

# DENTAL ASSISTING

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## ACCREDITATION

The program in Dental Assisting is accredited by the American Dental Association Commission on Dental Accreditation. 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, Illinois 60611.

## DIPLOMA PROGRAM

The Dental Assisting program prepares graduates to assist dentists in dental operations. Program graduates will be competent in the technical areas of preventive dentistry; four-handed dentistry; chair-side assisting with emphasis in diagnostics, operative, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, and surgical and expanded functions; dental practice management; specialties; and dental radiology.

The program provides learning opportunities that introduce, develop, and reinforce academic occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The Dental Assisting program instruction includes a combination of theory, laboratory, pre-clinical, and extramural clinical practice scheduled over a period of four quarters. Program instructors plan the various clinical experiences so that integrated theory and practice provide optimum learning through hands-on experience. This enables graduates to provide competent care.

The program provides academic foundations in communication, mathematics, and human relations, as well as occupational fundamentals. Important attributes for success of program graduates are critical thinking, problem solving, and the application of the training to the work requirement. The field is experiencing rapid expansion, and experts predict this trend will continue.

## ASSOCIATE DEGREE OPTION

Individuals who are graduates of, or eligible to graduate from this diploma program and who meet general admission requirements for associate-degree level work may pursue an associate of applied science degree in Health by completing an additional 50 quarter credit hours of coursework. Interested students should see their advisors to obtain assistance in completing processes associated with readmission and/or change of major.

## ESSENTIAL FUNCTIONS

According to the nature of the work required in the Dental Assisting program, students must be able to perform the following essential functions:

- Reach, manipulate, and operate equipment necessary for the Dental Assistant.
- Possess the dexterity to manipulate and mix dental materials.

- Visually assess patient's conditions and clearly see patient's teeth from a distance of 20 inches.
- Move, adjust, and position patients as needed.
- Communicate effectively in English using verbal, non-verbal, and written formats with faculty, other students, patients, and all members of the dental team.
- Have sufficient emotional stability and responsibility to withstand the stresses, uncertainties, and changing circumstances that characterize the work duties of dental assisting.
- Work in a sitting position for at least one hour at a time.
- Display flexibility and adaptability.
- Possess the ability to demonstrate professional behaviors and a strong work ethic and comply with the Dental Assisting Code of Ethics.
- Administer cardiopulmonary resuscitation.

## CAREER OPPORTUNITIES

The multi-service profession of dentistry provides diversified employment opportunities for dental assistants. These employment opportunities include general dentistry; group practice; specific dental specialties such as oral surgery, endodontics, orthodontics, prosthetics, periodontics, and pedodontics; public health dentistry; hospital dentistry; dental school clinics; and federal, state, and community clinics. Other opportunities include managing a dental business office, working in a major dental manufacturing or insurance company, serving as a sales representative for a dental equipment or supply company, serving in the armed forces, or teaching or working in research and development at a college or other agency.

## PROGRAM EXPENSES

The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)
- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- Cardiopulmonary resuscitation certification (\$40)
- Certification/Examinations
  - General Chair-Side National Board examination (\$175)
  - Georgia Board of Dentistry – Expanded Functions certification (\$75)
  - Infection Control National Board examination (\$150)
  - Radiology Health and Safety National Board examination (\$150)

- Dental Assisting Supplies (Approximately \$55 for entire program)
  - Immunizations
    - Hepatitis B (\$200)
    - Mumps, Measles, Rubella (\$25)
    - Varicella (\$25)
    - Tetanus (\$25)
    - Tuberculosis skin test (\$25)
  - Malpractice insurance (\$11 each year)
  - Physical examination (Approximately \$100)
  - Radiation monitor fees (\$15 per quarter)
  - Textbooks (Approximately \$600 for entire program)
  - Uniforms (Approximately \$250)
- c. Valid COMPASS, ASSET, SAT, or ACT test scores (see *ASSET and COMPASS Placement Tests*);
  - d. Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 17 years of age;
  - e. Documentation showing the completion of 20 hours of observation in a dental office (blank forms are available in the Admissions Office, from the program chair, and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*); and
  - f. Completed and signed Intent forms (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*).

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

### ADMISSION REQUIREMENTS

Because the Dental Assisting profession requires not only theoretical and clinical skills, but also the ability to learn and apply new knowledge quickly, the Dental Assisting program at Athens Technical College utilizes a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program and on the Dental Assisting National Board. Applicants who are on academic probation or are academically dismissed from the college as of the March 1 application deadline will not be considered for admission. Prospective students gain admission to the college initially as Health Care Assistant program students/applicants to Dental Assisting in order to complete any learning support classes and required general core and health core courses.

