

# GRAYSON COLLEGE

## Course Syllabus

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### Course Information

DNTA 1347 Advanced Dental Science

SPRING 2018

Dental Assisting Program

Online Course hours           **3**

Clock hours per semester       **48**

Course Length                   **16 weeks**

Credit Hours                     **3**

Type of instruction               **Online**

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### Professor Contact Information

Tonya Hance CDA, RDA

(903)463-8780

[hancet@grayson.edu](mailto:hancet@grayson.edu)

Office Location: Health Science Administration Office 132

Office Hours:

Monday	8:00 am to 4:00 pm
Tuesday	8:00 am to 4:00 pm
Wednesday	8:00 am to 12:00 pm
Thursday	8:00 am to 9:00 am & 1:00 pm to 3:00 pm
Friday	1:00 pm to 3:00 pm

Professor's Class Schedule:

Monday	8:00 am to 3:00 pm (Clinical Evaluations)
Tuesday	8:00 am to 3:00 pm (Clinical Evaluations)
Wednesday	1:00 pm to 4:00 pm
Thursday	9:00 am to 12:00 pm
Friday	8:00 am to 12:00 pm

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### Course Pre-requisites, Co-requisites, and/or Other Restrictions

#### Pre-requisites

DNTA 1311 Dental Science

DNTA 1301 Dental Materials

DNTA 1345 Preventive Dentistry

DNTA 1315 Chairside Dentistry

DNTA 1305 Dental Radiology I

DNTA 1202 Communication in the Dental Office

#### Co-requisites

DNTA1251 Dental Office Management

DNTA1349 Radiology in the Clinic

DNTA 2130 Clinical Seminar

DNTA1353 Dental Assisting Applications

DNTA 1460 Clinical I Dental Assisting

**Course Description – (3-0-3) An advanced study of anatomical systems, pharmacology, or pathology, and developmental abnormalities.**

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**Student Learning Outcomes**

**Differentiate among the anatomical systems, pharmacology, oral pathology and developmental abnormalities.**

**General Course Objectives:**

- 1. Identify parts of the skeletal system that are found in the head and neck area.**
- 2. Identify the major organs and glands in the muscular, circulatory, lymphatic, digestive, respiratory, and nervous systems.**
- 3. Give a brief description of the primary physiological function of the skin, and each organ and gland.**
- 4. Name each of the 12 cranial nerves and give a brief description of their function and location.**
- 5. Define terminology related to oral pathology, and describe the different causes and factors of the disease process.**
- 6. Identify reactions of the oral mucosal tissues to injury.**
- 7. Define and describe the etiology and general characteristics of neoplasia**
- 8. Define and describe the different types of retrogressive changes, and the metabolic disturbances that can occur due to these changes.**
- 9. Describe the developmental disturbances that can occur in the oral cavity, jaws and surrounding tissues.**
- 10. Identify some infectious diseases that can cause lesions in the oral cavity.**
- 11. Name the possible adverse reactions of the drugs most commonly used in the dental office.**
- 12. Name drugs that are most commonly abused by the general public.**
- 13. Name the most common dental emergencies, the methods utilized to handle them and the role of the auxiliary in the management of dental emergencies.**

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**Required Textbooks (ISBN # included) and Materials**

**Brand and Isselhard, Anatomy of Orofacial Structures, 7<sup>th</sup> Edition, C.V. Mosby Co., 2014. (ISBN #: 9780323227841)**

**Bird and Robinson, Modern Dental Assisting, 12<sup>th</sup> Edition, Saunders Elsevier, 2015. (ISBN #: 9780323430302)**

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**Required Assignments & Academic Calendar**

**In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.**

**As a secondary means of communication the app GroupMe will be used. It is not a requirement of the class, but I strongly urge each of you join the class GroupMe. Any announcements such as**

inclement weather, class announcements, or in the event class must be canceled due to instructor illness or emergencies an announcement will be made in Canvas, as well as, GroupMe.

The Schedule below will have the Course assignments.

The Schedule listed below is subject to change with fair notice from the professor. Changes will be announced via Canvas through Announcements or GroupMe.

