



2026-2027

Instructor information

Instructor	Email	Location
Kimberly Rosalez	Kimberly_rosalez@kernhigh.org	Career Technical education Center (CTEC)
Google voice		
661-665-6769 (call and text)		

Description

The dental assistant program is designed to equip students with the knowledge and skills necessary to become competent dental assistants. The curriculum covers various aspects of dental assisting, including chairside procedures, patient care, dental materials, radiography, and infection control. Through a combination of lectures, and hands on practice, and clinical experience, students will develop competencies required to excel in the field of dental assisting.

Class Time:

Monday: Am session: 7:30am - 10:00am Pm session: 11:30am - 2:00pm

Tuesday - Friday: Am session 7:30am - 10:30am Pm session: 12:00pm - 3:00pm

Monday 10 Minute break /Tuesday-Friday 15-minute break.

Expectations:

1. **Professionalism:** Students should demonstrate professionalism in their interactions with instructors, classmates, and patients, adhering to ethical standards, maintaining confidentiality, and always exhibiting respect and empathy.
2. **Attendance and Punctuality:** Regular attendance and punctuality are essential for maximizing learning opportunities and maintaining continuity in skill development. Students should strive to arrive on time daily to meet the 500-hour minimum attendance requirement. Students will need to notify the instructor of absences and tardies. Professional points will be deducted for non-communication and penalties will be given for unjustifiable tardies and excessive absences. Students can be dropped from the program if absences continue. See ROC/CTEC handbook for more detail.
3. **Active Participation:** Students are encouraged to actively participate in class discussions, group activities, and hands-on exercises, contributing their insights, asking questions, and seeking clarification when needed to enhance their understanding of course material.
4. **Preparation and Review:** Students should come to class prepared by reviewing assigned readings, lecture notes, and study materials in advance. They should also take responsibility for reviewing and reinforcing their learning outside of class hours.
5. **Practice and Skill Development:** Dedicated practice is crucial for mastering clinical skills and procedures. Students are expected to actively engage in hands-on practice during lab sessions and seek additional practice opportunities as needed to enhance their proficiency.
6. **Adherence to Safety Protocols:** Students must adhere to all safety protocols and infection control measures outlined in the course curriculum to ensure the safety of themselves, their peers, and patients in clinical settings.
7. **Cell phones:** Cell phones and smart devices are considered a confidentiality risk and workplace distraction in both the classroom and community classroom settings. The use of cell phones, Apple Watches, smart watches, or any similar electronic devices is not permitted during class time. Professional points will be deducted if these devices are visible or used during class. All phones and smart devices must be placed in the designated area during class and may only be retrieved during scheduled breaks or at the end of class.
8. **Assignments/Quizzes:** All assignments must be turned in on due date to receive full credit. Late assignments will receive a 10% deduction. If a student is absent the day an assignment is due, the assignment should be turned in next day to gain full credit, after that the assignment will receive a 10% deduction. Quizzes/test are not allowed if absences is unexcused or a cut. It is the student's responsibility to get the work that was missed if absent. Make-up quizzes and test are done on student's time during break.

Classroom Rules:

- **Be on time-** Be in seats and ready to learn. I start class promptly at 7:30am/12:00pm. Arriving late is a distraction to classmates, and professional points will be deducted for tardiness.
- **Be in proper dress code-** See dress code.
- **Sit in assigned seats-** No switching seats unless instructor has approved request.
- **Return promptly from break-** Returning late will result in point deduction.
- **Work as a TEAM!**
- **No cell phones out while in class -** Must be kept in designated area while in class.
- **No food or drinks at the tables.**
- **Respect peers always. Professionalism must always be displayed.**
- **Bathroom pass/One student at a time-** No pass 10 minutes before break, end of class, or 15 minutes from return of break.

“Every mistake is a learning opportunity in disguise, paving the way for growth and progress.”

Professional Points:

The Professional Points System aims to incentivize and reinforce professional behavior, attendance, and punctuality among students in the dental assistant program. These points contribute to the overall grade and serve as a reflection of each student's commitment to professionalism and adherence to course expectations.

Each student starts the week with 10 professional points.

Points are deducted for infractions such as:

Absences without prior notification or valid excuse: -2 points per absence.

Tardiness without prior notification: -1 point per instance.

Failure to follow classroom rules or professionalism guidelines: -1 to -3 points, depending on the severity of the infraction.

Students who consistently demonstrate exceptional professionalism and exceed expectations may receive bonus points at the discretion of the instructor.

Professional points are recorded in the gradebook on a weekly basis.

The total number of professional points earned by each student is calculated at the end of each week and added to the overall grade for professionalism.

Points deducted are clearly documented alongside reasons for deductions to provide transparency and accountability.

Professional points contribute to a significant portion of the overall grade, emphasizing the importance of professionalism in the dental assisting profession.

By actively participating in class, maintaining good attendance, and adhering to rules and guidelines, students can maximize their professional points and improve their overall academic performance.

The Professional Points System encourages students to develop essential workplace skills such as time management, accountability, and respect for rules and regulations, which are crucial for success in their future careers as dental assistants.

Course materials

Supplies provided by CTEC:

- Textbook- Textbooks will be checked out to students and returned at end of year. Any damaged or lost textbooks are the responsibility of the student.
- Skill sheets- Must bring to class daily for skill practice and skill offs.
- Personal protective equipment- Gloves, mask, and goggles.

