

## *Dental English II*

### *Syllabus & Course Pacing*

#### *Spring Semester 2020 / 2021*

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#### *A. Course Description*

This is a 4 credit course. It includes two hours of online-synchronous classes per week, focused on the use of Dental English, terminology, professional jargon and 2 hours of self-study on Cengage LMS Platform.

#### **Course textbooks and materials:**

1. Donna J. Phinney, CDA, MEd; Judy Halstead, 2018, Dental Assisting: A Comprehensive Approach , 5th Ed., Cengage
2. Various class-handouts and audio-visual materials prepared by the course instructor(s).

#### *B. Course Objective*

This course is designed to introduce dentistry students to the issues and concepts related to the field of dentistry. The major goal of this course is to equip students with necessary language skills related to their profession. In order to achieve that, the course aims to provide a thorough understanding of the anatomical and physiological terms alongside the professional skills which are required by the profession, such as basic dental sciences, preclinical dental skills, and clinical dental procedures.

This course is planned to be taught to freshman students of the School of Dentistry in the Spring Semester of the Academic Year of 2020 – 2021

#### *C. Course Content*

It is planned to apply a variety of exercises and practice activities based on receptive and productive skills to provide learners with the opportunity to use language actively and work collaboratively.

The following titles will be covered:

<b>Embryology and Histology</b>
<b>Tooth Morphology</b>
<b>Infection Control &amp; Management of Hazardous Materials</b>
<b>Preparation of Patient Care &amp; Dental Charting</b>
<b>Pharmacology &amp; Emergency Management</b>
<b>Dental Office &amp; Chairside Instruments &amp; Instrument Transfer</b>
<b>Anesthesia and Sedation</b>

### *D. Course Requirements*

1. It is compulsory for the student to purchase the required course book for the course and do all the required course work.
2. Attendance to live sessions and active class participation are required. **Students must attend 70% of the online live sessions in one semester.** Those who don't will fail and repeat the course next year regardless what scores they achieved in the exams.
3. Students are expected to log-in on time and leave only at the end of live session. Attendance will be taken by **Microsoft Teams** during each session. If a student is absent, s/he is still responsible for all class work covered during absence(s) and assignments.
4. Students **must** read every chapter **prior** to the live session for the planned week. Students also must complete and finish all online assignments on **Cengage MindTap Platform** on time, on the exact due date. Late assignment(s) will not be accepted and the system will be inaccessible after the deadline.
5. There will be **two** 10 to 15 minute office hours per week. Students who have any questions regarding the live session, online assignments and coursework can schedule a meeting with their instructors. However, when there is a problem that the majority of the students face, instructors will use that allocated office hour time for a meeting with all of his/her students.
6. **Student-Instructor Communication:** Contact the instructors via the institutional email and Microsoft Teams chat only within office hours. Instructors are not required to respond to mails or messages outside of office hours (08:30 - 17:30) and on weekends.

### *E. Testing and Evaluation*

Grading is in accordance with University policy and based on the following criteria:

- **There is 1 midterm exam and 1 final exam per semester which are conducted through KEYPS. Online Assignments and In-Class Quizzes are also part of the evaluation.**
- There will be no make-up exams for quizzes. The students who cannot attend the midterm but have legit excuses such as an important health problem or the death of a 1<sup>st</sup> degree relative may take an excuse exam. In that case, the student must submit the related document of their excuse to Dean's Office on time (no later than 5 business days) and get an approval.
- The students who fail the final exam can take the make-up exam at the end of the semester.
- Online Assignments will be assigned weekly and In-Class Quizzes during the live-session will be done randomly. However, midterm, final and make-up exam dates are determined and announced by the Dean's Office. The course instructors usually have no control over these exam dates.
- **The students who fail to attend more than 30% of the classes in one semester are not allowed to sit the final and /or make-up exams.** Those students fail the course and repeat it next academic year. If a student who has failed the course due to his absences attends the final and/or make-up exam with or without the course instructor's consent, his exam will not be graded. Such a student may also face a disciplinary proceeding.
- Cheating on exams will not be tolerated and those guilty of such will be penalized in accordance with the university policy.
- Midterms, Excuse Exams, Assignments and Quizzes are to be posted on OBS (Student Portal) within 14 calendar days.
- Final and Make-up Exams are to be posted on OBS (Student Portal) within 7 calendar days.

