of a fixed bridge.
7. Describe the uses of porcelain for fixed prosthodontics.
8. Describe the preparation and placement of a cast crown.
9. Discuss the uses of core buildups, pins and posts in crown retention.
10. Describe the use of retraction cord before taking a final impression.
11. Describe the function of provisional coverage for a crown or fixed bridge.
12. Identify home care instructions for a permanent fixed prosthesis.

**High Plains Technology Center**

**Health Careers**

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Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 51-52 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Provisional Coverage Chapter 51

1. Pronounce, define and spell the Key Terms.
2. Discuss the indications for provisional coverage for a crown or fixed-bridge preparation.
3. Describe the types of provisional coverage.
4. Discuss the dental assistant’s role in making a provisional crown or bridge.
5. Identify home care instructions for provisional coverage.

Removable Prosthodontics Chapter 52

1. Pronounce, define and spell the Key Terms.
2. Differentiate between a partial and a full denture.
3. Identify indications and contraindications for removable partial and full dentures.
4. List the components of a partial denture.
5. List the components of a full denture.
6. Describe the steps in the construction of a removable partial denture.
7. Describe the steps in the construction of a full denture.
8. Discuss the construction of an overdenture and an immediate denture.
9. Identify home care instructions for removable partial and full dentures.
10. Describe the process of relining or repairing a partial or full denture.

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**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

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Clinical Sciences for the Dental Assistant

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15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 53 - 54 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Dental Implants Chapter 53

1. Pronounce, define and spell the Key Terms.
2. Discuss the indications for and contraindications to dental implants.
3. Describe the selection of patients to receive dental implants.
4. Identify the types of dental implants.
5. Describe the surgical procedures for implantation.
6. Describe home care procedures and follow-up visits required after dental implants are received.

Endodontics Chapter 54

1. Pronounce, define and spell the Key Terms.
2. Describe the diagnostic testing performed for endodontic diagnosis.
3. List the conclusions of the subjective and objective tests used in endodontic diagnosis.
4. Describe diagnostic conclusions for endodontic therapy.
5. List the types of endodontic procedures.
6. Discuss the medicaments and dental materials used in endodontics.
7. Provide an overview of root canal therapy.
8. Describe surgical endodontics and how it affects treatment.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

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Clinical Sciences for the Dental Assistant

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15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 55 - 56 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Assisting in Comprehensive Dental Care Chapter 55

1. Pronounce, define and spell the Key Terms.
2. Describe the role of the dental assistant in a periodontal practice.
3. Explain the procedures necessary for a comprehensive periodontal examination.
4. Identify and describe the instruments used in periodontal therapy.
5. Identify the indications for placement of periodontal surgical dressings and describe the technique for proper placement.
6. Describe the role of radiographs in periodontal treatment.
7. Describe the indications for and contraindications to use of the ultrasonic scaler.
8. Describe the types of nonsurgical periodontal therapy.
9. Describe the goals of nonsurgical periodontal therapy.
10. Describe the types of surgical periodontal therapy.
11. Name the types of periodontal plastic surgery.

Oral and Maxillofacial Surgery Chapter 56

1. Pronounce, define and spell the Key Terms.
2. Describe the specialty of oral and maxillofacial surgery.
3. Discuss the role of an oral surgery assistant.
4. Discuss the importance of the chain of asepsis during a surgical procedure.
5. Identify specialized instruments used for basic surgical procedures.
6. Describe surgical procedures typically performed in a general practice.
7. Describe postoperative care given to a patient after a surgical procedure.
8. Discuss possible complications resulting from surgery.

**High Plains Technology Center**

**Health Careers**

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Clinical Sciences for the Dental Assistant

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15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 57 – 58 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Pediatric Dentistry Chapter 57

1. Pronounce, define and spell the Key Terms.
2. Describe the appearance and setting of a pediatric dental office.
3. List the stages of childhood from birth through adolescence.
4. Discuss specific behavior techniques that work as positive reinforcement when one is treating children.
5. Describe why children and adults with special needs are treated in a pediatric practice.
6. Describe what is involved in the diagnosis and treatment planning of a pediatric patient.
7. Discuss the importance of preventive dentistry in pediatrics.
8. List the types of procedures that are performed for the pediatric patient compared with those performed to treat patients with permanent teeth.

