

Northwest Career & Technical Academy

Dental Assisting Program

2026–2027 Syllabus

1. Course & Instructor Information

Program	NCTA Dental Assisting Program
School Year	2026–2027
Instructor	Karha Cramer
Phone	(360) 848-0706 Ext. #4020
Email	kcramer@nwtech.k12.wa.us
Course Hours	Session 1: 8:00 AM–10:30 AM Session 2: 11:30 AM–2:00 PM
Campus / Location	Northwest Career & Technical Academy
Website	www.nwtech.k12.wa.us
CIP Code	51.0601

2. Dual Credit / Articulation Information

Skagit Valley College (SVC) articulation/dual credit:

- SVC course: AHE 200 – First Aid and Emergency Procedures
- College credit: 3 credits.
- This class is a CTE Dual Credit class. Students seeking to earn college credit must follow the CTE Dual Credit application and enrollment processes using this site for guidance: [Apply for Dual Credit](https://www.skagit.edu/academics/high-school-programs/cte-dual-credit/apply.html) (https://www.skagit.edu/academics/high-school-programs/cte-dual-credit/apply.html). Students must apply and enroll at SVC within the specified deadlines to earn dual credit (below). Students cannot obtain credit retroactively.
- **Earning dual credit is free and there is no cost for the student or family.**
- **The following steps will be done in class with assistance from NCTA instructors:**
 - **On or before October 30, 2026: Apply** to SVC via CTCLink
 - **On or before January 7, 2027: Enroll** in Dual Credit Class(es)

3. Course Description & Learning Outcomes

- **NCTA Course Description.** This course will prepare students with entry-level skills for the dental field.
- **NCTA Learning Objectives.** The program provides students with an avenue into the dental field and adjacent career paths through classroom lessons, onsite clinic training, and an offsite clinical practicum. Students who meet program standards may have the opportunity to locate and secure an internship with professionals in their community.
- Students must maintain a 75% average to remain in the program after the first semester.
- Upon completion, students may choose to continue their education in dental career pathways such as Dental Hygiene or Dentistry.
- No prerequisites are listed in the existing program syllabus.
- **AHE 200 Course Description:** Prepares students to recognize, respond, and manage First Aid, and CPR emergencies. Covers disaster preparedness training. First Aid, AHA Basic Life Support (BLS), and 7 hour HIV/AIDS prevention certificates are awarded after successful completion of this course.
- **AHE 200 Learning Outcomes:**
 - Respond to an emergency. Use the 911 or emergency Medical Services System.
 - Discuss the Good Samaritan Laws. Discuss blood, body fluids and disease transmission.
 - Discuss uses and requirements for medical emergency crash carts. State several common emergencies and the proper response to them.

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- Perform procedures for breathing emergencies and cardiac arrest. Understand HIV/AIDS prevention theory.
- Use the automated external cardiac defibrillator.
- Understand disaster preparedness and how to be prepared for a variety of situations.
- Demonstrate and discuss the roles of healthcare professionals during emergency and disaster situations.
- Document requirements for emergency evacuation of a healthcare setting by participating in a mock exposure event.

4. Books, Materials & Course Resources

Course Resources

- Modern Dental Assisting, 11th Edition – Doni L. Bird and Debbie S. Robinson
- Typodont: plastic teeth (upper and lower jaw)

Required Materials

- 3-inch ringed binder and 7 dividers
- Spiral-bound notebook(s) for notes
- Colored pencils (24 pack)
- Athletic/sport/sneaker/tennis/walking shoes or Stan Smith nursing clogs with a non-porous covered toe and heel; preferably black or white, by September 14, 2026
- Black scrub top by Sept. 14, 2026
- Black scrub pants by Sept. 14, 2026

5. Evaluation & Grading

- High School Credits

Technical English 1.0 | Technical Science 1.0 | Occupational Education 1.0

NCTA Grading Scale

Grade	Percentage
A	93% and above
A-	90%–92.9%
B+	88%–89.9%
B	83%–87.9%
B-	80%–82.9%
C+	78%–79.9%
C	73%–77.9%
C-	70%–72.9%
D+	68%–69.9%
D	60%–67.9%
NC	59% and below