- **The following are the percentages of the exams that will be given in this course for the Fall semester:**

Online MindTap Assignments:	20%
In-Class Quizzes:	10%
Midterm:	10%
Final:	60%
<b>Total:</b>	<b>100%</b>

### Rules for the Live-Sessions

- Students must log-in and be ready for the live session before it starts.
- After the first 15 minutes of each session those who are absent will be noted.
- Students must read the stated chapter for the week **prior** to the live session.
- Do not interrupt or intrude your classmate as they speak.
- Unless you are assigned to a group for an activity, do not have side conversations.
- When students have a question, you can click on “Raise Your Hand” button on MS Teams.
- Students can signal when they have finished a task or assignment.
- Do not shout. DON’T TYPE IN ALL CAPITALS!
- Do not leave your computer unattended during a live session.
- All ethical rules and standards required for the face-to-face interaction are also applicable for live-sessions. Be careful with humor and sarcasm.
- Always make an effort to use proper punctuation, spelling and grammar.
- Do not post or share (even privately) inappropriate material.
- Follow instructions for Online Assignments and In-Class Quizzes/Activities meticulously.
- Above all, be as polite as you are in person.

**Course Pacing and Assignment Guide**

Week	Section	Chapter	Before the Live-Session (On Cengage MindTap)	Live Sessions (On MS Teams)	After the Live-Session (On Cengage MindTap) <i>*Q.C = Quick Check</i>
Week 1 24.02.2021	Introduction to the Course & Syllabus & MindTap Activities				
Week 2 03.03.2021	Section III: Basic Dental Sciences	Chapter 8: Embryology and Histology	<ul style="list-style-type: none"> <li>Histology and the Life Cycle of the Tooth</li> <li>Tooth Structures</li> <li>Components of Periodontium</li> </ul>	<ul style="list-style-type: none"> <li>Histology and the Life Cycle of the Tooth</li> <li>Tooth Structures</li> <li>Components of Periodontium</li> </ul>	<ul style="list-style-type: none"> <li><b>DUE DATE: 07.03.2021</b></li> <li>Quiz 8.1</li> <li>OPTIONAL: Quick Checks 8.10, 8.11, 8.12, 8.13, 8.14, 8.15, 8.16, 8.17, 8.18, 8.19, 8.20</li> </ul>
Week 3 10.03.2021	Section III: Basic Dental Sciences	Chapter 9: Tooth Morphology	<ul style="list-style-type: none"> <li>Dental Arches</li> <li>Dental Quadrants</li> <li>Types of Teeth and Their Functions</li> <li>Eruption Schedule</li> <li>Divisions of the Tooth</li> <li>Surfaces of the Teeth</li> </ul>	<ul style="list-style-type: none"> <li>Dental Arches</li> <li>Dental Quadrants</li> <li>Types of Teeth and Their Functions</li> <li>Eruption Schedule</li> <li>Divisions of the Tooth</li> <li>Surfaces of the Teeth</li> </ul>	<ul style="list-style-type: none"> <li><b>DUE DATE: 14.03.2021</b></li> <li>OPTIONAL : Quick Checks 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7,</li> </ul>
Week 4 17.03.2021	Section III: Basic Dental Sciences	Chapter 9: Tooth Morphology	<ul style="list-style-type: none"> <li>Anatomical Structures</li> <li>Permanent Teeth</li> <li>Deciduous Teeth</li> </ul>	<ul style="list-style-type: none"> <li>Anatomical Structures</li> <li>Permanent Teeth</li> <li>Deciduous Teeth</li> </ul>	<ul style="list-style-type: none"> <li><b>DUE DATE: 21.03.2021</b></li> <li>Quiz 9.1</li> <li>OPTIONAL : Quick Checks 9.8, 9.9, 9.10, 9.11 &amp; Apply Yourself (2 activities)</li> </ul>
Week 5 24.03.2021	Section IV: Preclinical Dental Skills	Chapter 11: Infection Control	<ul style="list-style-type: none"> <li>Rationales and Regulations of Infection Control</li> <li>Cross-Contamination Pathways</li> <li>Chain of Infection</li> <li>Breaking the Chain of Infection</li> <li>Routes of Microbial Transmission in Dental Office</li> <li>Infection Control in the D.O.</li> <li>Recommendations by CDC</li> <li>Disinfection</li> <li>Sterilization and Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Infection Control</li> <li>Chain of Infection, Contamination</li> <li>Disinfection and Sterilization</li> </ul>	<ul style="list-style-type: none"> <li><b>DUE DATE: 28.03.2021</b></li> <li>Quiz 11.1</li> <li>OPTIONAL : Quick Checks 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.7</li> </ul>
Week 6 31.03.2021	Section IV: Preclinical Dental Skills	Chapter 12: Management of Hazardous Materials	<ul style="list-style-type: none"> <li>Bloodborne Pathogen Standard</li> <li>Work Practice Control</li> <li>Sharps</li> <li>Hazardous Chemicals</li> <li>Contamination Standards</li> </ul>	<ul style="list-style-type: none"> <li>Bloodborne Pathogen Standard</li> <li>Work Practice Control</li> <li>Sharps</li> <li>Hazardous Chemicals</li> <li>Contamination Standards</li> </ul>	<ul style="list-style-type: none"> <li><b>DUE DATE: 04.04.2021</b></li> <li>Quiz 12.1</li> <li>OPTIONAL : Quick Checks 12.1, 12.2, 12.3</li> </ul>
Week 7 07.04.2021	Section IV: Preclinical Dental Skills	Chapter 13: Preparation of Patient Care	<ul style="list-style-type: none"> <li>Patient Record</li> <li>Clinical Observation and Physical Assessment</li> <li>Clinical Setting</li> <li>Clinical Examination</li> <li>Vital Signs</li> </ul>	<ul style="list-style-type: none"> <li>Patient Record</li> <li>Clinical Observation and Physical Assessment</li> <li>Clinical Setting</li> <li>Clinical Examination</li> <li>Vital Signs</li> </ul>	<ul style="list-style-type: none"> <li><b>DUE DATE: 11.04.2021</b></li> <li>Quiz 13.1</li> <li>OPTIONAL : Quick Checks 13.1, 13.2, 13.3, 13.4</li> </ul>