Coronal Polishing Chapter 58

1. Pronounce, define and spell the Key Terms.
2. Explain the difference between a prophylaxis and coronal polishing.
3. Explain the indications for and contraindications to a coronal polish.
4. Name and describe the types of extrinsic stains.
5. Name and describe the two categories of intrinsic stains.
6. Describe types of abrasives used for polishing the teeth.
7. Describe the types of abrasives used for porcelain esthetic restorations.
8. Name materials to be avoided when one is polishing esthetic restorations.
9. Describe the technique used for polishing esthetic restorations.
10. Demonstrate safety precautions to be followed during coronal polish.
11. In states where it is legal, demonstrate coronal polishing technique.

**High Plains Technology Center**

**Health Careers**

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15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 59 - 60 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Dental Sealants Chapter 59

1. Pronounce, define and spell the Key Terms.
2. Describe the purpose of dental sealants.
3. Describe the two types of polymerization.
4. Explain two ways that dental sealants prevent caries development.
5. Describe the clinical indications for dental sealants.
6. Describe the contraindications to dental sealants.
7. Describe the technique for placement of dental sealants.
8. Discuss the criteria for evaluating the placement of dental sealants.
9. Discuss the rationale for filled and unfilled sealant materials.
10. Explain the most important factor in sealant retention.

Orthodontics Chapter 60

1. Pronounce, define and spell the Key Terms.
2. Describe the environment of an orthodontic practice.
3. Describe the types of malocclusion.
4. Discuss corrective orthodontics and describe what type of treatment is involved.
5. List the types of diagnostic records that are used to assess orthodontic problems.
6. Describe the components of the fixed appliance.
7. Describe the use and function of headgear.
8. Describe ways to convey the importance of good dietary and oral hygiene habits in the practice of orthodontics.

**High Plains Technology Center**

**Health Careers**

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15 hours

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 32 - 33 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

The Dental Office Chapter 32

1. Pronounce, define and spell the Key Terms.
2. Describe the six areas of the dental environment in a professional office.
3. Discuss the important qualities of the reception area.
4. Describe the goals involved in designing the dental treatment room.
5. List the clinical equipment most commonly found in the dental treatment area.
6. Discuss the basic function of the dental unit.

Delivering Dental Care Chapter 33

1. Pronounce, define and spell the Key Terms.
2. Describe how to prepare the dental treatment area for a patient’s arrival.
3. Discuss the importance of preparing a dental treatment room for a procedure.
4. Describe how the operator is positioned during treatment.
5. Describe how the assistant is positioned during treatment.
6. Explain instrument transfer.
7. Specify three grasps used by the operator.
8. Identify five areas in which the assistant must have competency when practicing expanded functions.

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15 hours

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 61 - 62 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Communication in the Dental Office Chapter 61

1. Pronounce, define and spell the Key Terms.
2. Describe the type of relationship the patient and the dental team should have.
3. Discuss oral communications and identify the differences between verbal and nonverbal communications.
4. Describe good phone courtesy.

Describe and compare the handling of different types of phone calls.

1. Describe external and internal marketing.
2. Discuss stress in the dental practice.
3. Discuss the team concept for bettering communication.

Business Operating Systems Chapter 62

1. Pronounce, define and spell the Key Terms.
2. Discuss the role of the office manager/business assistant in the dental office.
3. Identify types of practice records and files.
4. Describe how to use these filing systems: alphabetic, numeric, cross-reference, chronologic and subject.
5. Describe the process of scheduling appointments for maximum productivity.
6. Identify three types of preventive recall systems and state the benefits of each.
7. Describe the functions of computerized practice management systems and manual bookkeeping systems.
8. Discuss the management of inventory systems.

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15 hours

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 47, 63-64 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Laboratory Materials and Procedures Chapter 47

1. Pronounce, define and spell the Key Terms.
2. Discuss the safety precautions that should be taken in the dental laboratory.
3. List the types of equipment found in a dental laboratory and describe their uses.
4. Identify dental models and explain how they are used in dentistry.
5. Discuss gypsum products and their role in the making of dental models.
6. List the three types of custom impression trays and describe their use in dentistry.
7. Identify the types of dental waxes and describe their use in dentistry.

Financial Management in the Dental Office Chapter 63

1. Pronounce, define and spell the Key Terms.
2. Describe the functions of computerized practice management systems and manual bookkeeping systems.
3. Demonstrate ways to make financial arrangements with a patient.
4. Describe the importance and management of collections in the dental office.
5. Describe check writing.
6. Explain the purpose of business summaries.
7. Identify common payroll withholding taxes and discuss the financial responsibility of the employer.
8. Discuss the purpose of dental insurance.
9. Identify insurance fraud.
10. Identify the parties involved with dental insurance.
11. Identify the types of available prepaid dental programs.
12. Define managed care.
13. Discuss and define basic dental terminology.
14. Explain dual coverage.
15. Identify dental procedures and coding.
16. Detail claim forms processing.
17. Describe the procedure and purpose of claim forms follow-up.