Weighted Grades

- Health: Assignments 25% | Quizzes 25% | Tests 50%
- Science: Assignments 25% | Skills 50% | Tests 25%
- English: Written Assignments 50% | Quizzes 25% | Tests 25%
- Occupational Education: Skills and Knowledge 25% | Professionalism/Employability 50% | Assignments 25%

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CTE Dual Credit Minimum Grade & GPA Conversion

- Students must earn a **B or higher to earn CTE Dual Credit**. SVC lists this as the most common grading scale and percentage-to-GPA conversion:

Letter Grade	% of Points	GPA
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	0-64	0.0

Daily Professionalism Points. Professionalism and attendance are scored daily. Dress code and no-phone expectations account for 3 of the 8 daily points; professionalism/demeanor is worth up to 8 points per day (40 points per five-day week). Weekly professionalism points are part of the grade.

Late Work. Unless arranged with the instructor before the due date, late work will be accepted at a D+. Following an excused unexpected absence, students must check in with the instructor upon return to arrange late work, testing, or competencies.

Re-Do Policy. Students scoring below 70% on a unit exam may be required to complete a second attempt; the final score will be averaged.

6. Major Units, Assignments & Assessments

- Classroom instruction and written assignments
- Dental assisting skills and competencies
- Onsite clinic training
- Offsite clinical practicum / internship experience
- Professionalism and employability evaluation
- Certification preparation and completion, as applicable

Industry-recognized / program credentials and certificates may include:

- OSHA 10 including BBP/HIPAA
- BLS/CPR Healthcare Provider Certification – AHE 200 with SVC (3 credits), as applicable
- Dean Vaughn Vocabulary Certificate
- WDOH Dental Assistant Registration
- NCTA Certificate of Completion

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Leadership / Work-Based Learning. Students may have opportunities to participate in community-based internships and clinical experiences with dental professionals. Placement depends on program standards, attendance, grades, instructor discretion, and availability of clinical facilities/staff.

7. Attendance & Professional Expectations

Attendance. NCTA follows an attendance approach similar to business and industry. Students are expected to attend the full session and communicate with the instructor before an absence, just as they would call in sick to work. An absence must be excused in writing within two days and include the student name, date, reason, and parent/guardian contact information. Students with 5 or more absences/tardies in one quarter or 8 or more in one semester will be required to enter an attendance contract.

NCTA Professional Expectations

- Communicative
- Motivated
- Reliable
- Responsible
- Team Member
- Trustworthy
- Feedback / Coachable

Dental-program professionalism expectations

- Treat the instructor, classmates, dental professionals, patients, and yourself with respect.
- Be prepared, punctual, and ready to participate in classroom, lab, and clinical activities.
- Follow professional dress, hygiene, safety, and confidentiality expectations.
- Students must advocate for themselves and request help when needed.

8. Industry / Course-Specific Items

Safety, PPE & Attire

- Scrubs with closed-toe, closed-heel shoes are required. Full uniform is required beginning September 14, 2026.
- No acrylic nails or shellac beginning September 14, 2026.
- Students may be excluded from lab activities when not appropriately dressed; missed lab activities due to attire cannot be made up.
- This is a fragrance-free healthcare setting.
- No food in the classroom; beverages must have a lid. Water bottles are encouraged.

Clinical / Internship Expectations

- Clinical participation depends on required documentation, attendance, grades, instructor discretion, and availability of clinical facilities/staff.
- Dental offices may require proof of vaccinations. The existing syllabus identifies Hepatitis B, MMR, Tdap, Varicella (or history of illness), and tetanus as commonly required/recommended for dental settings.
- Students who do not maintain a B or higher Semester 1 average may not be considered for Semester 2 clinical placement pending academic review.
- A B or higher average and satisfactory attendance are required for internship participation.
- Students provide their own transportation to the internship clinic.
- The program requires 80 hours in an internship/clinical setting.

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- Clinical appearance requirements include removal of piercings other than one set of earrings, covered tattoos, one naturally occurring hair color, and clean clipped nails with no acrylic or gel shellac.