Clinical requirements Not provided:

- Scrub top and bottoms.
- Closed toed all leather shoes, nursing, or tennis shoes.
- Warm up jacket

Dress code will be reviewed with class. Required contract agreement signed by student and parent.

Professional points will be deducted for not following dress code.

Recommended supplies for student success:

- 2-inch binder with dividers
- Lined notebook paper.
- 3x5 note cards.
- Red and blue colored pencils or pens
- Black ink pens- All assignments are submitted in black ink.
- Highlighters

Student learning outcomes:

Upon completion of the program, the dental assistant student will be able to:

1. Demonstrate proficiency in dental terminology and communication skills necessary for effective patient interaction.
2. Apply infection control protocols and maintain a safe and sterile environment within the dental practice.
3. Explain the fundamentals of dental anatomy and physiology, including the structure and function of teeth and surrounding tissues.
4. Perform chairside assisting techniques efficiently, including assisting the dentist during procedures and providing patient education on oral hygiene practices.
5. Demonstrate proficiency in dental charting, accurately recording findings related to oral health conditions and treatment plans.
6. Analyze and interpret dental radiographs accurately, adhering to principles of radiation safety.
7. Discuss the importance of ethical and legal considerations in the practice of dentistry, including patient confidentiality and professional conduct.
8. Collaborate effectively with other members of the dental healthcare team to ensure comprehensive patient care.
9. Demonstrate competence in basic dental laboratory procedures, such as pouring and trimming models.
10. Apply critical thinking and problem-solving skills to address common dental emergencies and complications that may arise during patient care.

Letter Grade	Percentage Equivalent	Indicates
A	93-100	Excellent
A-	90-92	
B+	87-89	
B	83-86	Above Average
B-	80-82	
C+	77-79	
C	73-76	Average
C-	70-72	
D+	66-69	
D	60-65	Below Average
F	59 and below	Failure

Assessment and Evaluation:

Quizzes after each chapter and exams after each module
 Practical assessments for hands-on skills
 Final exam covering all course material.
 Evaluation of clinical performance during externship
 Final grade Evaluation from externship supervising assistant.

Certificate of completion eligibility:

Upon successful completion of the course and meeting all requirements, students will receive a certificate of completion. Additionally, students will be prepared to pursue state certification such as a Registered Dental Assistant (RDA) through the Dental Board of California, national certification as a Certified Dental Assistant (CDA) through the Dental Assisting National Board (DANB)

Students pass certification exams with 75% or better.

- Infection control exam
- HIPAA
- Radiology
- CPR (BLS)

Students who do not pass exams the first time will be give two chances to retake failed exam. Make-up dates will be determined by the instructor (First score is entered in gradebook)

Students must pass course with a 70% or better.

All skills need to be completed and demonstrated with a minimum competency of 75% or better.

Course schedule:**Introduction to Dental Assisting**

- ☐ Overview of dental assisting profession
- ☐ Role and responsibilities of a dental assistant
- ☐ Ethical and legal considerations in dental practice
- ☐ Introduction to dental anatomy and terminology
- ☐ Tooth identification, structures, and charting.
- ☐ The dental patient and examination
- ☐ Health Insurance Portability and Accountability Act (HIPAA)- Certification Exam

Chapters 1, 2, 9, 13, 3, and 4

Infection Control and Sterilization

- ☐ Principles of infection control in dentistry
- ☐ Sterilization techniques and procedures
- ☐ Handling and disposal of hazardous materials
- ☐ Personal protective equipment (PPE) usage
- ☐ Infection control Certification Exam

Chairside Assisting Techniques

- Patient preparation and seating
- Instrumentation and tray set-up
- Four-handed dentistry techniques
- Moisture control
- Dental charting and record keeping
- Patient preparation and seating
- Instrumentation and tray set-up
- Four-handed dentistry techniques
- Dental charting and record keeping
- Dental caries
- Preventative care
- Dental emergencies
- BLS/CPR Certification

Chapters Dental caries, 20, 11, 22, 18, 12, and 14

Basics of dental radiography

- X-ray equipment and safety measures
- Techniques for intraoral and extraoral radiographs
- Image processing and interpretation Radiography and Imaging
- X-ray film mounting
- 2 BWX DXTRR
- 2 FMX DXTRR

- ☐ 4 Live patient FMX -pass with a 75% or better
- ☐ Radiology Certification Exam

Chapters BWX, 16, and 17

Community Classroom (Second Semester) Clinical Practice

- ☐ Eligible students' participation (Grade, attendance, and course performance)
- ☐ Supervised externship to apply learned skills in a professional setting.
- ☐ Evaluation and feedback from supervising dentists

Specialized Dental Procedures

- ☐ Endodontics
- ☐ Periodontics
- ☐ Oral and Maxillofacial surgery
- ☐ Orthodontics
- ☐ Prosthodontics
- ☐ Pedodontics

Chapters 28, 24, 26, 25,27, and 23

Note: This syllabus is subject to modification based on the evolving needs of the dental assisting profession and educational best practices

I _____ have received a copy of the course syllabus. I agree to abide by all the standards, requirements, and classroom rules. Mrs. Rosalez has answered all my questions regarding the information presented for program success. I also understand that this program and community classroom are a privilege and my actions, attendance, and grade in this class will determine my participation.

Student signature

Date

My student _____ and I have read and discussed the syllabus. My student and I are aware of the expectations of this course. I also understand that my student's performance, attendance, and grade can impact their continued participation in the program.

Parent signature

Date

Best parent contact number _____

Questions _____

Detach and return this page only