Marketing Your Skills Chapter 64

1. Determine career goals and develop a personal philosophy.
2. Identify potential career opportunities.
3. Describe the preparation and demeanor needed for a job interview.
4. Prepare a follow-up letter.
5. Discuss factors that should be considered in salary negotiations.
6. Discuss the elements of an employment agreement.
7. Describe the steps for achieving career objectives.
8. Describe the steps for job termination.

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15 hours

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This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 38, 39, 41 and 42 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Dental Radiology Chapter 38

1. Pronounce, define and spell the Key Terms.
2. Describe the uses of dental radiographs.
3. Name the highlights in the history of dental radiography.
4. Describe the discovery of x-radiation.
5. Explain what happens during ionization.
6. Describe the properties of x-radiation.
7. Explain how x-rays are produced.
8. Label the parts of the dental x-ray tubehead and tube.
9. Describe the effect of the kilovoltage on the quality of the x-ray beam.
10. Describe how the milliamperage affects the quality of the x-ray beam.
11. Identify the range of kilovoltage and milliamperage required for dental radiography.
12. Discuss the effects of radiation exposure on the human body.
13. Discuss the risks versus benefits of dental radiographs.
14. Identify the critical organs that are sensitive to radiation.
15. .Discuss the ALARA concept
16. Describe methods of protecting the patient from excess radiation.
17. Describe measures used to protect the operator from excess radiation.

Dental Film and Processing Radiographs Chapter 39

1. Pronounce, define and spell the Key Terms.
2. Identify the types of dental x-ray film holders and devices.
3. Describe the composition of a dental x-ray film.
4. Describe the care and maintenance of the processing solutions, equipment and equipment accessories used in manual and automatic film processing.
5. List and identify the component parts of an automatic film processor.
6. Describe common time and temperature errors during film processing.
7. Describe chemical contamination errors during film processing.
8. Describe film handling errors that can occur during film processing.
9. Describe some common lighting errors during film processing.
10. State the types of and indications for the three types of dental radiographs.
11. Identify the five basic sizes of intraoral dental film.
12. Explain the purpose of an intensifying screen.
13. Describe the process for duplicating radiographs.
14. Discuss the requirements necessary for the darkroom.

Intraoral Radiography Chapter 41

1. Pronounce, define and spell the Key Terms.
2. Describe how to prepare a patient for dental x-rays.
3. Name the two primary types of projections used in an intraoral technique and describe the differences.
4. Explain the advantages and disadvantages of the paralleling and bisecting techniques.
5. Explain the basic principle of the paralleling technique.
6. Explain why a film holder is necessary with the paralleling technique.
7. State the five basic rules of the paralleling technique.
8. Label and identify the parts of the Rinn XCP instruments.
9. Explain the recommended vertical angulation for all bitewing exposures.
10. Explain the basic rules for the bitewing technique.
11. Describe the appearance of opened and overlapped contact areas on a dental radiograph.
12. Explain the procedural principles of the bisecting technique.
13. Identify the film size used in the bisecting technique.
14. Describe the correct vertical angulation.
15. Describe incorrect vertical angulation.
16. Identify the types of film holders that can be used with the bisecting technique.
17. Explain the technique for exposing occlusal radiographs.
18. Describe techniques for managing the patient with a hypersensitive gag reflex.
19. Describe techniques for managing patients with physical and mental disabilities.

Extraoral and Digital Radiography Chapter 42

1. Pronounce, define and spell the Key Terms.
2. Describe the purpose and uses of panoramic radiography.
3. Describe the equipment used in panoramic radiography.
4. Describe the steps for patient positioning in panoramic radiography.
5. Discuss the advantages and disadvantages of panoramic radiography.
6. Describe the errors caused during patient preparation and positioning during panoramic radiography.
7. Describe the equipment used in extraoral radiography.
8. Identify the specific purpose of each of the extraoral film projections.
9. Describe the purposes and uses of extraoral radiography.
10. Describe the purposes and uses of digital radiography.
11. Discuss the fundamental systems of digital radiography.
12. List and describe the equipment used in digital radiography.
13. List and discuss the advantages and disadvantages of digital radiography.
14. Describe the preparation of the patient and equipment for digital radiography.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 17 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the test for the chapter