12.04.2021 – 22.04.2021	Midterm (The date will be announced later.)				
Week 8 28.04.2021	Section IV: Preclinical Dental Skills	Chapter 14: Dental Charting	<ul style="list-style-type: none"> <li>Dental Charts</li> <li>Numbering Systems</li> <li>Cavity Classifications</li> <li>Abbreviations of Tooth Surfaces</li> <li>Basic Charting Terms</li> <li>Charting Color Indications and Symbols</li> </ul>	<ul style="list-style-type: none"> <li>Dental Charts</li> <li>Numbering Systems</li> <li>Cavity Classifications</li> <li>Abbreviations of Tooth Surfaces</li> <li>Basic Charting Terms</li> <li>Charting Color Indications and Symbols</li> </ul>	<ul style="list-style-type: none"> <li><b>• DUE DATE: 02.05.2021</b></li> <li>Quiz 14.1</li> <li>OPTIONAL: Quick Checks 14.1, 14.2, 14.3, 14.4, 14.5, 14.6 &amp; Dental Charting</li> </ul>
Week 9 05.05.2021	Section IV: Preclinical Dental Skills	Chapter 15: Pharmacology	<ul style="list-style-type: none"> <li>Drug Names</li> <li>Prescriptions</li> <li>Drug Laws</li> <li>Pharmacokinetics</li> <li>Drug Administration Routes</li> <li>Drugs</li> <li>Herbal and Other Alternative Medications</li> </ul>	<ul style="list-style-type: none"> <li>Drug Names</li> <li>Prescriptions</li> <li>Drug Laws</li> <li>Pharmacokinetics</li> <li>Drug Administration Routes</li> <li>Drugs</li> <li>Herbal and Other Alternative Medications</li> </ul>	<ul style="list-style-type: none"> <li><b>• DUE DATE: 09.05.2021</b></li> <li>Quiz 15.1</li> <li>OPTIONAL: Quick Checks 15.1, 15.2, 15.3, 15.4, 15.5, 15.6</li> </ul>
Week 10 12.05.2021	Section IV: Preclinical Dental Skills	Chapter 16: Emergency Management	<ul style="list-style-type: none"> <li>Prevention of Emergencies</li> <li>Routine Preparedness for Dental Team Members</li> <li>The Dental Assistant's Role in Emergency Care</li> <li>Dental Emergency Kit</li> <li>Cardiopulmonary Resuscitation</li> <li>Foreign Body Airway Obstruction</li> <li>Causes, Signs, and Treatment of Emergencies</li> <li>Dental Emergencies</li> <li>Monitoring the Patient's Health During Treatment</li> </ul>	<ul style="list-style-type: none"> <li>Asynchronous Session</li> </ul>	<ul style="list-style-type: none"> <li><b>• DUE DATE: 16.05.2021</b></li> <li>Quiz 16.1</li> <li>OPTIONAL: Quick Checks 16.1, 16.2, 16.3, 16.4, 16.5, 16.6, 16.7, 16.8</li> </ul>
Week 11 19.05.2021	Section V: Clinical Dental Procedures	Chapter 17: Introduction to the Dental Office and Basic Chairside Assisting	<ul style="list-style-type: none"> <li>Dental Office Design</li> <li>The Treatment Rooms and Dental Equipment</li> <li>Routine Office Care</li> <li>Concepts of Dental Assisting</li> <li>Preparing the Treatment Room</li> <li>Seating the Dental Patient</li> <li>Ergonomics for the Operator and the Assistant</li> <li>Dismissing the Patient</li> <li>Patients with Special Needs</li> </ul>	<ul style="list-style-type: none"> <li>Asynchronous Session</li> </ul>	<ul style="list-style-type: none"> <li><b>• DUE DATE: 23.05.2021</b></li> <li>Quiz 17.1</li> <li>OPTIONAL: Quick Checks 17.1, 17.2, 17.3, 17.4, 17.5, 17.6, 17.7</li> </ul>
Week 12 26.05.2021	Section V: Clinical Dental Procedures	Chapter 18: Basic Chairside Instruments & Chapter 19: Instrument Transfer and Maintaining the Operating Field	<ul style="list-style-type: none"> <li>Instruments for Basic Chairside Procedures</li> <li>Dental Rotary Instruments</li> <li>Abrasive Rotary Instruments</li> <li>Dental Handpieces</li> <li>Tray Systems</li> <li>Instrument Transfer</li> <li>Maintaining the Operating Field</li> <li>Techniques for Moisture Control and Isolation</li> </ul>	<ul style="list-style-type: none"> <li>Instruments for Basic Chairside Procedures</li> <li>Dental Rotary Instruments</li> <li>Abrasive Rotary Instruments</li> <li>Dental Handpieces</li> <li>Tray Systems</li> <li>Instrument Transfer</li> <li>Maintaining the Operating Field</li> <li>Techniques for Moisture Control and Isolation</li> </ul>	<ul style="list-style-type: none"> <li><b>• DUE DATE: 30.05.2021</b></li> <li>Quiz 18.1</li> <li>OPTIONAL: Quick Checks 18.1, 18.2, 18.3, 18.4, 18.5, 18.6, 18.7, 18.8, 19.1, 19.2, 19.3</li> </ul>