Table 1 Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Jan. 16- 21	<ul style="list-style-type: none"> <li>• Read the Syllabus               <ul style="list-style-type: none"> <li>• Take Syllabus Quiz (<b>Due 1/21/2018 by midnight</b>)</li> </ul> </li> <li>• Read Chapters 7 General Physiology &amp; C-9 Head and Neck Anatomy in your Modern Dental Assisting Book (MDA) (you will reference these two chapters throughout the entire 16-week course)</li> </ul>
2	Jan. 22-28	<ul style="list-style-type: none"> <li>• Read Chapters 26 Osteology of the Skull, &amp; 29 Temporomandibular Joint in your Anatomy of OS Book</li> <li>• Assessment #1 Opens (Chapters 26,29,24,28, &amp; 30) (<b>Due 2/4/2018 by midnight</b>)</li> </ul>
3	Jan. 29-Feb. 4	<ul style="list-style-type: none"> <li>• Read Chapters 24 The Tongue, C-28 Muscles of Mastication, and Hyoid Muscles &amp; C-30 Muscles of Facial Expression in your Anatomy of OS Book</li> <li>• Work on Completing Assessment #1 (<b>Due 2/4/2018 by midnight</b>)</li> </ul>
4	Feb. 5-11	➤ <b>Test #1 Opens C-26, 29, 24, 28, 30, &amp; 32 (Due 2/11/2018 by Midnight)</b>
5	Feb. 12-18	<ul style="list-style-type: none"> <li>• Read Chapter 32 Arterial Supply and Venous Drainage in your Anatomy of OS Book</li> <li>• Assessment #2 Opens (Chapters 34, 34, &amp; 35) (<b>Due 2/4/2018 by midnight</b>)</li> </ul>
6	Feb. 19-25	<ul style="list-style-type: none"> <li>• Read Chapter 34 Nervous System in your Anatomy of OS Book</li> <li>• Work on Completing Assessment #2 (<b>Due 2/4/2018 by midnight</b>)</li> </ul>

<b>Week</b>	<b>Date</b>	<b>Topics, Readings, Assignments, Deadlines</b>
7	Feb. 26- Mar. 4	<ul style="list-style-type: none"> <li>• Read Chapter 35 Lymphatics and Spread of Dental Infection <b>in your Anatomy of OS Book</b></li> <li>• Work on Completing Assessment #2 (<b>Due 2/4/2018 by midnight</b>)</li> </ul>
8	Mar. 5-11	➤ <b>Test #2 Opens C-32, 34, &amp; 35 (Due 3/11/2018 by Midnight)</b>
	Mar. 12-18	Spring Break!!! Enjoy Your Break!!!
9	Mar. 19-25	<ul style="list-style-type: none"> <li>• Read Chapter 27 Nose, Nasal Cavity, and Paranasal Sinuses in your Anatomy of OS Book</li> <li>• Assessment #3 Opens (Chapters 27, 25, 31, &amp; 33) (<b>Due 4/1/2017 by midnight</b>)</li> </ul>
10	Mar. 26- Apr. 1	<ul style="list-style-type: none"> <li>• Read Chapters 25 Salivary Glands, C-31 Soft Palate and Pharynx, &amp; C-33 Salivary Glands in your Anatomy of OS Book</li> <li>• Work on Completing Assessment #3 (<b>Due 4/1/2018 by midnight</b>)</li> </ul>
11	Apr. 2-8	➤ <b>Test #3 Opens C-27, 25, 31, &amp; 33 (Due 4/8/2018 by Midnight)</b>
12	Apr. 9-15	<ul style="list-style-type: none"> <li>• Read Chapter 17 Oral Pathology (MDA Book)</li> <li>• Assessment #4 Opens (Chapters 17 &amp; 30) (<b>Due 4/29/18 by midnight</b>)</li> </ul>
13	Apr. 16-22	<ul style="list-style-type: none"> <li>• Watch Oral Pathology Video</li> <li>• Take Video Quiz (<b>Due 4/22/2018 by midnight</b>)</li> <li>• Work on Completing Assessment #4 (<b>Due 4/29/2018 by midnight</b>)</li> </ul>
14	Apr. 23-29	<ul style="list-style-type: none"> <li>• Read Chapter 30 Principles of Pharmacology in your MDA Book</li> <li>• Work on Completing Assessment #4 (<b>Due 4/29/2018 by midnight</b>)</li> </ul>
15	Apr. 30-May 6	• <b>Test #4 Opens C-17, 18, 30 &amp; 31 (Due 5/6/2018 by Midnight)</b>
16	May 7-10	Comprehensive Final Exam <b>Will Open 5/7/18 @ 7:00 am &amp; Close 5/9/2018 @ Midnight</b>