The Dental Assisting program sequencing begins once a year at the beginning of Summer Quarter. Applicants must complete the preliminary admission process by March 1. Applicants not selected for the program on the initial attempt may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt for entry into the program.

### PROGRAM PRELIMINARY REQUIREMENTS

To receive consideration for admission to the Dental Assisting program, applicants must submit the following information to the Admissions Office by March 1:

- a. Completed and signed application for admission and a \$20 nonrefundable application fee;
- b. Official transcripts showing that applicants earned a minimum grade point average of 2.0 on a 4.0 scale in high school and on all college work attempted (applicants transferring from other colleges will not be required to submit high school transcripts if they completed a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges);

The number of students accepted to the program is limited. The Admissions Office staff and program faculty rank applicants according to the criteria above. The staff then invites a group of the highest ranking applicants to continue the application process in the following manner:

- a. Submit a personal statement essay (500 words or less) to demonstrate an understanding of the job requirements of dental assistants, detail any prior dental experience, and explain their interest in the program;
- b. Review and sign Code of Ethics (available from the program chair and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*), which includes the responsibility to provide oral care for all patients without discrimination; and
- c. Participate in a personal interview.

From this group, 14 students will gain admission to the program. Students must complete all core classes (except AHS 104) prior to enrolling in Dental Assisting (DEN) classes. Prior to Summer Quarter when students start the DEN courses, they must have the following documents on file in the Dental Assisting Office:

- a. Current certification in cardiopulmonary resuscitation (for health care providers);
- b. Copy of immunization records;
- c. Results of medical and dental examinations;
- d. Verification of medical and malpractice insurance (see *Malpractice Insurance*); and
- e. A signed document acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*).

**DENTAL ASSISTING CURRICULUM OUTLINE**  
*Diploma Program (Major Code: DAO2)*  
*Credit Required for Graduation: 86 quarter credit hours*

	<b>Credits</b>
<b>General Core</b>	<b>15</b>
* ENG 1010 Fundamentals of English I	5
* MAT 1012 Foundations of Mathematics	5
* PSY 1010 Basic Psychology	5
<b>Health Core</b>	<b>11</b>
* AHS 104 Introduction to Health Care	3
* AHS 1011 Anatomy and Physiology	5
* SCT 100 Introduction to Microcomputers	3
<b>Dental Assisting Core</b>	<b>17</b>
* DEN 1020 Head and Neck Anatomy	2
* DEN 1030 Preventive Dentistry	3
* DEN 1050 Microbiology and Infection Control	3
* DEN 1060 Oral Anatomy	5
* DEN 1070 Oral Pathology and Therapeutics	3
* DEN 1380 Scopes of Professional Practice	1
<b>Dental Assisting Major</b>	<b>43</b>
* DEN 1090 Dental Assisting National Board Examination Preparation	2
* DEN 1340 Dental Assisting I	6
* DEN 1350 Dental Assisting II	6
* DEN 1360 Dental Assisting III	4
* DEN 1370 Dental Assisting Expanded Functions	4
* DEN 1390 Dental Radiology	5
* DEN 1400 Dental Practice Management	4
* DEN 1460 Dental Practicum I	2
* DEN 1470 Dental Practicum II	2
* DEN 1480 Dental Practicum III	8

\*Students must pass courses with grades of C or better.

**ALLIED HEALTH SCIENCE**

*Department Code: AHS*

**AHS 104**

**Introduction to Health Care (2-3-3)**

*Banner Title: Intro to Health Care*

Instructors introduce a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include basic life support and cardiopulmonary resuscitation (CPR); basic emergency care, first aid, and triage; vital signs; infection control; and blood and airborne pathogens. Students must pay a \$30 supply fee when registering for this course.

*Prerequisite: ENG 097 with a grade of C\* or better and RDG 097 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

**AHS 1011**

**Anatomy and Physiology (5-0-5)**

*Banner Title: Anatomy and Physiology*

This course focuses on the basic, normal structure and function of the human body. Instructors provide an overview of each body system, how the systems coordinate activities to maintain a balanced state, and how these systems recognize deviations from the normal. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

*Prerequisite: ENG 097 with a grade of C\* or better and RDG 097 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

**DENTAL ASSISTING**

*Department Code: DEN*

**DEN 1020**

**Head and Neck Anatomy (2-0-2)**

*Banner Title: Head and Neck Anatomy*

This course focuses on normal head and neck anatomy. Topics include osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood, lymphatic, and nerve supply of the head; and salivary glands and related structures.

