COURSE INFORMATION FORM

DISCIPLINE: Allied Health / DEIA
COURSE TITLE: Dental Assisting Seminar

CR.HR 2  LECT HR. 2  LAB HR.  CLIN/INTERN HR.  CLOCK HR. 

CATALOG DESCRIPTION
This course provides an overall review and clarification of all and any of the materials covered within the academic year by discussion, dialogue between students and instructor as a step towards the preparation for the Dental Assisting National Board Examination. Further emphasis is placed on preparation of personal resume, interviewing techniques and job applications for successful employment.

PREREQUISITES
DEIA 108, DEIA 110, DEIA 115, DEIA 125, DEIA 205

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)
Upon completion of this course, the student will be able to:

1. Demonstrate a passing score in 2-3 sample DANB exam.
2. Produce a personal resume and complete a job application.
3. Demonstrate knowledge of job readiness with resume building, interviewing skills, and successfully complete a dental assisting portfolio.

GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

Outcomes ESO
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

1. Carry out the role and function of a Dental Assistant.
   • Demonstrate appropriate professional written, oral and technical/electronic communication skills.

2. Apply foundational knowledge of basic dentistry.
   • Demonstrate knowledge of chairside issues and their impact on occupation such as infection control issues, four-handed dentistry.

4. Function as integral member of dental health care team.
   • Follow and apply specific techniques from data collection, as a member of the dental team.

5. Understand importance of lifelong learning to promote personal and professional growth.
   • Articulate importance of involvement in professional organizations and strategies for ongoing professional development

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Assignments, 1-3
2. Quizzes and/or Examinations, 1-3
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

1. Preparatory Exams for Dental Assisting National Board Examinations and Missouri Basic Skills Exam

2. Resume Writing and Job Applications
   A. What to Include
   B. Description of Self
   C. Knowledge, Skills, activities and Community Service
   D. Letters of Recommendation
   E. Reference Notes
      1. Previous jobs - names, address, dates, job description
      2. Philosophy of dentistry
      3. Education, names - names, address, dates

3. Interviewing Techniques
   A. Preparation for the Interview
   B. What to Wear, Say and Do
   C. Know Where You Are Going