Dental Assistant Program Overview

The Dental Assistant Program prepares graduates to work with dentists as they examine and treat patients. Dental assistants with documented skills also may carry out a variety of laboratory, clinical, and office duties. Some dental assistants manage the office and are responsible for patient scheduling and bookkeeping functions. Most dental assistants work in general or specialized dental offices, either for individual dentists or for groups of dentists. Some dental assistants may choose to work for insurance companies, dental laboratories, or dental supply companies. The dental assistant also may find employment with federal agencies such as the Veterans’ Administration, United States Public Health Services, the Armed Forces, or a state, county, or city health facility.

Dental Assistant programs are accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association at 211 East Chicago Avenue, Chicago, IL 60611. Graduates of CODA accredited programs are eligible to take the national certification exam offered by the Dental Assisting National Board (DANB) upon graduation. WITC will apply for accreditation in October, 2012, and hopes to receive accreditation in summer, 2013. Graduates of the first class that enter in Fall 2011 will be eligible to take the national certification exam after two years of full-time employment or four years of part-time employment. Students who enter fall 2012 and all subsequent semesters will be eligible to take the exam upon graduation after the program is accredited.

Program-Specific Requirements

- Meet the Dental Assistant program standard on the WITC entrance admissions test
- Have earned a high school diploma or GED certificate
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, and/or background check for another state, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Possess current certification of “CPR for Healthcare Providers”

Student Profile

Dental Assistant students in the program should:

- Work well with others
- Adjust to diverse personalities and backgrounds
- Be flexible and empathic
- Be able to work under stress
- Be able to communicate effectively
- Have good reasoning and organizational skills
- Be able to lift 50 pounds
- Tolerate exposure to latex products
- Perform tasks that require good manual dexterity

Preparation for Admission

Students should strive to reach a comfort level in the following courses or skills:

- Biology
- English
- Math
- Keyboarding/computer skills

Program Outcomes

Employers will expect graduates of this program to be able to:

- Collect diagnostic and treatment data
- Manage infection and hazard control
- Perform clinical supportive treatments
- Take diagnostic radiographs
- Perform dental laboratory procedures
- Provide patient oral health instruction
- Assist in managing medical emergencies
- Model professional behaviors, ethics, and appearance
- Carry out dental office procedures

Collegewide outcomes and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 4 for a list of collegewide outcomes and indicators.

Career Outlook

Graduates of the program will be qualified for a variety of positions including:

- Dental Assistant
- Dental Receptionist
- Dental Office Manager
- Dental Practice Manager
- Dental Lab Technician
- Dental Insurance Claims Processor
- Dental Sales Representative
- Dental Treatment Coordinator
- Dental Specialty Assistant

Curriculum

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Dental Radiography ▲</td>
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<td>Dental Materials ▲</td>
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Program Requirements

- Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
- See page 42 for General Studies course descriptions.

Students must earn a grade point of 2.0 or better in all required courses.
**Course Descriptions**
(See page 42 for General Studies course descriptions)

- **10508101 Dental Health Safety - Credits: 1**
  Prepares dental assistant students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. PREREQUISITE: Current certification in CPR for Healthcare Providers.

- **10508103 Dental Radiography - Credits: 2**
  Prepares dental assistant students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer roleplay patient. COREQUISITES: 10508101 Dental Health Safety and 10508304 Dental and General Anatomy.

- **10508113 Dental Materials - Credits: 2**
  Prepares dental assistant students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. Students will also learn to take alginate impressions on manikins and clean removable appliances. COREQUISITES: 10508101 Dental Health Safety and 10504304 Dental and General Anatomy.

- **10508120 Dental Office Management - Credits: 2**
  Prepares dental assistant students to manage telephones, appointments, recall systems, and inventory. Students also develop the skills needed to process accounts receivable and payable, collections, and third party reimbursemens.

- **10508304 Dental and General Anatomy - Credits: 2**
  Prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients. PREREQUISITE: Acceptance into the Dental Assistant program.