## Methods of Evaluation

### Grading

Categories	Percentage
Assessments/Quizzes/Attendance	25%
Major Test/Online Discussions	40%
Comp. Final Exam	35%
	100%

Grade	
90-100	A
80-89	B
75-79	C
74-70	D
69 or Below	F

Grades will be posted via Canvas

#### Late Work Policy

NO LATE WORK ACCEPTED.

#### Extra Credit Policy

NO EXTRA CREDIT WILL BE GIVEN.

#### Major Test

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1. Test will be graded via Canvas and the grade will post once the student has submitted the exam.
2. REFER to the Student Handbook for complete quiz and test policies.
3. Tests and/or Exams fall into the tests category and make up 40% of your grade.
4. The test will open @ 7:00 am the Monday of the week they are due, and close on Sunday @ 11:59 pm of that same week.
5. There are 4 Major Test not including the Final Examination.

#### Online Discussions

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Please see the online grading rubric posted in your course.

#### Class Participation

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This course is 100% Online. Participation in the class is key to your success. It is your responsibility as

the student to login in to the course and complete the assignments/test on time.

## Assessments

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Assessments will open @ 7:00 am on Monday of the week they are assigned. They will close at midnight on Sunday of the week prior to the test.

## Final Exam

1. The final will be given via Canvas and is a timed Exam.
2. The final Exam accounts for 35% of your grade.
3. It is a timed and is a Comprehensive Final Exam meaning any material covered in this course could be subject to being on the Final Exam.
4. The final Exam will open @ 7:00 am the week of finals and will only remain open for two days. It will close at midnight on the second day.

## Methods of Instruction

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1. Online Discussions
  2. Power Point Presentations
  3. Videos/ You Tube presentations
  4. Homework Assignments/ Assessments
  5. Tests
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## Course & Instructor Policies

### Class Attendance

Academic success is closely associated with regular attendance and course participation.

All successful students, whether on campus or online, are expected to be highly self-motivated.

All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Since this is an online class your attendance will be assessed based on your participation in the course.

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### Student Conduct & Discipline

Students are to maintain classroom decorum that includes respect for other students and the professor.

Disruptive behaviors such as harassment of fellow students and/or professors will not be tolerated. Students will be counseled initially, but may be dismissed from the class for repeated offenses.

PLEASE REFER TO THE STUDENT HANDBOOK FOR DETAILED RULES AND POLICIES.

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### Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that

degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

### **Student Responsibility**

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

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## **TITLE IX**

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Regina Organ, Title IX Coordinator ([903-463-8714](tel:903-463-8714))
- Dr. Dava Washburn, Title IX Coordinator ([903-463-8634](tel:903-463-8634))
- Dr. Kim Williams, Title IX Deputy Coordinator- South Campus ([903-415-2506](tel:903-415-2506))
- Mr. Mike McBrayer, Title IX Deputy Coordinator ([903-463-8753](tel:903-463-8753))
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: ([903-463-8777](tel:903-463-8777)- Main Campus) ([903-415-2501](tel:903-415-2501) - South Campus)
- GC Counseling Center: ([903-463-8730](tel:903-463-8730))
- For Any On-campus Emergencies: 911



**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.**

**These descriptions and timelines are subject to change at the discretion of the Professor.**

**Grayson College campus-wide student policies may be found on our Current Student Page on our website:  
<http://grayson.edu/current-students/index.html>**