Technology / Cell Phones Cell phone use is prohibited in classrooms except with permission for legitimate academic activity. Medical devices and phones used to control medical devices, such as Dexcom, are permitted with an active health plan. Cell phone expectations are strictly enforced because phones are a distraction and are prohibited in most dental settings.

Extra Help is available most days from 7:30–8:00 AM and 2:00–2:30 PM by appointment. Students should schedule in advance.

9. Academic Integrity & Generative AI

Academic Integrity. Students are expected to complete their own work and follow NCTA academic integrity expectations. The existing syllabus also references the Skagit Valley College Academic Honor Code for CTE/dual-credit students, including prohibitions on cheating, plagiarism, unauthorized aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior.

Generative AI. Students may use generative AI only when the instructor explicitly permits it for an assignment. When permitted, students remain responsible for the accuracy, originality, professionalism, and appropriate citation of submitted work. AI may not be used to complete skills check-offs, competencies, clinical documentation, or other assessments intended to demonstrate the student's own performance.

10. Accessibility, Syllabus Changes & Nondiscrimination

Accessibility & Accommodations Mount Vernon High School

Participation, Teamwork, and Accessibility in the Dental Class

Learning dental assisting requires teamwork, independent focus and communication. In this class, you will work on hands-on skills, collaborate in teams, and participate in regular group and class reading and presentations. Because everyone learns and works differently, participation in this classroom looks like many things: actively moving, helping a teammate, listening closely, or contributing to a skills session.

Your safety and success in this classroom are my top priorities. If you ever feel that a project format, skill request, or environment creates a barrier to your learning or safety, please talk to me right away. Whether you have an official accommodation plan (like an IEP or 504) or just need a different way to demonstrate what you know, I will work with you to ensure you can participate safely and fully.

More information on Accessibility: <https://mvhs.mountvernonschools.org/accessibility>

SVC Disability Access Services:

Students with an IEP or 504 Plan who wish to earn college credit in this class through SVC should note that approved high school accommodations and modifications may not always apply to a class that also offers college credit. While both high schools and colleges must ensure that students with disabilities have equal access to educational opportunities, they are governed by different disability laws. **Students using a modified curriculum are not eligible to receive college credit.** Please reach out to the SVC Disability Access Services for more info.

<https://www.skagit.edu/student-resources/disability-access-services/>

Syllabus Changes. The instructor and NCTA reserve the right to make reasonable changes to the syllabus, schedule, assignments, clinical requirements, or procedures when necessary. Students will be informed of significant changes.

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Nondiscrimination. NCTA and its partner institutions are committed to an educational and workplace environment free from discrimination and harassment. For SVC dual-credit students, applicable SVC nondiscrimination and Title IX policies apply to the college portion of the student's participation.

Skagit Valley College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment.

Program-Specific Medical & Injury Procedures

- Students must sign the Medical Policy Statement.
- If an injury occurs, immediately report it to the instructor and complete an NCTA Incident Report.
- If an injury occurs at an off-campus clinical site, the student must also complete the clinical facility's incident report.

Tips for Success

- Attendance: successful students are present and on time each day.
- Cell phones: keep them away unless permission is given for an approved academic or medical purpose.
- Homework: the goal is to minimize homework, but unfinished in-class work may need to be completed at home.
- Time management matters. Use a planner or calendar to keep track of assignments, clinical requirements, and deadlines.

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Student / Parent-Guardian Acknowledgment

Please complete and return this form.

Student Name: _____

Student Phone Number: _____

Parent/Guardian Name(s): _____

Parent/Guardian Email: _____

Parent/Guardian Phone Number(s): _____

Best method of contact: ☐ Phone ☐ Email

I have read and understand the information contained in this syllabus regarding the policies and procedures stated within.

Student initials: _____ Parent/Guardian initials: _____

I understand the expectations for this class and will take personal responsibility to meet the academic, attendance, and safety guidelines stated within the syllabus.

Student initials: _____ Parent/Guardian initials: _____

I understand the professionalism standards for this course and the importance of these standards in class, at school, and in the dental industry.

Student initials: _____ Parent/Guardian initials: _____

I understand that my sending school does not notify NCTA of my absences and that a guardian must excuse them by email or phone according to current NCTA attendance procedures.

Student initials: _____ Parent/Guardian initials: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____