Week 13 02.06.2021	Section V: Clinical Dental Procedures	Chapter 20: Anesthesia and Sedation	<ul style="list-style-type: none"> <li>Anesthetics and Sedation</li> <li>Topical Anesthetics</li> <li>Local Anesthetics</li> <li>Anesthetics, Syringes, and Needles</li> <li>Supplemental Anesthetic Techniques</li> <li>Nitrous Oxide Sedation</li> </ul>	<ul style="list-style-type: none"> <li>Anesthetics and Sedation</li> <li>Topical Anesthetics</li> <li>Local Anesthetics</li> <li>Anesthetics, Syringes, and Needles</li> <li>Supplemental Anesthetic Techniques</li> <li>Nitrous Oxide Sedation</li> </ul>	<ul style="list-style-type: none"> <li><b>DUE DATE: 06.06.2021</b></li> <li>Quiz 20.1</li> <li>OPTIONAL: Quick Checks 20.1, 20.2, 20.3, 20.4, 20.5, 20.6, 20.7</li> </ul>
Week 14 09.06.2021	FINAL EXAM REVIEW – Q&A				
14.06.2021 – 25.06.2021	Final Exam		The date and place of exams will be announced later.		
05.07.2021 – 09.07.2021	Make-Up Exams		The date and place of exams will be announced later.		