- **31508302 Dental Chairside - Credits: 5**
  Prepares dental assistant students to chart oral cavity structures, dental pathology, and restorations and to assist a dentist with basic dental procedures including examinations, pain control, amalgam restoration, and cosmetic restoration. Students will also develop the ability to educate patients about preventive dentistry, brushing and flossing techniques, and dental procedures, using lay terminology. Through the course, students will apply decoding strategies to the correct use and interpretation of dental terminology. COREQUISITES: 10508101 Dental Health Safety, 10504304 Dental and General Anatomy and 10508113 Dental Materials.

- **31508306 Dental Assistant Clinical - Credits: 3**
  Students apply skills developed in Dental Health Safety, Dental Chairside, Dental Materials, Dental Radiography, and Professionalism in a clinical setting with patients. Emphasizes integration of core abilities and basic occupational skills. COREQUISITES: 10508101 Dental Health Safety, 10504304 Dental and General Anatomy, 31508302 Dental Chairside, 10508113 Dental Materials, 10508303 Dental Radiography and 31508307 Dental Assistant Professional.

- **31508307 Dental Assistant Professionalism - Credits: 1**
  Prepares dental assistant students for professional success in a dental practice or another dental health care environment. Students develop professional appearance and image. More importantly, they learn to work within ethical guidelines and legal frameworks. In preparation for entering the work force, dental assistants customize or develop their portfolios and lay out an ongoing professional development plan. PREREQUISITE: Acceptance into the Dental Assistant program.

- **31508308 Dental Chairside Advanced - Credits: 5**
  Prepares dental assistant students to adapt chairside skills to assisting with dental specialties as they are performed in general practice. Focuses on pediatric dentistry, orthodontics, oral and maxillofacial surgery, endodontics, periodontics, and prosthodontics. Students will also develop the ability to assist with sealants, perform coronal polishing, and apply topical fluoride and topical anesthetics. PREREQUISITE: 31508302 Dental Chairside and COREQUISITE: 31508309 Dental Laboratory Procedures.

- **31508309 Dental Laboratory Procedures - Credits: 4**
  Prepares dental assistant students to produce alginate impressions and fabricate diagnostic models, oral appliances, temporary restorations, and custom trays. Students also polish oral appliances. PREREQUISITE: 10508113 Dental Materials and COREQUISITES: 10508304 Dental and General Anatomy and 31508308 Dental Chairside Advanced.

- **31508310 Dental Radiography - Advanced - Credits: 1**
  Builds on principles and skills developed in Dental Radiography. Dental assistant students expose full mouth series, extra-oral and specialized radiographs on adult and child patients. Emphasis is placed on protection against x-ray hazards. Students will also process, mount, and evaluate radiographs for diagnostic value. In addition, they will use radiographs to explain dental health and treatment plans to patients. PREREQUISITE: 10508103 Dental Radiography.

- **31508311 Dental Assistant Clinical - Adv - Credits: 2**
  Dental assistant students apply skills developed in Dental Chairside - Advanced, Dental Lab Procedures, Dental Radiography - Advanced, and Dental Office Procedures in a clinical setting with patients. Emphasizes integration of core abilities and basic and advanced occupational skills. PREREQUISITE: 31508306 Dental Assistant Clinical and COREQUISITES: 31508308 Dental Chairside - Advanced, 31508309 Dental Laboratory Procedures, 31508310 Dental Radiography - Advanced, and 31058120 Dental Office Management.

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**Graduate Employment Information**
(WITC Graduate Survey Responses 2008-2009; for most recent data, go to witc.edu)

The information below is based on graduates’ responses from the following technical colleges within the Wisconsin Technical College System (WTCS) and does not include WITC graduates: Fox Valley Technical College, Gateway Technical College, Northeast Wisconsin Technical College, and Waukesha County Technical College.

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<thead>
<tr>
<th>Number of graduates</th>
<th>Number employed</th>
<th>% employed in WITC district</th>
<th>NA</th>
<th>Range of yearly salary</th>
<th>Average yearly salary</th>
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<tr>
<td>92</td>
<td>66</td>
<td>66%</td>
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<td>$26,809*</td>
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<tr>
<td>78</td>
<td>87%</td>
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<td>31508302 Dental Chairside and 31508309 Dental Laboratory Procedures.</td>
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* Dental Assistant is a new WITC program. For the latest Occupational Outlook Handbook, which includes working conditions, employment, and earnings for careers in service occupations, visit the U.S. Department of Labor Web site: http://www.bls.gov/oco/ocos163.htm.