

Dental Assisting

Career Studies Certificate

Program Coordinator: Patricia Mullins • NEB 142 • (276)739-2544

Length: Two Semesters

Purpose: This program will prepare individual to serve as dental assistants in both large and small dentist offices. Training experiences in nearby dental clinics and private dental offices are provided.

Dental assistants typically do the following:

- Ensure that patients are comfortable in the dental chair
- Prepare patients and the work area for treatments and procedures
- Sterilize dental instruments
- Help dentists by handing them instruments during procedures
- Keep patients' mouths dry by using suction hoses and other equipment
- Instruct patients in proper oral hygiene
- Process x rays and complete lab tasks, under the direction of a dentist
- Keep records of dental treatments
- Schedule patient appointments
- Work with patients on billing and payment

Occupational Objectives: This program is designed to provide essential technological and practical knowledge required for a Dental Assistant I to perform efficiently in a dental office. Training experiences in nearby dental offices and clinics are provided.

At the successful completion of this program, the student will be eligible to take the Dental Assistant National Board Examination for entry into the profession as a Dental Assistant I (DA I) and/or National Entry Level Dental Assistant (NELDA).

The number of qualified applicants offered admission to the dental assisting program is contingent upon the space available in the classrooms and dental laboratories, the program's access to sufficient clinical spaces in the region's healthcare settings in order to meet the program's learning outcomes, and the number of qualified dental assisting faculty to teach the students in classrooms, labs, and clinical settings.

This program demands a high level of English proficiency as well as extensive reading and writing.

Admission Requirements

- Completion of the VHCC Application
- Graduation from high school or satisfactory completion of the GED with all transcripts on file with Student Services
- Completion of a high school or college science course with a "C" or better or documented proficiency.
- Completion of high school or college computer applications course with a "C" or better or documented proficiency.
- Achievement of a minimum GPA (high school or college) or 2.0.
- Dental Assisting program application packets for 2018, including transcripts, will be accepted in the Admissions Office until July 7, 2018.
- Completion of the Health Occupations Aptitude Examination (HOAE)
- Participation in program informational session and possible interview.

Special Program Requirements

- Students in dental assisting program incur a variety of expenses in addition to college tuition and fees. These include, but are not limited to, the cost of uniforms, accessories, and travel to clinical assignments. Students are also responsible for testing fees.
- A strict dress code is required in the clinical setting. Students may be dismissed if they fail to comply with this dress code.
- Students are required to complete learning experiences at local clinics, private offices, and/or other community-based agencies. Students may be required to attend both day and/or evening clinical assignments.
- Students must provide their own transportation to clinical assignments. Strict attendance is required at clinical sites. Students

with criminal convictions who do not self-disclose this information are subject to dismissal from the program.

- Students must comply with all clinical contract protocols including immunization requirements, drug screening and background checks. Cost for criminal background checks and drug screenings will be the responsibility of the student. Students with criminal convictions who do not self-disclose this information are subject to dismissal from the program.
- Students must maintain current American Heart Association Basic Cardiac Life Support for Healthcare Providers.
- While enrolled in clinical courses, students may not replace or take the responsibility of "qualified" staff in affiliated facilities. However, after demonstrating proficiency, students may be permitted to perform specified procedures under careful supervision. Students may be employed in clinical facilities outside regular education hours provided that such work does not interfere with academic responsibilities. The work must be non-compulsory and subject to employee regulations. Any exception must have the approval of the Dean of Nursing and Health Technologies.
- Students are expected to demonstrate professional behavior consistent with standards associated with health care practitioners.
- Each course in the program major must be completed with a grade of "C" or better before taking the next course in the sequence and to satisfy graduation requirements, unless waived by the Division Dean upon the recommendation of the Program Director.
- All courses in the major must be taken in the sequence prescribed in the VHCC Catalog, unless otherwise approved by the Program Coordinator or Division Dean.
- Satisfactory physical and mental health must be maintained for continuance in the program. Applicants must be free of any physical and/or mental condition that might adversely affect their acceptance or performances in the program. The College reserves the right to require medical examinations to verify continuing compliance. Students with pre-existing physical and/or mental conditions which might adversely affect performance in the program who do not self-disclose this information are subject to dismissal from the program.

Program Re-Enrollment Requirements for Dental Assisting Students

Any student who has voluntarily withdrawn or who has been withdrawn due to unsatisfactory academic or clinical performance may apply for re-admission the following academic year. Acceptance will be based upon space availability, successful fulfillment of any contingencies agreed to in writing at the time of withdrawal, and Program Director approval.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Semester 1				
DNA 100	Intro. to Oral Health Professions	1	0	1
DNA 108	Dental Science	2	3	3
DNA 109	Practical Infection Control	1	2	2
DNA 110	Dental Materials	2	3	3
DNA 113	Chairside Assisting I	2	3	3
Total		8	11	12
Semester 2				
DNA 114	Chairside Assisting II	2	6	4
DNA 120	Community Health	1	0	1
DNA 130	Dental Office Management	1	3	2
DNA 134	Dental Radiology and Practicum	2	3	3
DNA 196	DNA On-Site Training	0	4	1
HLT 105	Cardiopulmonary Resuscitation	1	0	1
Total		7	16	12
Total Minimum Credits for Career Studies Certificate				24