



## **Dental Assisting Credential: Diploma in Dental Assisting D4524000**

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chair-side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provides students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

### **Limited Enrollment Curriculum:**

Dental assisting program is a limited enrollment curriculum and program applicants are accepted based upon selective admission process. Admission criteria for dental assisting program are reviewed annually and are subject to change.

### **A. All Dental Assisting Students**

#### **Admission**

A student can apply to the Dental Assisting program once eligibility requirements have been met. Acceptance is based on a competitive selective admission process. Students are not allowed to enter into any of the Central Carolina Community College's Dental Assisting curriculum if they have had two previous entries into any Dental Assisting program. Prospective students must attend a mandatory information session prior to submitting an application to the dental assisting program.

Applicants are required to contact the Dental Programs Admissions Counselor to obtain a Dental Program Application and current set of Dental Assisting Admission Guidelines, and to be scheduled into a mandatory information session. After an applicant has completed all general college admission requirements and all Dental Assisting entrance required criteria, he/she must submit a completed Dental Program application. Applicants who have completed the Dental Program Application by the deadline will be ranked by tallied points and offered admission in order of ranking. A second date may be announced for additional application to be considered for unfilled spaces.

A student can apply to only one of the CCCC dental programs during any designated selection time period. It is the applicants' responsibility to ensure that they are aware of all regulations and that all requirements are met by the established deadline.

### **Placement Test Scores**

Placement Tests and all developmental courses must be taken prior to admittance to DA program. All test scores must be less than five years old: Each applicant should score at least the following scores on the CPT placement test or ACT or SAT or have completed the developmental requirements for reading, English, arithmetic or algebra.

CPT Reading score of 80 or ACT score of 18 or SAT verbal score of 450 or completion of developmental reading requirements.

CPT English score of 86 or ACT score of 18 or SAT verbal score of 450 or completion of developmental English requirements.

CPT Arithmetic score of 55 or ACT score of 18 or SAT verbal score of 450 or completion of developmental arithmetic requirements.

CPT Algebra score of 55 or ACT score of 18 or SAT verbal score of 450 or completion of developmental algebra requirements.

### **GPA**

Students must have a 2.0 semester and a 2.5 cumulative GPA at the time of making application to the program and maintain a 2.5 GPA at the time of entering program from a secondary or post-secondary institution.

### **HOBET (Health Occupations Basic Entrance Test)**

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Health Occupation Basic Entrance Test (HOBET). There is a fee required to take the Health Occupations Basic Entrance Test (HOBET).

The HOBET will be administered on scheduled testing dates at student's expense. Each applicant may take the exam twice. Only one retest is allowed after a 6-month waiting period with documented remediation. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. Applicants must meet the minimal scores of 45 on the Essential Math and the Comprehensive Reading Skills of the HOBET are required.

### **Pre-requisite Biology, Math and Computer Literacy**

Applicants must have completed or be in the process of completing, high school biology, two units of math (one unit being Algebra I), and computer literacy with a grade "C" or better on each course. BIO = any course with a BIO prefix will meet the requirement for Biology if not taken in high school

Math = any course with a MAT prefix will meet the requirement for Math

Meet appropriate requirements for Computer Skills. Computer proficiency may be satisfied by completion of a high school computer course OR completion of a college level computer course.

Proof of registration for these courses (if currently in progress) or official transcripts for completed courses must be submitted by application deadline. The GED math subtest will count as one unit of math for those who submit GED scores.

### **The Test of English as a Foreign Language (TOEFL)**

TOEFL scores are required for all Non-US Citizens as evidence of adequate proficiency in the English language. The exception to testing is foreign students from countries where English is the official language. The minimum acceptable paper-based TOEFL score is 550. The minimum acceptable computer-based TOEFL score is 213. This test is offered at multiple testing sites nationally and is at the student's expense.

### Medical Forms/Hepatitis B Shots

Applicants are required to submit a completed college approved student medical health form to the Dental Assisting Program Director at least 45 days before entering the program. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit a completed medical form will result in loss of Dental Assisting admission status and class space will be assigned to another applicant. NO student will be permitted to participate in clinic without having submitted a completed medical form.

Hepatitis B shots (3 series shot) required through second series prior to First Fall Semester and completed by Spring Semester.

### Adult/Infant/Child CPR

CPR Certification by the American Heart Association (AHA) or American Red Cross in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both performance and testing of criteria is required prior to program entry. CPR Certification must be maintained while in program.

### Mandatory Acceptance Session

When notified of acceptance, applicants must attend a mandatory orientation session with the Dental Assisting department.

### Liability/Malpractice Insurance

Insurance fees must be paid to the Business Office before entry into the program and each subsequent year enrolled.

