



**Course Syllabus  
SNHP  
School of Nursing and Health Professions**

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|                                      |                              |
|--------------------------------------|------------------------------|
| <b>Course Name:</b>                  | <b>Chairside Assisting I</b> |
| <b>Course &amp; Section Number:</b>  | <b>DAS 103-XXX</b>           |
| <b>Meeting Day(s) &amp; Time(s):</b> |                              |
| <b>Credits:</b>                      | <b>4</b>                     |
| <b>Contact Hours:</b>                | <b>5</b>                     |
| <b>Instructor's Name:*</b>           |                              |
| <b>Office Hours &amp; Location:</b>  |                              |
| <b>OCC Phone:</b>                    |                              |
| <b>OCC Email:**</b>                  |                              |

\*\*Please use only Owens email for course communications.

**Catalog description:**

This course emphasizes the importance of proper chairside procedures such as: chair positioning, instrumentation, suctioning, treatment planning, dental charting, and caries involvement, medically comprised patient, and parts of the dental unit. This course also involves the instrument tray set-up, pharmacology, the study of drugs, pain management, and how the drugs are prescribed or implemented by the dentist.

[http://catalog.owens.edu/preview\\_program.php?catoid=17&poid=5307](http://catalog.owens.edu/preview_program.php?catoid=17&poid=5307)

**Prerequisite/Corequisites:**

**Co-requisites:** DAS101 and DAS103 and DAS104 and DAS 105 all with a 'C' or better and chair approval

**Prerequisites:** NONE

**Course Materials:**

1. Bird, D. and Robinson, D. *Modern Dental Assisting*, 14<sup>th</sup> Edition. St. Louis, MO: Elsevier, 2023. ISBN-13: 9789323824408
2. Boyd, L. *Dental Instruments: A Pocket Guide*, 8th Edition. St. Louis, MO: Elsevier, 2023. ISBN-13: 970323873901
3. Owens Community College Dental Hygiene Program Procedure and Safety Manual.

*If a **print book, e-book, or access code** is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called “Find Books” on the course schedule for each course section. See the example below.*

**OER and Owens Community College Library Resources** (Open Educational Resources are free online materials for instructor and student use. Some OER material may be available in print in the Owens Community College Library.)

**Inclusive Access (I.A.) Materials** are included in the cost of the course to save students money through lower negotiated rates with publishers. Courses containing I.A. materials will have it noted on the online class schedule. If your course includes I.A. digital materials, you will receive an email with subject line, “Your inclusive Access Materials,” and it will include any codes or digital links.

The email will come to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before. Be sure to check your spam (junk email) if you do not find it in your inbox. If the email is not in your inbox or spam folder, contact your instructor immediately. You may also see a folder at the top of your course labelled “Course Materials by eCampus.” This folder will contain any needed codes or links to needed materials.

If the I.A. materials also include a printed book or are in print form, the item will be shipped to your address of record automatically based on your enrollment in the course. Please note that some courses do not include printed materials in I.A and those materials would need to be purchased separately using the link on the course schedule. When you access the Find Books link you will see which items in a course are included in I.A.

## What You Will Learn in the Course

**Course Objectives:**

1. Introduce chairside assisting, delivering dental care, and ergonomics.
2. Describe Oral Diagnosis and Treatment Planning, vital signs, and patient records keeping.
3. Discuss dental handpieces and dental instruments.
4. Discuss anesthesia and pain control practices.
5. Explain the proper treatment and alterations to treatment of the medically comprised patient.

**Student Learning Outcomes:**

| Outcome                                                                                           | Where Assessed                                                                      |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1. Describe patient assessment and relation with HIPPA.                                           | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |
| 2. Demonstrate ergonomics, four handed dentistry, and suctioning.                                 | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |
| 3. Identify dental instruments, burs, handpieces, and tray set-ups.                               | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |
| 4. Discuss G.V. Black's classification of decay and different types of charting methods.          | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |
| 5. List the steps involved with the alteration to treatment of the medically compromised patient. | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |
| 6. Discuss local anesthesia and the relation with the patient's health history.                   | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |

**Program Outcomes:**

| Outcome                                                                | Where Assessed                                                                      |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1. Students will provide effective communication.                      | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |
| 2. Students will demonstrate problem solving.                          | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |
| 3. Students will access, gather and utilize information.               | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |
| 4. Students will demonstrate technical competence in Dental Assisting. | Tests, Homework, Skill Evaluations, Dental Hygiene Patient, Daily Grade, Final Exam |

**Technology, Lab, and File Requirements:**

Blackboard Online Learning Platform

Laptop and access to internet

Respondus Lockdown Browser: [eLearning - Owens Community College](#)

## Academic Support

**Disability Services Resource Center:** If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email [disability@owens.edu](mailto:disability@owens.edu), visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

**Tutoring Services:** Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

**Counseling Services:** Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at [counselingservices@owens.edu](mailto:counselingservices@owens.edu). More information is at <https://www.owens.edu/counseling/>.