**Learning Objective:**

Oral Pathology Chapter 17

1. Pronounce, define and spell the Key Terms.
2. Explain why oral pathology is important for the dental assistant.
3. Explain why categories of diagnostic information are necessary.
4. Describe the warning symptoms of oral cancer.
5. Describe the types of oral lesions.
6. Name five lesions that are associated with HIV/AIDS.
7. Describe the appearance of lesions associated with the use of smokeless tobacco.
8. Describe three conditions associated with the tongue.
9. Identify two oral conditions related to nutritional factors.
10. Recognize developmental disorders of the dentition.
11. List and define three anomalies that affect the number of teeth.
12. List and define five anomalies related to the shape of the teeth.
13. Define, describe and identify the developmental anomalies discussed in Chapter 17.
14. Describe the oral conditions of a patient with bulimia.
15. Describe the classic signs of inflammation.
16. Differentiate between chronic and chronic and acute inflammation.
17. Identify the oral effects of methamphetamine use.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 29-30 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

The Medically and Physically Compromised Patient Chapter 29

1. Pronounce, define and spell the Key Terms.
2. Describe the stages of aging in the older population.
3. Describe orally related conditions that affect the older patient.
4. Describe the importance of the medical history for the medically compromised patient.
5. Describe the major medical disorders that can affect a patient’s oral health.
6. Describe the type of dental management a medically compromised patient would receive.

Principles of Pharmacology Chapter 30

1. Pronounce, define and spell the Key Terms.
2. Differentiate between a drug’s chemical, generic and brand or trade names.
3. List each part of a prescription.
4. Describe the use of drug reference materials.
5. Describe the stages a drug goes through in the body.
6. Describe how medications are administered.
7. List the commonly prescribed drugs in dentistry.
8. List the commonly prescribed drugs in medicine.
9. Define the DEA and explain why drugs are categorized in five schedules of the Controlled Substance Act.
10. Describe the effects of drug use.
11. Cite relevant factors in determining the dosage of a drug.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 27 and 37in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Vital Signs Chapter 27

1. Pronounce, define and spell the Key Terms.
2. List the four vital signs routinely taken in the dental office.
3. Describe how metabolism affects a patient’s vital signs.
4. Discuss three types of thermometers.
5. List common pulse sites used for taking a pulse.
6. Describe the characteristics of the pulse that you would look for in taking a patient’s pulse.
7. Describe the characteristics of respiration and explain how they affect a patient’s breathing.
8. Describe the best way to obtain accurate readings of respiration.
9. Explain the importance of taking a patient’s blood pressure.
10. Differentiate the Korotkoff sounds heard when one is taking a patient’s blood pressure.
11. Discuss additional techniques used to assess a patient’s health status.

Anesthesia and Pain Control Chapter 37

1. Define, pronounce and spell Key Terms.
2. Discuss the importance of pain control in dentistry.
3. Describe the composition and application of topical anesthetics.
4. Discuss the composition and application of local anesthetic agents.
5. Describe nitrous oxide/oxygen sedation and its use in dentistry.
6. Discuss the importance of reducing the dental team’s exposure to nitrous oxide.
7. Discuss intravenous sedation and its use in dentistry.
8. Discuss general anesthesia and its use in dentistry.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 22 - 23 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Regulatory and Advisory Agencies Chapter 22

1. Pronounce, define and spell the Key Terms.
2. Explain the difference between regulations and recommendations.
3. Identify four professional sources for dental information.
4. Name the professional organizations for dentists, dental assistants and dental hygienists.
5. Name the premier infection control educational organization in dentistry.
6. Describe the role of the Centers for Disease Control and Prevention.
7. Explain a primary difference between OSHA and NIOSH.
8. Describe the role of the Environmental Protection Agency in relation to dentistry.
9. Describe the role of the Food and Drug Administration in relation to dentistry.
10. Describe the role of the National Institutes of Health.
11. Describe the role of the National Institute of Dental and Craniofacial Research.

Chemical and Waste Management Chapter 23

1. Pronounce, define and spell the Key Terms.
2. Describe potential long-term and short-term effects of exposure to chemicals.
3. Explain the purpose of the OSHA Hazard Communication Standard.
4. Describe three common methods of chemical exposure.
5. Describe the components of hazard communication program.
6. Explain the purpose of a material safety data sheet.
7. Create a label for a secondary container.
8. Describe the difference between chronic and acute chemical exposure.
9. Identify four methods of personal protection against chemical exposure.
10. Describe in general how chemicals should be stored.
11. Explain the record keeping requirements of the Hazard Communication Standard.
12. Identify types of regulated waste generated in a dental office.
13. Identify types of toxic waste generated in a dental office.
14. Describe how to package regulated waste for transport.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 24 - 25 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Dental Unit Waterlines Chapter 24

1. Pronounce, define and spell Key Terms.
2. Explain why dental unit waterlines (DUWLs) contain more bacteria than faucets.
3. Explain the role of biofilm in DUWL contamination.
4. Discuss why there is a renewed interest in DUWL contamination.
5. List the factors involved in bacterial contamination of dental unit water.
6. Identify the primary source of microorganisms in dental unit water.
7. Describe methods used to reduce bacterial contamination in DUWLs.
8. Describe the Centers for Disease Control and Prevention (CDC) recommendations for dental unit water quality.
9. Explain the CDC recommendation for the use of saliva ejectors.