### Re-admission or transfer into the Dental Assisting program

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Dental Assisting course earlier in the curriculum sequence if the student is lacking major content. All Dental Assisting courses completed more than 3 years prior for re-admission or transfer must be repeated. Withdrawal or academic failure within the Dental Assisting Program will require the student to reapply as a new student. Advanced placement is dependent upon space availability. The Dental Assisting Program Director will evaluate transferability of all Dental Assisting courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Dental Assisting courses taken to the department chairperson. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Dental Assisting courses is determined by the Dental Assisting Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from a Dental Assisting program. The letter must be sent from the previous Dental Assisting Program Director. CCCC's Dental Assisting Program Director and Dean of students must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program.

### Academic Standards:

Program Specific Academic Standards: See additional Program Specific Standards in the Dental Assisting Student Guidelines Handbook and specific Dental Assisting course syllabus.

Dental Assisting students must maintain an overall and semester GPA 2.0 or better, and must have a grade of "C" or better in all courses required by the Dental Assisting curriculum.

Dental Assisting and progressive related courses must be taken in succession as they appear in the catalog. Dental Assisting students must meet the standards related to demonstration of emotional and physical health within the framework of Dental Assisting practice and must adhere to the other policies set forth in the Dental Assisting Student Guidelines Handbook. Dental Assisting students must not be on probation or suspension status.

Program Length:

Diploma: 3 semesters

Career Pathway Options: Diploma

Program Site: Central Carolina Dental Center; Sanford, NC-Day

### Course Requirements for Dental Assisting Diploma

A. General Education Courses: (6 SHC)	C-L-CI-SHC
*ENG 102 Applied Communications II	3-0-0-3
*PSY 150 General Psychology	3-0-0-3

\*These courses are included within the DA curriculum. However it is advantageous to have these courses completed prior to entering the DA program.

### B. Required Major Core Courses (36 SHC)

DEN 100 Basic Orofacial Anatomy	2-0-0-2
DEN 101 Preclinical Procedures	4-6-0-7
DEN 102 Dental Materials	3-4-0-5
DEN 103 Dental Sciences	2-0-0-2
DEN 104 Dental Health Education	2-2-0-3
DEN 105 Practice Management	2-0-0-2
DEN 106 Clinical Practice I	1-0-12-5
DEN 107 Clinical Practice II	1-0-12-5
DEN 111 Infection/Hazard Control	2-0-0-2
DEN 112 Dental Radiology	2-3-0-3

### C. Other Major Hours Credit Required for Graduation

*BIO 106 Introduction to Anat/Phys/Micro	2-2-0-3
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Total Semester Hours Credit Required for Graduation: 45

### Semester Curriculum for Dental Assisting Diploma

1st Semester (Fall)	C-L-CI-SHC
BIO 106 Introduction to Anatomy/ Physiology/Microbiology	2-2-0-3
DEN 100 Basic Orofacial Anatomy	2-0-0-2
DEN 101 Preclinical Procedures	4-6-0-7
DEN 102 Dental Materials	3-4-0-5
DEN 111 Infection/Hazard Control	<u>2-0-0-2</u>
	13-12-0-19
2nd Semester (Spring)	
DEN 103 Dental Sciences	2-0-0-2
DEN 104 Dental Health Education	2-2-0-3
DEN 106 Clinical Practice I	1-0-12-5
DEN 112 Dental Radiology	<u>2-3-0-3</u>
	7-5-12-13
3rd Semester (Summer)	
DEN 105 Practice Management	2-0-0-2
DEN 107 Clinical Practice II	1-0-12-5
ENG 102 Applied Communications II	3-0-0-3
PSY 150 General Psychology	<u>3-0-0-3</u>
	9-0-12-13

Total Semester Hours Credit: 45

## COURSE DESCRIPTIONS

### **BIO 106 Intro to Anatomy/Physiology/Microbiology 2-2-3**

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. This is a diploma level course.

### **DEN 100 Basic Orofacial Anatomy 2-0-0-2**

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. *This is a diploma-level course.*

### **DEN 101 Preclinical Procedures 4-6-0-7**

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. *This is a diploma-level course.*

### **DEN 102 Dental Materials 3-4-0-5**

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. *This is a diploma-level course.*

### **DEN 103 Dental Sciences 2-0-0-2**

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. *This is a diploma-level course.*

### **DEN 104 Dental Health Education 2-2-0-3**

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. *This is a diploma-level course.*

### **DEN 105 Practice Management 2-0-0-2**

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. *This is a diploma-level course.*

### **DEN 106 Clinical Practice I 1-0-12-5**

*Prerequisites: DEN 101*

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. *This is a diploma-level course.*

### **DEN 107 Clinical Practice II 1-0-12-5**

*Prerequisites: DEN 106*

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. *This is a diploma-level course.*

### **DEN 111 Infection/Hazard Control 2-0-0-2**

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

### **DEN 112 Dental Radiography 2-3-0-3**

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

### **ENG 102 Applied Communications II 3-0-3**

*Prerequisites: RED 080 and ENG 090 or appropriate placement test scores*

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. The computer is used as a writing and design tool for this course. *This is a diploma-level course.*

### **PSY 150 General Psychology 3-0-3**

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*