**Campus and Community Connections:** The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact [connections@owens.edu](mailto:connections@owens.edu)

**Owens Library:** The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

\*\*\*Students can find more information on campus resources, student support, student life, and security at this [link](#).\*\*\*

## General Information

**Student Code of Conduct:** All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

**Anti-Discrimination and Harassment & Title IX/Sexual Misconduct:** All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

**Religious Accommodations:** A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy\*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: [provost@owens.edu](mailto:provost@owens.edu)

The policy may be found on the Owens website: [3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy](#)

**Document Collection:** Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

**Classroom Admittance:** OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

**Use of AI Tools:** This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

## Student Responsibilities & Instructor Expectations

### Instructor Responsibilities:

- We will treat you and your classmates with dignity and respect.
- We will be flexible to support your individual needs.
- We will provide resources and support for you to be successful.
- We will make ourselves available through multiple communication channels.

### Student Responsibilities:

- You will treat us and your peers with dignity and respect, too.
- You will schedule time to complete the work.
- You will tell us what would help you most to overcome barriers.
- You will let us know when life gets in the way or if something is not clear.

### Attendance:

1. Attendance for all class/lab is required for success.
2. It is important that you attend every class session. Otherwise, you will miss out on the many learning activities that we will engage in.
3. Any absence or tardiness must be reported to the course instructor.

### Absence

1. Owens realizes that circumstances beyond one's control may cause late arrival, early departure, or an absence (serious illness or accident for example).

2. In the event of an unforeseen circumstance, it is the student's responsibly to contact the course instructor immediately and appropriate documentation must be provided to the course instructor within 72 hours of the student's return in order to be eligible for an Excused Absence.
3. In the event of an unforeseen circumstance with documentation, late work is eligible for credit.
4. A planned absence may be requested for certain circumstances. If requested and granted, arrangements for a makeup test or exam must be made with the course director prior to the exam date.
5. An Unexcused Absence for three (3) class sessions may result in the lowering of the final grade by one letter grade. If you have an issue for not being able to attend class on time and/or staying for the entire session, please meet with me to develop a plan so you are able to complete the class materials and lab assignments.

## How Grades and Determined and Major Assignments

| <b>Evaluation Measure</b> The grade points for the areas of work are as follows. | <b>Student Learning Outcomes Assessed</b> | <b>Value</b> |
|----------------------------------------------------------------------------------|-------------------------------------------|--------------|
| Tests                                                                            | 1-6                                       | 20%          |
| Homework                                                                         | 1-6                                       | 15%          |
| Skill Evaluations                                                                | 1-6                                       | 20%          |
| Dental Hygiene Patient                                                           | 1-6                                       | 10%          |
| Daily Grade                                                                      | 1-6                                       | 10%          |
| Final Exam                                                                       | 1-6                                       | 25%          |
| Total:                                                                           |                                           | 100%         |

### Grading Scale

| <b>Grade</b> | <b>Percentage</b> |
|--------------|-------------------|
| A            | 90-100            |
| B            | 80-89             |
| C            | 70-79             |
| D            | 60-69             |
| F            | 59 or below       |

### Skill Evaluations (13)

|                                     |               |
|-------------------------------------|---------------|
| Skill Evaluation Operating Zones    | SLO #1 and #2 |
| Skill Evaluation Seating Patient    | SLO #1        |
| Skill Evaluation Dismissing Patient | SLO #1        |

|                                                     |               |
|-----------------------------------------------------|---------------|
| Skill Evaluation Vital Signs                        | SLO #1        |
| Skill Evaluation Instrument Transfer                | SLO #2-4      |
| Skill Evaluation Moisture Control Suctioning        | SLO #2        |
| Skill Evaluation Moisture Control with Cotton Rolls | SLO #2        |
| Skill Evaluation Complete Patient Rinse             | SLO #2        |
| Skill Evaluation Seating Patients with Disabilities | SLO #1 and #5 |
| Skill Evaluation Assemble Anesthetic Syringe        | SLO #5 and #6 |
| Skill Evaluation Assist with Anesthetic Procedure   | SLO #5 and #6 |
| Skill Evaluation Medical Healthy History            | SLO#1         |

**Tests (20% of the course grade):** Tests will be completed during class time through blackboard. Tests will be completed using *Respondous Lockdown Browser*. Tests will have a specific time frame for completion. It is the student's responsibility to work within this time frame or contact the instructor with any problems encountered with Blackboard within this time frame. Test questions are composed of multiple choices, true or false, and matching questions. **Students who are absent, still must take the test, but will receive a zero if unexcused. If an excused absence arises, it is the student responsibility to make arrangements with the course instructor to make-up the test.**

**Homework (15% of the course grade):** Homework will be available through blackboard and must be turned in on the due date. As part of a homework assignment ALL students must sit as a dental hygiene patient for the dental hygiene students, and complete the series of recommended appointments. **Any late assignments will result in a zero grade.**

**Skill Evaluations (20% of the course grade):** Skill evaluations will be done during in-person labs. In the event a student is absent the day of a skill evaluation, it is the student's responsibility to make any necessary arrangements to make it up. Failure to do so, will results in a grade of zero.

