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 Dental Assistant program has applied for accreditation by the Commission on Dental Accreditation (CODA) of the American Dental Association at 211 East Chicago Avenue, Chicago, IL 60611. Once accreditation of the program has been granted, WITC graduates will be eligible to take the national certification exam offered by the Dental Assisting National Board (DANB). Until accreditation of the program is obtained, WITC graduates will be eligible to take the national certification exam after two years of full-time employment (3500 hours of approved DANB work experience) or four years of part-time employment.

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
• Submit signed Caregiver Background Check Statement of Understanding
• Review and sign Functional Abilities Statement of Understanding
• Complete admissions interview with a WITC counselor (above requirements should be completed prior to interview)

Program-Specific Requirements
Students in this program must:
• 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
• Review and sign Acknowledgement of Risks/Acceptance of Responsibility Agreement and Release

Student Profile
Dental Assistant students in the program should:
• Work well with others
• Adjust to diverse personalities and backgrounds
• Be flexible and empathetic
• 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:
• 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

Collegewide outcomes 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 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 Technican
• 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
Number Course Title Credits

Occupational Specific Courses
10508101 Dental Health Safety 1
10508103 Dental Radiography 2
10508113 Dental Materials 2
10508120 Dental Office Management 2
10508304 Dental and General Anatomy 2
31508302 Dental Chairside 5
31508306 Dental Assistant Clinical 3
31508307 Dental Assistant Professionalism 1
31508308 Dental Chairside Advanced 5
31508309 Dental Laboratory Procedures 4
31508310 Dental Radiography - Advanced 1
31508311 Dental Assistant Clinical - Adv 2

Occupational Supportive/General Studies Courses
10801196 Oral/Interpersonal Communication 3

PROGRAM REQUIREMENTS 33

▲ Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
★ See page 40 for General Studies course descriptions. Students must earn a grade point of 2.0 or better in all required courses.
Course Descriptions
(See page 40 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 take patient vital signs and collect patient medical/dental histories. CPR certification is a prerequisite; students will be required to show proof of certification before beginning the course. PREREQUISITE: Current certification in CPR for Healthcare Providers.

10508103 Dental Radiography - Credits: 2
Prepares dental auxiliary 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, role-play patient. COREQUISITES: 10508101 Dental Health Safety and 10508304 Dental and General Anatomy.

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. They also learn to take alginite impressions on manikins and clean removable appliances. COREQUISITES: 10508101 Dental Health Safety and 10508304 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 reimbursements. PREREQUISITE: Acceptance into the Dental Assistant program.

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, 10508304 Dental and General Anatomy and 10508113 Dental Materials.

31508306 Dental Assistant Clinical - Credits: 3
Students apply skills developed in Dental and General Anatomy, 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, 10508304 Dental and General Anatomy, 31508302 Dental Radiography, and 31508310 Dental Assistant Clinical – Advanced. PREREQUISITE: Acceptance into the Dental Assistant program.

31508307 Dental Assistant Clinical - Advanced - Credits: 5
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 on-going professional development plan. PREREQUISITE: Acceptance into the Dental Assistant program.

31508308 Dental Assistant Clinical – Advanced - Credits: 2
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. COREQUISITES: 10508302 Dental Chairside and 31508306 Dental Laboratory Procedures.

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. 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: 10508306 Dental Assistant Clinical and COREQUISITES: 31508308 Dental Chairside Advanced, 31508309 Dental Laboratory Procedures, 31508310 Dental Radiography – Advanced, and 10508120 Dental Office Management.

Gainful employment information is available at this link: http://www.witc.edu/pgmpages/dentalasst/career.htm. 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 2010-2011; for most recent data, go to witc.edu)

<table>
<thead>
<tr>
<th>Number of graduates</th>
<th>Number employed</th>
<th>% employed in WITC district</th>
<th>Mean yearly salary</th>
</tr>
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<tbody>
<tr>
<td>100</td>
<td>57</td>
<td>N/A</td>
<td>$18,000-$40,183*</td>
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<tr>
<td>75</td>
<td>89%</td>
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<tr>
<td>64</td>
<td>46</td>
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</tbody>
</table>

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