Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT.: DEN  COURSE NO.: 1160

NUMBER OF CREDITS: 3

COURSE TITLE: Extra-mural Clinical Experience II

CATALOG DESCRIPTION: This course is designed to provide further assistance to the student in developing the skills initiated in the classroom, laboratory and clinic. This is accomplished by working under the supervision of the dentist and his/her staff as well as the dental assisting faculty.

AUDIENCE: Dental Assisting students that have completed the Fall and Spring Dental Assisting courses.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

Area : by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: satisfactory progression in the Dental Assisting Program or permission of instructor.

LENGTH OF COURSE: 150 hours

THIS COURSE IS USUALLY OFFERED:
Every other year □ fall □ spring □ summer x undetermined □

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: Students will further advance their knowledge and skills necessary to perform various procedures in the dental office.

2) THINKING SKILLS: Students will improve their thinking skills, while working in a dental office.

3) COMMUNICATIONS SKILLS: Student improves communication skills initiated in class. Student learns the importance of tactful, assertive and respectful communication with patients.

4) HUMAN DIVERSITY: Student appreciates the differences in cultural and diverse patient population groups to enhance treatments in dental setting.
TOPICS TO BE COVERED: Chairside assisting techniques, sterilization and treatment room preparation. Laboratory procedures, and front office procedures

LIST OF EXPECTED COURSE OUTCOMES:
1. Refine dental assisting technical skills
2. Exhibit acceptable office attire and grooming
3. Apply professional ethics
4. Refine dental assisting attitudes/work habits
5. Demonstrate cooperation, courtesy, initiative, motivation, punctuality, dependability, organization, and enthusiasm
6. Demonstrate positive communication skills
7. Demonstrate time management
8. Follow office policy and procedures
9. Recognize confidentiality needs
10. Refine dental assisting patient relation skills
11. Refine expanded function skills
12. Refine laboratory skills
13. Refine front office skills

LEARNING/TEACHING TECHNIQUES used in the course are:
- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Demonstrations
- Lab
- Problem Solving
- Interactive Lectures
- Individual Coaching
- Films/Videos/Slides
- Other (describe below)

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- Reading
- Oral Presentations
- Textbook Problems
- Group Problems
- x Demonstrations
- Tests
- Worksheets
- x Papers
- Term Paper
- Individual Projects
- Collaborative Projects
- Portfolio
- x Other (describe below)

"This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal."

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or
Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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