Skill Evaluations will be provided the first day of class in the Blackboard shell. A skill evaluation is used to determine the student's level of skill in a particulate procedure or technique. Students are required to attend all lab session, as this is the time devoted to practicing the skills required for practicing in a dental office. Skill Evaluations are grades according to the criteria printed on each evaluation.

Skill Evaluations may be taken a maximum of three (3) times in order to achieve a passing grade. Students will earn the grade of the passing skill evaluation. Please use practice sessions with the lab instructors prior to retaking any skill evaluation.

**Dental Hygiene Patient (10% of the course grade):** Each student will be required to serve as a Dental Hygiene Patient for a Dental Hygiene Student and complete the full series of

recommended appointments. Please note, appointments may need to be scheduled during personal time.

**Daily Grade (10% of the course grade):** The daily grade consists of professional attire, respect and character, preparedness, time management, quality of work, team work, infection control, and overall impression in every in-person class/lab session.

If an Unexcused Absence arises, a Daily Grade of 0% will be given for that session.

If an Excused Absence arises a Daily Grade of Exempt will be given for that session.

Classes may utilize the use of student partners, one as the clinician and one as the patient. All students are required to sit as a patient as the task requires.

Owens Community College Dental Hygiene Clinic: Students are required to attend and participate in clinic sessions in designated week during lab time. A schedule is posted at the end of the Syllabus. Students MUST have health requirements completed in order to enter the clinic. Failure to assist in clinic will result in reduction of the final grade by one whole letter.

**Final Exam (25% of the course grade):** The final exam will be comprehensive and be given during the assigned time during Final Exam Week. This will be 2 parts: lecture and lab.

**\* ALL grading criteria must be completed and passed at a 70%, regardless of the earned grade, in order to pass DAS 103 before the last day of the semester.**



### Tentative Class Assignments

| Week      | Topic                                                                                                            | Homework                                                             | Quiz / Test   |
|-----------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------|
| 1<br>DATE | Syllabus Review<br>Chapter 6: General Anatomy                                                                    | Syllabus Review<br>Body Cavities and Planes Worksheet                | Quiz 1        |
| 2<br>DATE | Poster Presentation Introduction<br>Chapter 7 Part 1: General Physiology<br>Chapter 7 Part 2: General Physiology | Poster Presentation Topics and Partners<br>The Human Heart Worksheet | Quiz 2        |
| 3<br>DATE | Chapter 7 Part 3: General Physiology<br>Chapter 7 Part 4: General Physiology                                     | <b>Poster Presentation Topics and Partners Due</b>                   | Quiz 3        |
| 4<br>DATE | No New Topic                                                                                                     | Poster Presentation                                                  | <b>TEST 1</b> |
| 5<br>DATE | Chapter 8 Part 1: Oral Embryology and Histology                                                                  | Poster Presentation                                                  | Quiz 4        |
| 6<br>DATE | Chapter 8 part 2: Oral Embryology and Histology<br>Chapter 8 part 3: Oral Embryology and Histology               | <b>Poster Presentation Works Cited Due</b>                           | Quiz 5        |
| 7<br>DATE | Chapter 9 Part 1: Head and Neck Anatomy                                                                          | Poster Presentation                                                  |               |
| 8         | Chapter 9 Part 2: Head and Neck Anatomy                                                                          | Poster Presentation                                                  | Quiz 6        |

|            |                                                                            |                                                       |               |
|------------|----------------------------------------------------------------------------|-------------------------------------------------------|---------------|
| DATE       | Chapter 9 part 3: Head and Neck Anatomy                                    |                                                       |               |
| 9<br>DATE  | No New Topics                                                              | <b>Poster Presentation Due</b>                        | Test 2        |
| 10<br>DATE | Chapter 10: Landmarks of the Face and Oral Cavity                          | Nasal Coloring Worksheet<br>Facial Coloring Worksheet | Quiz 7        |
| 11<br>DATE | Chapter 11: Overview of the Dentitions                                     |                                                       | Quiz 8        |
| 12<br>DATE | No New Topic                                                               |                                                       | Test 3        |
| 13<br>DATE | Chapter 12: Tooth Morphology Part 1<br>Chapter 12: Tooth Morphology Part 2 | Tooth Morphology Chart Assignment                     | Tooth ID Quiz |
| 14<br>DATE | Chapter 17: Oral Pathology Part 1<br>Chapter 17: Oral Pathology Part 2     |                                                       |               |
| 15<br>DATE | Chapter 17: Oral Pathology Part 3<br>Chapter 17: Oral Pathology Part 4     | <b>Study for Final</b>                                | Quiz 9        |
| 16<br>DATE | <b>Comprehensive Final Exam</b>                                            |                                                       |               |

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.