

Dental Assistant

Program Code 315081

Technical Diploma - One Year

Offered at the Green Bay campus. For information: (920) 498-5444.

Toll-free: (800) 422-NWTC, ext. 5444.

Program Description

The Dental Assistant program trains students to prepare patients for treatment, sterilize instruments, and assist the dentist at chairside.

Program Outcomes

- 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.

Clinical Practicum

Students will be required to purchase personal protection equipment/clothes, pay for liability insurance for dental clinical experience courses, provide their own transportation to the dental office, and attend a two-day dental convention in Chicago or Milwaukee.

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27.) The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into health programs must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to clinical placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, or guarantee graduation within typical program timing.

Students are required to complete an American Heart Association Health Care Provider CPR course during their first semester.

Complete physical/dental examinations and Hepatitis vaccination *prior* to second semester Dental Assistant Clinical.

Accreditation

The Dental Assistant program is accredited by the American Dental Association-Commission on Dental Accreditation.

Board/Certification Examinations

Graduates of the program are eligible to take the national certification exam offered by the Dental Assisting National Board (DANB), (312) 642-3368.

Employment Potential

The program prepares graduates to work with dentists as they examine and treat patients. Dental assistants may carry out a variety of laboratory, clinical, and office duties, such as patient scheduling and bookkeeping functions. Dental assistants typically work in general or specialty dental offices. Some dental assistants may work for insurance companies, dental lab studios, or dental supply companies. The dental assistant may also find employment with federal agencies such as the Veterans Administration, US Public Health Services, the Armed Forces, or a state, county, or city health facility.

Graduates may find employment as a:

- Dental Assistant
- Dental Office Manager
- Dental Laboratory Assistant
- Dental Laboratory Technician
- Dental Treatment Coordinator
- Maxillofacial Dental Assistant
- Endodontic Dental Assistant
- Prosthodontic Dental Assistant
- Dental Receptionist
- Dental Practice Manager
- Dental Sales Representative
- Orthodontic Dental Assistant
- Pediatric Dental Assistant
- Periodontic Dental Assistant

Requirements for Program Admission

- Completed application.
- High school transcript or equivalent (such as an HSED or GED® Transcript).
- Academic Skills Assessment, ACT assessment taken within the last three years, or youth options student.

Requirement for Program Entry

- Meet established Academic Skills Assessment program benchmarks, or minimum standard composite score of 14 on the ACT with acceptable scores in Math, Reading, and English. Proof of remediation may be demonstrated by an Academic Skills Assessment post-test *or* completion of an approved course in the content requiring remediation.
- Attend mandatory program orientation.
- Submit Caregiver Background Check paperwork.

Suggested Skills for Success

Students are expected to have entry-level computer and keyboarding skills. It is recommended that students complete basic computer skills coursework if deficient in this area.

A science background with emphasis in Advanced Biology and Anatomy and Physiology is highly recommended.

Scholarships

The Brown-Door-Kewaunee Dental Society, the Northeast Wisconsin Dental Assistant Association, and the NWTC Dental Assistant Program offer four scholarships: (2) \$500.00, (1) \$200.00, and (1) \$150.00, to students in the Dental Assistant program. Criteria include financial need, grade point average, and attendance. NWTC also has other scholarships available to students.

Curriculum

The Dental Assistant Technical Diploma is a one-year, three-semester program. Upon graduation, a student will have completed 32 credits.

The second and third semesters are 14 weeks on campus and three weeks off campus for clinical experience.

Start dates for the first semester are June and August.

First Semester

Catalog No.	Description	Credits
* 10-508-101	Dental Health Safety	1
* 31-508-304	Dental and General Anatomy	2
* 31-508-307	Dental Assistant Professional	1
Semester Total		4

Second Semester

* 10-508-103	Dental Radiography	2
* 10-508-113	Dental Materials	2
* 31-508-302	Dental Chairside	5
* 31-508-306	Dental Assistant Clinical	3
** 31-801-385	Communicating-Writing	1
Semester Total		13

Third Semester

* 10-508-120	Dental Office Mgmt	2
* 31-508-308	Dental Chairside Advanced	5
* 31-508-309	Dental Lab Procedures	4
* 31-508-310	Dental Radiography - Advanced	1
* 31-508-311	Dental Asst Clinical-Advanced	2
** 31-801-386	Communicating Effectively	1
Semester Total		15
Total Credits		32

* No final grade lower than a "C" is acceptable in any of the courses marked with an asterisk. A student who withdraws or received a grade lower than a "C" in a program course may apply for re-entry into the program. Consideration for re-entry will be at the discretion of the re-entry team.

