

Elgin Community College
ESL 061.120/ABE 061.120 /ESL 062.120/ASE 062.120

DEA Support Class
Fall 2012

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Monday and Wednesday
1:00 – 2:15 p.m.
Classroom K 139

Office Hours	
Monday	7:45 – 8:15 a.m. A 154 2:30 – 4:30 p.m. K 148
Wednesday	7:45 – 8:15 a.m. A 154 2:30 - 4:30 p.m. K 148
Tuesday	11:15 – 11:45 p.m. K 148 2:00 – 4:00 p.m. K 148
Thursday	11:15 – 11:45 p.m. K 148 2:00 – 4:00 p.m. K 148
Friday	By appointment

If you cannot come during scheduled office hours, you can call or email to schedule an appointment for a different time. Please do not hesitate to contact me if you have questions or problems.

Important Dates		
August	20	First Class
September	3	Labor Day – College Closed
October	16	Midterm
Decemer	12	Final Class

ATTENDANCE: One of the goals of this course is to prepare you to attain and retain a job in the dental industry. Employees must be punctual and present in their jobs for the safety of the patients and the efficiency of the dental facility. We will keep careful track of your attendance and punctuality during the semester. As you enter class, you must sign in on your attendance sheet by the door and mark the time according to the classroom clock. Class will start promptly at 1:00. Please arrive and sign in before this time. **Five points will be deducted from the final grade for a second tardy and for each tardy after that.**

Five absences will result in failure of the course. You must contact the teacher by phone or email in case of absence to explain why you will be absent. If you email or get the answering machine, please provide the following information: first and last name, the date you will be absent, and the reason for the absence. You will be responsible for any work that you miss when you are absent.

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CLASSROOM BEHAVIOR: Students are expected to conduct themselves in a respectful, responsible, orderly, civil manner by showing respect for one another, the instructor, and the classroom environment. This is in accordance with college policies and administrative procedures. A student who persists in disruptive behavior will be warned once verbally; the second time the student will be referred to the Associate Dean of Counseling and Career Services; the third time the student will be temporarily suspended from the class until due process has been provided as per the ECC Student Code of Conduct. **Please turn off cell phones when entering the class. Talking on the phone and texting are prohibited in class.**

EMERGENCY CLOSINGS: If the weather looks bad when you are ready to come to class, check to see if the college is closed. The ECC website will have a message at the top of the page if the school is closed. You can also call ECC at 847-697-1000. If the school is closed, you will hear a message that says, "Elgin Community College is closed today."

***If you have text messaging on your phone, sign up for *Emergency Alerts* by going to the ECC website, www.elgin.edu.**

CATALOG DESCRIPTION: Students will gain academic, study, and communication skills in order to be successful in Dental Assisting 101 and Dental Assisting 106.

LEARNING OUTCOMES: Upon completion of this course, students will be able to:

- Identify and name the parts of permanent and primary teeth as well as the anatomy of the head and neck.
- Chart surfaces using the ADA system.
- Identify the classifications of occlusion and of caries.
- Describe palatal and dental development.
- Identify methods used for disinfection, sterilization, and prevention of cross contamination as well as techniques used to prevent personnel infection.
- Explain and demonstrate appropriate and safe use of equipment and chemicals.
- Identify main ideas and important details in texts.
- Recognize patterns in writing (e.g., cause and effect; steps and stages).
- Prepare an online job application.
- Compose and send a business email with an attachment.
- Perform a satisfactory mock job interview.
- Organize notes and information.
- Recognize individual learning style.
- Ask clarifying questions.

REQUIRED MATERIALS:

- Loose-leaf paper or spiral notebook
- Pencil, blue or black pen
- Highlighters-assorted colors
- 3 X 5 index cards
- Three-ring binder with dividers
- DEA 101 & 106 materials

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GRADING: To pass this class, students must:

- Have fewer than five absences.
- Complete all homework and other assignments in a timely manner.
- Come to class prepared and on time.
- Maintain a 75% average on all homework, quizzes, and in-class assignments.

ACADEMIC INTEGRITY: Academic integrity is essential to intellectual growth; thus, honesty is expected in all student endeavors. Plagiarism, whether intentional or the result of careless inattention to documentation, will result in automatic failure of the assignment and could lead to an F for the course. Any form of cheating—on any assignments—will have the same consequence.

STUDENTS WITH DISABILITIES

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements. Accommodations must be reasonable and are specific to the disability and the course.

The laws in effect at college level are the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and state that a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures.

All students are expected to comply with the Student Code of Conduct and all other college procedures as stated in the current College Catalog.

PROCEDURE FOR REQUESTING ACCOMMODATIONS:

1. Submit documentation of disability to ADA Coordinator.
2. Documentation will be reviewed and student will be contacted, either to provide additional information or to come in for accommodation letter(s) for faculty.
3. Call 847-214-7220 (TTY - 847-214-7392) or e-mail ADA Coordinator at arhoades@elgin.edu .

NOTE: The instructor may make changes to the syllabus at any time. Those changes will be announced during class.