Ergonomics Chapter 25

1. Pronounce, define and spell the Key Terms.
2. Describe the goal of ergonomics.
3. Demonstrate the exercises that can reduce muscle fatigue and strengthen muscles.
4. Demonstrate the neutral working position.
5. Demonstrate exercises to reduce eyestrain.
6. Demonstrate exercises to reduce neck strain.
7. Identify common symptoms of musculoskeletal disorders.
8. Identify three categories of risk factors that contribute to increased risk for injury.
9. Describe the symptoms of carpal tunnel syndrome.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

18 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapter 13 - 15 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the tests for the chapters

**Learning Objective:**

Dental Carries Chapter 13

1. Pronounce, define and spell the Key Terms.
2. Name the most common chronic disease in children.
3. Identify dental caries as an infectious disease.
4. Explain the process of dental caries.
5. Identify the risk factors for dental caries.
6. Explain the risk factors for early childhood caries.
7. Explain the purpose of caries activity tests.
8. Use the caries risk assessment form to determine caries risk.
9. Describe the method used to administer the saliva flow rate test.
10. Describe the modes of transmission of dental carries.
11. Describe the methods of controlling dental caries.
12. Identify the infective agent in the caries process.
13. Explain the role of saliva in oral health.
14. Describe the relationship between diet and dental caries.
15. Explain the demineralization and remineralization processes.
16. Distinguish between root caries and smooth surface caries.
17. Describe the advantages and disadvantages of the laser caries detection device.

Periodontal Disease Chapter 14

1. Pronounce, define and spell the Key Terms.
2. Name and describe the tissues of the periodontium.
3. Describe the prevalence of periodontal disease.
4. Name the structures that make up the periodontium.
5. Identify systemic factors that may influence periodontal disease.
6. Identify and describe the two main types of periodontal disease.
7. Explain the significance of plaque and calculus in periodontal disease.
8. Identify the risk factors that contribute to periodontal disease.
9. Describe the systemic conditions that are linked to periodontal disease.
10. Describe the clinical characteristics of gingivitis.
11. Describe the progression of periodontitis.

Preventive Dentistry Chapter 15

1. Pronounce, define and spell the Key Terms.
2. Explain the goal of preventive dentistry.
3. Describe the components of a preventive dentistry program.
4. Describe why dental care is important for pregnant women.
5. Describe the method used to clean a baby’s mouth.
6. Describe when children should first visit the dentist.
7. Describe the effects of water fluoridation on the teeth.
8. Identify sources of systemic fluoride.
9. Assist patients in understanding the benefits of preventive dentistry.
10. Discuss techniques for educating patients in preventive care.
11. Discuss three methods of fluoride therapy.
12. Describe the effects of excessive amounts of fluoride.
13. Describe the purpose of fluoride needs assessment.
14. Explain the steps involved in analyzing a food diary.
15. Compare and contrast toothbrushing techniques.
16. Describe the process required for cleaning a denture.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Dental Assistant**

**Related unit of instruction:**

Clinical Sciences for the Dental Assistant

**Approximate Completion time:**

12 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to participate in laboratory and clinical experiences necessary to develop the skills to become a dental assistant. The course provides classroom and laboratory instruction.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 31 in *Torres and Ehrlich Modern Dental Assisting 10th ed.,* Bird, Robinson, Workbook and text, Saunders Elsevier, 2012.
2. Pass the test for the chapter

**Learning Objective:**

Assisting in a Medical Emergency Chapter 31

1. Pronounce, define and spell the Key Terms.
2. Describe the preventive measures taken for a medical emergency that commonly occur during dental treatment.
3. List the qualifications that a dental assistant must have for emergency preparedness.
4. Describe the common signs and symptoms of an emergency and how to recognize them.
5. List the basic items that must be included in an emergency kit.
6. Discuss the use of a defibrillator in an emergency situation.
7. Describe how one should respond to specific emergencies.