** Students may take Communicating-Writing (31-508-385) and Communicating-Effectively (31-801-386) any semester.

The following courses will transfer into the Dental Hygiene Associate Degree program:

- 10-508-101, Dental Health Safety
- 10-508-103, Dental Radiography Application
- 10-508-113, Dental Materials
- 10-508-120, Dental Office Management

It is recommended that students interested in pursuing a degree in Dental Hygiene should take 10-801-195, Written Communication OR 10-801-196, Oral/Interpersonal Communications, which replaces both 31-801-385 and 31-801-386.

This program is fully eligible for financial aid.

Please Note

- Some courses have prerequisites (listed at the end of each course description, if applicable) that need to be taken prior to enrolling in those courses.
- Many courses are offered via our Flexible Learning Options (online, accelerated, ITV, video, weekend, and self-paced) and may be taken in any order as long as prerequisites are met. To find out which program courses are offered through Flexible Learning Options, go to www.nwtc.edu or consult a counselor, (920) 498-5444.
- Descriptions of courses not found on this page can be found in the back of this catalog.

Course Descriptions

These courses provide an opportunity for students to develop the knowledge, skills, and understanding required for employment in this field.

10-508-101 DENTAL HEALTH SAFETY ...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: Accepted into the Dental Hygiene or Dental Assistant Programs)

10-508-103 DENTAL RADIOGRAPHY APPLICATIONS ...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. (Prerequisites: 10-508-101, Dent Health Safety AND 10-508-102, Oral Anat & Hist OR 31-508-304, Dental and General Anat)

10-508-113 DENTAL MATERIALS ...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 alginate impressions on manikins and clean removable appliances. (Prerequisites: 10-508-101, Dental Health Safety; 31-508-304, Dental & General Anatomy)

10-508-120 DENTAL OFFICE MANAGEMENT ...prepares dental auxiliary students to manage telephones, appointments, recall systems, and inventory. Students also develop the skills need to process accounts receivable and payable, collections, and third party reimbursements. (Prerequisite: Enrolled in Dental Assistant or Dental Hygiene Program)

31-508-302 DENTAL CHAIRSIDE ...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. Throughout the course, students will apply decoding strategies to the correct use and interpretation of dental terminology. (Prerequisites: 10-508-101, Dental Health Safety; 31-508-304, Dental & General Anatomy; Corequisite: 10-508-113, Dental Materials)

31-508-304 DENTAL AND GENERAL ANATOMY ...prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients. (Corequisite: 10-508-101, Dental Health Safety; 31-508-307, Dental Asst Professionalism)

31-508-306 DENTAL ASSISTANT CLINICAL ...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. (Prerequisites: 10-508-101, Dental Health Safety; 31-508-304, Dental & General Anatomy; 31-508-307, Dental Assistant Professionalism; Corequisites: 31-508-302, Dental Chairside; 10-508-113, Dental Materials; 10-508-103, Dental Radiography Applications)

31-508-307 DA-DENTAL ASSISTANT PROFESSIONALISM ...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. (Corequisites: 10-508-101, Dental Hygiene Safety; 31-508-304, Dental & General Anatomy)

31-508-308 DENTAL CHAIRSIDE - ADVANCED ...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 maxillofacial surgery, endodontics, periodontic, and prosthodontics. Students will also develop the ability to assist with sealants, perform coronal polishing, and apply topical fluoride and topical anesthetics. (Prerequisites: 31-508-302, Dental Chairside; 31-508-306, Dental Assistant Clinical; Corequisite: 31-508-309, Dental Lab Procedures)

31-508-309 DENTAL LABORATORY PROCEDURES ...prepares Dental Assistant students to produce alginate impressions and fabricate diagnostic models, oral appliances, temporary restorations, and custom trays. Students also polish oral appliances. (Prerequisites: 31-508-304, Dental & Gen Anatomy; 10-508-113, Dental Materials; Corequisite: 31-508-308, Dental Chairside-Advanced)

31-508-310 DENTAL RADIOGRAPHY - ADVANCED ...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: 10-508-103, Dental Radiography Applications; Corequisite: 31-508-311, Dental Assistant Clinical Advanced)

31-508-311 DENTAL ASSISTANT CLINICAL - ADVANCED ...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 and advanced occupational skills. (Prerequisite: 31-508-306, Dent Asst Clinical; Corequisites: 31-508-308, Dental Chairside Advanced; 31-508-309, Dental Lab Procedures; 31-508-310, Dental Radiography Advanced; 10-508-120, Dental Office Management)