*Prerequisite/Corequisite: AHS 1011*

*Offered Fall term*

**DEN 1030**

**Preventive Dentistry (2-2-3)**

*Banner Title: Preventive Dentistry*

Students obtain theory and clinical experience in the area of prevention and public health dentistry. Topics include etiology

of dental disease, patient education techniques, plaque control techniques, types and use of fluoride, diet analysis for caries control, and dietary considerations for the dental patient.

*Prerequisites/Corequisites: DEN 1060 with a grade of C or better, DEN 1340 with a grade of C or better*  
*Offered Fall term*

**DEN 1050**  
**Microbiology and Infection Control (2-2-3)**  
*Banner Title: Microbiology/Infection Control*

This course introduces fundamental microbiology and infection control techniques. Topics include classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

*Prerequisite: Program admission*  
*Corequisites: DEN 1060, DEN 1340*  
*Offered Summer term*

**DEN 1060**  
**Oral Anatomy (5-0-5)**  
*Banner Title: Oral Anatomy*

This course focuses on the development and functions of oral anatomy. Topics include dental anatomy, oral histology, and oral embryology.

*Prerequisite: Program admission*  
*Corequisites: DEN 1050, DEN 1340*  
*Offered Summer term*

**DEN 1070**  
**Oral Pathology and Therapeutics (3-0-3)**  
*Banner Title: Oral Pathology/Therapeutics*

Instructors focus on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include identification and disease process, sign and symptoms of oral diseases and systemic diseases with oral manifestations, developmental abnormalities of oral tissues, basic principles of pharmacology, drugs prescribed by the dental profession, drugs that may contraindicate treatment, and applied pharmacology (regulations, dosage, and application).

*Prerequisites: AHS 1011, DEN 1060 with a grade of C or better*  
*Offered Winter term*

**DEN 1090**  
**Dental Assisting National Board Examination Preparation (2-0-2)**  
*Banner Title: DA National Board Exam Prep*  
This review course covers information con-

cerning didactic areas tested by the Dental Assisting National Board. Topics include collecting and recording clinical data, dental radiography, chair-side dental procedures, and test taking skills.

*Prerequisites: Successful completion of all Dental Assisting didactic courses with grades of C or better in each course or two years of full-time work experience (3,500 hours) as a dental assistant and a recommendation from the dentist employer*  
*Offered Spring term*

**DEN 1340**  
**Dental Assisting I (3-6-6)**  
*Banner Title: Dental Assisting I*

This course introduces students to chair-side assisting with diagnostic and operative procedures. Topics include four-handed dentistry techniques, clinical data collection techniques, introduction to operative dentistry, dental materials basics, and infection control procedures in the dental environment with emphasis on CDC and ADA guidelines.

*Prerequisite: Program admission*  
*Corequisites: AHS 104, DEN 1050, DEN 1060*  
*Offered Summer term*

**DEN 1350**  
**Dental Assisting II (3-6-6)**  
*Banner Title: Dental Assisting II*

This course focuses on chair-side assisting with operative and nonsurgical specialty procedures. Topics include operative dentistry, prosthodontic procedures (fixed and removable), orthodontics, and pediatric dentistry.

*Prerequisite: DEN 1340 with a grade of C or better*  
*Offered Fall term*

**DEN 1360**  
**Dental Assisting III (3-2-4)**  
*Banner Title: Dental Assisting III*

This course focuses on chair-side assisting in the surgical specialties. Topics include periodontic procedures, oral and maxillofacial surgery procedures, endodontic procedures, management of dental office emergencies, and medically compromised patients.

*Prerequisite: DEN 1350 with a grade of C or better*  
*Offered Winter term*

**DEN 1370**  
**Dental Assisting Expanded Functions (3-2-4)**  
*Banner Title: DA Expanded Functions*

This course focuses on expanded duties of dental auxiliary personnel as approved by the Georgia Board of Dentistry. Topics include expanded functions approved by

law for performance by dental assistants in the State of Georgia.

*Prerequisites: DEN 1340 with a grade of C or better, DEN 1350 with a grade of C or better*  
*Corequisite: DEN 1360*  
*Offered Winter term*

**DEN 1380**  
**Scopes of Professional Practice (1-0-1)**  
*Banner Title: Scope of Professional Practice*

DEN 1380 focuses on ethics and jurisprudence related to the dental office and employability skills for dental assistants. Students relate integration of didactic and laboratory instruction with clinical experiences.

