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.

The program in dental assisting is accredited by the Commission on Dental Accreditation [and has been granted the accreditation status of “approval without reporting requirements”]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s Web address is: http://www.ada.org/100.aspx

Admission Requirements

Students in this program must:

• Complete application form and submit with fee (fee waiver may apply if previously submitted)
• Complete Accuplacer entrance assessment to determine placement (waiver may apply with acceptable alternative test scores and/or postsecondary degree completion)
• Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
• Review and sign Caregiver Background Check and/or Criminal History Record Check Statement of Understanding
• Review and sign Functional Ability Statement of Understanding
• Complete admissions meeting with a WITC counselor (above requirements should be completed prior to meeting)

Program-Specific Requirements

Students in this program must:

• Submit Background Check fee
• Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
• Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
• Possess current certification of “CPR for Healthcare Providers” or equivalent
• Review and sign Allied Health Division Confidentiality Statement
• Attend a mandatory program orientation session

Program Outcomes

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

• Perform a variety of advanced supportive dental procedures
• Manage infection and hazard control
• Produce diagnostic intraoral and extraoral radiographs on a variety of patients
• Perform advanced dental laboratory procedures
• Demonstrate professional behaviors, ethics, and appearance
• Perform dental office business procedures

Employability essentials and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 5 of the college catalog for a list of employability essentials 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 Laboratory Assistant
• Dental Insurance Claims Processor
• Dental Sales Representative
• Dental Treatment Coordinator
• Dental Specialty Assistant
• Maxillofacial Dental Assistant
• Endodontic Dental Assistant
• Prosthodontic Dental Assistant
• Orthodontic Dental Assistant
• Pediatric Dental Assistant
• Periodontic Dental Assistant

Curriculum

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10508101</td>
<td>Dental Health Safety</td>
<td></td>
</tr>
<tr>
<td>10508103</td>
<td>Dental Radiography</td>
<td></td>
</tr>
<tr>
<td>10508113</td>
<td>Dental Materials</td>
<td></td>
</tr>
<tr>
<td>10508120</td>
<td>Dental Office Management</td>
<td></td>
</tr>
<tr>
<td>10508304</td>
<td>Dental and General Anatomy</td>
<td></td>
</tr>
<tr>
<td>31508302</td>
<td>Dental Chairside</td>
<td></td>
</tr>
<tr>
<td>31508306</td>
<td>Dental Assistant Clinical</td>
<td></td>
</tr>
<tr>
<td>31508307</td>
<td>Dental Assistant Professional</td>
<td></td>
</tr>
<tr>
<td>31508308</td>
<td>Dental Assistant Chairside Advanced</td>
<td></td>
</tr>
<tr>
<td>31508309</td>
<td>Dental Laboratory Procedures</td>
<td></td>
</tr>
<tr>
<td>31508310</td>
<td>Dental Radiography - Advanced</td>
<td></td>
</tr>
<tr>
<td>31508311</td>
<td>Dental Assistant Clinical - Adv</td>
<td></td>
</tr>
</tbody>
</table>

Occupational Supportive/General Studies Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10801196</td>
<td>Oral/Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Requirements

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
* See pages 41-43 for course descriptions.

Students must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.
Course Descriptions
(See pages 41-43 for General Studies course descriptions)

10508101 Dental Health Safety - Credits: 1
Prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students also learn the importance of proper hair covering and other personal protective equipment. Emphasis is placed on communication skills and the importance of quality customer service as they relate to professional communication with colleagues and patients. PREREQUISITE: Successful completion of all first term courses and COREQUISITEs: 10508101 Dental Health Safety.

10508113 Dental Materials - Credits: 2
Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. Students also learn to take alginate impressions on manikins and clean removable appliances. This course is aligned to serve students in the Dental Hygiene and Dental Assisting programs. COREQUISITEs: 10508101 Dental Health Safety, 10508103 Dental Radiography, 10508304 Dental and General Anatomy, 31508302 Dental Chairside, and 31508306 Dental Assistant Clinical.

10508120 Dental Office Management - Credits: 2
Prepares dental auxiliary students to manage telephone calls, appointments, recall systems, and inventory. Students also develop the skills needed to process accounts receivable and payable, collect on accounts, and file insurance claims. Students use dental software programs. PREREQUISITE: Successful completion of all first term courses and COREQUISITEs: 31508308 Dental Chairside Advanced, 31508309 Dental Laboratory Procedures, 31508310 Dental Radiography - Advanced, and 31508311 Dental Assistant Clinical - Adv.

10508304 Dental and General Anatomy - Credits: 2
Prepares dental assistance students to apply fundamentals of general and dental anatomy to informed decision-making and professional communication with colleagues and patients. PREREQUISITE: Acceptance into the Dental Assistant program and COREQUISITEs: 10508101 Dental Health Safety, 10508103 Dental Radiography, 10508313 Dental Materials, 31508302 Dental Chairside, and 31508306 Dental Assistant Clinical.

10508306 Dental Assistant Clinical - Credits: 3
Prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and professional communication with colleagues and patients. PREREQUISITE: Successful completion of all first term courses and COREQUISITEs: 10508101 Dental Health Safety, 10508103 Dental Radiography, 10508313 Dental Materials, 31508302 Dental Chairside, and 31508306 Dental Assistant Clinical.

31508308 Dental Assistant Professional - 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 workforce, dental assistants customize or develop their portfolios and lay out an on-going professional development plan. PREREQUISITE: Acceptance into the Dental Assistant program.

31508309 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: Successful completion of all first term courses and COREQUISITEs: 10508120 Dental Office Management, 31508309 Dental Laboratory Procedures, 31508310 Dental Radiography - Advanced, and 31508311 Dental Assistant Clinical - Adv.

31508310 Dental Hygiene - Credits: 1
Builds on principles and skills developed in Dental Radiography. Dental Assisting 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: Successful completion of all first term courses and COREQUISITEs: 10508120 Dental Office Management, 31508308 Dental Chairside Advanced, 31508310 Dental Radiography - Advanced, and 31508311 Dental Assistant Clinical - Adv.

31508311 Dental Assistant Clinical - Adv - Credits: 2
Dental Assisting 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 occupational skills. Students will also develop the ability to assist with chairside procedures, perform coronal polishing, and apply topical fluoride and topical anesthetics. PREREQUISITE: Successful completion of all first term courses and COREQUISITEs: 10508120 Dental Office Management, 31508308 Dental Chairside Advanced, 31508309 Dental Laboratory Procedures, 31508310 Dental Radiography - Advanced, and 31508311 Dental Assistant Clinical - Adv.

Gainful employment information is available at this link: http://www.wtc.edu/pgmpages/dentalasst/gainful-employment/Gedt.html. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information
(WTCS Graduate Survey Responses 2014-2015; for most recent data, go to wtc.edu)

<table>
<thead>
<tr>
<th>Number of graduates</th>
<th>Number of responses</th>
<th>Number available for employment</th>
<th>Number employed</th>
<th>Percent employed</th>
<th>% employed in WITC district</th>
<th>Range of yearly salary</th>
<th>Average yearly salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>100%</td>
<td>100%</td>
<td>$27,298-$31,198</td>
<td>$29,592</td>
</tr>
</tbody>
</table>