



DENT-PRAC1 – Work Experience 1

Health and Human Services

Effective Term & Year: Fall 2026
Course Outline Review Date: 2031-04-01

Program Area: Health

Description:

Work Experience 1 provides an opportunity for dental assisting practice in a general dentistry office. It focuses on professional conduct and communication skills, clinical support procedures, chairside assisting, and lab procedures. The practicum enables students to build on skills and knowledge learned before placement and to integrate them into the private practice setting.

Program Information:

Work Experience 1 is required for completion of the Dental Assistant program.

Delivery Methods: On-campus (Face-to-Face), Practicum

Credit Type: College of the Rockies Credits

Credits: 4

Instructional Activity and Hours:

| Activity | Hours |
|---|-------------|
| Classroom, Directed Studies or Online Instruction | |
| Seminar/Tutorials | |
| Laboratory/Studio | |
| Practicum/Field Experience | 90 |
| Co-op/Work Experience | |
| Other | 1.5 |
| Total | 91.5 |

Course Requisites:

- Complete all of the following
 - Completed the following:
 - [DENT100](#) – Introduction to Dental Assisting (3)
 - [DENT130](#) – Microbiology and Infection Control (2)
 - [DENT131](#) – Basic Dental Assisting (2)
 - [DENT132](#) – Patient Assessment (4)
 - [DENT133](#) – Dental Office Emergencies (2)
 - [DENT134](#) – Preventive Dentistry (3)
 - [DENT135](#) – Dental Radiography (3)
 - [DENT136](#) – Restorative Assisting (3)
 - [DENT137](#) – Laboratory Procedures (2)
 - [DENT140](#) – Dental Specialties (3)
 - [DENT142](#) – Dental Reception (3)
 - Corequisites: Completion of Section 1 of DENT 154

Prior Learning and Recognition: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, the following textbooks were in use:

Robinson, D. S. (2024). *Modern dental assisting* (14th ed.). Elsevier.

Bartolomucci Boyd, L.R. (2024). *Dental instruments: A pocket guide* (8th ed.). Elsevier.

Practicum Guidebook (reviewed on COTROnline)

Please see the instructor's syllabus or check COTR's online text calculator

<https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

Identify, describe and practice all of the individual learning outcomes from:

- demonstrate appropriate professional conduct;
 - demonstrate appropriate communication skills;
 - demonstrate responsibility and organizational skills as a team member;
 - perform reception duties efficiently;
 - perform lab procedures efficiently;
 - prepare operatory for patient;
 - maintain chain of asepsis;
 - perform four-handed dentistry;
 - manipulate suction and air/water syringe as necessary during procedure;
 - apply and remove rubber dam effectively;
 - mix and pass dental materials effectively;
 - perform charting as required on patient's chart; and
 - perform all radiography duties efficiently.
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Course Topics:

- Control Infection by Disinfection
- Control Infection by Sterilization
- Identification and Operation of Dental Operatory and Equipment
- Position Patient and Dental Team
- Apply Patient Management Skills
- Assemble Armamentarium
- Transfer Armamentarium
- Maintain the Operating Field
- Apply Interviewing Skills
- Obtain Health History
- Obtain Vital Signs
- Apply Principles of Instrument Use
- Observe Soft Tissues
- Observe Dentition
- Observe Periodontium
- Observe Occlusion
- Record Data

- Manage Emergency Situations (has been incorporated with Restorative Procedures)
- Promote Safety in Dentistry (has been incorporated into all pertinent clinical evaluation forms)
- Individualize Patient Care
- Apply Topical Fluoride
- Teach Oral Self-Care
- Expose Dental Radiographs
- Process Dental Radiographs
- Assist with Pain Control
- Apply Topical Anesthetic Agents
- Maintain and Operate Handpieces
- Maintain Oral Evaluation Systems
- Isolate the Operating Field (Cotton Products)
- Assemble Armamentarium for Operative Procedures
- Assemble Armamentarium for Fixed Prosthodontics Procedures
- Assist with Operative Procedures
- Isolate the Operating Field (Dental Dam)
- Assist with Fixed Prosthodontic Procedures
- Assist with Removable Prosthodontic Procedures (for reference only)
- Pour Study Models
- Process Study Casts
- Fabricate Custom Trays
- Polish Dentures (Mouth Guards)
- Assemble Armamentarium for Endodontic Procedures
- Assist with Endodontic Procedure
- Assemble Armamentarium for Periodontal Procedures (for reference only)
- Assist with Periodontal Procedures (for reference only)
- Assemble Armamentarium for Surgical Procedure (Simple/complex)
- Assist with Surgical Procedures (Simple/complex)
- Assemble Armamentarium for Orthodontic Procedures (for reference only)
- Assist with Orthodontic Procedure (for reference only)
- Assist with Pediatric Dentistry (for reference only)
- Apply Telephone Techniques
- Control Appointments
- Manage Recall System
- Control Patient Accounts
- Process Dental Claims
- Maintain Financial Records
- Maintain Filing System
- Manage Written Communication

Evaluation and Assessments

Assessment Type: Practicum

| Assessment Type | % of Total Grade |
|---|-----------------------------|
| Journals | Satisfactory/Unsatisfactory |
| Self Evaluation | Satisfactory/Unsatisfactory |
| Supervisor (Office) Evaluation of Student | Satisfactory/Unsatisfactory |
| Final Evaluation | Satisfactory/Unsatisfactory |

Grade Scheme

| COM | NCG |
|--|-----------------------------------|
| Completed to the defined standard – 70% and higher | No credit granted – less than 70% |

Pass requirements:

An overall achievement of satisfactory on the final evaluation is required to pass this course.

Evaluation Notes Comments:

The grade for the practicum will be determined by the instructors of the Dental Assistant Program after reviewing the practicum form and consulting with the student and the practicum supervisor.

Students who receive an unsatisfactory report on their first practicum will not be able to continue in the program.

Note: Performance of skills beyond the scope of the student role, while on practicum is grounds for immediate dismissal from the Dental Assistant Program.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities

- Policy 2.4.4 Student Rights, Responsibilities and Conduct
 - Policy 2.4.8 Academic Performance
 - Policy 2.4.9 Student Feedback and Concerns
 - Policy 2.4.11 Storage of Academic Works
 - Policy 2.5.3 Student Appeal
 - Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)
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Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.