*Prerequisite: Program admission*  
*Offered Spring term*

**DEN 1390**  
**Dental Radiology (4-2-5)**  
*Banner Title: Dental Radiology*

Upon completing this course, students will be able to provide radiation safety for patients and self and expose, process, and mount radiographs for dental offices. Topics include fundamentals of radiology, radiation safety, radiographic anatomy and interpretation, intraoral and extraoral radiographic techniques, and quality assurance techniques.

*Prerequisite: DEN 1060 with a grade of C or better*  
*Corequisite: DEN 1020*  
*Offered Fall term*

**DEN 1400**  
**Dental Practice Management (3-2-4)**  
*Banner Title: Dental Practice Management*

This course emphasizes office management procedures in dental practices. Topics include oral and written communications, records management, appointment control, dental insurance form preparation, accounting procedures, supply and inventory control, basic computer use, operation of basic business office equipment, and utilization of these skills to perform office procedures on microcomputers.

*Prerequisites/Corequisites: DEN 1340 with a grade of C or better, SCT 100*  
*Offered Winter term*

**DEN 1460**  
**Dental Practicum I (0-6-2)**  
*Banner Title: Dental Practicum I*

This practicum course focuses on infection control in dental offices and on assisting with diagnostic and simple operative procedures. Topics covered include procedures associated with infection control,

clinical diagnosis, general dentistry, and radiography.

*Prerequisites: AHS 104, DEN 1050 with a grade of C or better, DEN 1340 with a grade of C or better*

*Corequisite: DEN 1350, DEN 1390*  
*Offered Fall term*

**DEN 1470**  
**Dental Practicum II (0-6-2)**

*Banner Title: Dental Practicum II*

This practicum course focuses on advanced general dentistry procedures and chair-side assisting in dental specialties. This course places special emphasis on nonsurgical specialties. Topics include advanced general dentistry and specialties.

*Prerequisites: DEN 1350 with a grade of C or better, DEN 1460 with a grade of C or better*

*Offered Winter term*

**DEN 1480**  
**Dental Practicum III (0-24-8)**

*Banner Title: Dental Practicum III*

This practicum course continues to focus on providing chair-side assistance with advanced general dentistry procedures. Instructors emphasize dental office management, preventive dentistry, and expanded functions. Topics include advanced general dentistry, dental office management, expanded functions, chair-side oral and maxillofacial surgery, and management of dental office emergencies.

*Prerequisites: DEN 1360 with a grade of C or better, DEN 1370 with a grade of C or better, DEN 1400 with a grade of C or better, DEN 1460 with a grade of C or better, DEN 1470 with a grade of C or better*

*Offered Spring term*

## ENGLISH

*Department Code: ENG*

**ENG 1010**  
**Fundamentals of English I (5-0-5)**

*Banner Title: Fundamentals of English I*

This course emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques, applied grammar and writing skills, editing and proofreading skills, research skills, and oral presentation skills.

*Prerequisites: ENG 097 with a grade of C\* or better and RDG 097 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

## MATHEMATICS

*Department Code: MAT*

**MAT 1012**  
**Foundations of Mathematics (5-0-5)**

*Banner Title: Foundations of Mathematics*

This course emphasizes the mathematical skills that can be applied to the solution of occupational and technical problems. Topics include properties of numbers, fractions, decimals, percents, ratios and proportions, measurement and conversions, formula manipulation, technical applications, and basic statistics.

*Prerequisite: MAT 097 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

## PSYCHOLOGY

*Department Code: PSY*

**PSY 1010**  
**Basic Psychology (5-0-5)**

*Banner Title: Basic Psychology*

This course presents the basic principles of human behavior and their application to everyday life and work. Topics include an introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; perception and learning; life span development; and abnormal psychology.

*Prerequisites: ENG 097 with a grade of C\* or better and RDG 097 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

## SCIENCE AND TECHNOLOGY

*Department Code: SCT*

**SCT 100**  
**Introduction to Microcomputers (1-4-3)**

*Banner Title: Intro to Microcomputers*

This course introduces the fundamental concepts and operations necessary to use microcomputers. Course content emphasizes basic functions and familiarity with computer use. Topics include computer terminology and an introduction to the Windows environment, networking, word processing, spreadsheets, presentation graphics, and databases.

*Prerequisite: Provisional admission*

*Offered quarterly*