

# Athens Technical College

## Dental Assisting Program Packet

Dear Dental Assisting Applicant:

Thank you for your interest in the Athens Technical College **Dental Assisting** Program! The dental faculty and staff are very proud of the exceptional program and state-of-the-art dental facility that we offer and would like to assist you as you prepare for your academic career.

We offer a unique program that involves a combination of learning opportunities, including classroom lectures, laboratory sessions, clinical rotations in local general and specialty practices, and expanded duties certification, as well as coronal polishing certification for dental assistants. The dental faculty and staff are dedicated, caring, and student-oriented. This will become evident as you become familiar with our programs.

If you have not already applied for admission to Athens Technical College, you should do this first through the admissions office at <https://www.athenstech.edu/apply-now/>

We also invite you to visit our program website at <https://www.athenstech.edu/programs/dental-assisting/> to better familiarize yourself with all aspects of our educational program.

Please read and review carefully the enclosed program information packet as it will assist you in the application process. *The program utilizes a selective admissions process with an application deadline of **11:59 p.m. (E.S.T) on March 1 of the year they seek admission to the program.*** Completing the ATC application and Dental Assisting intent form will confirm your interest and will enable you to be considered for admissions into the Dental Assisting Program.

If you have any questions or need assistance, please contact me to schedule an advising appointment. We wish you much success as you begin to prepare for your future in the profession of Dental Assisting.

Sincerely,  
Jennifer Burrell Davis, RDH, MSDH, CDA  
Program Chair – Dental Programs  
706-583-2813  
jburrell@athenstech.edu

## **DENTAL ASSISTING PROGRAM INFORMATION PACKET**

### **GENERAL CAREER INFORMATION:**

The **Dental Assistant** is a valuable member of the dental team offering a wide variety of clinical skills and knowledge to assist the dentist with the everyday operations of the dental office. The dental assistant commonly performs various tasks in the dental office such as assisting the dentist chair side with restorative or surgical procedures, providing oral evacuation during dental procedures, transferring instruments, mixing dental materials, exposing radiographs as directed by the dentist, taking or preparing materials for impressions, sterilization of instruments, obtaining and/or updating patient dental records, taking and recording vital signs, preparing operatories for dental treatment, and providing postoperative/general oral healthcare instructions. Other duties may also include, removing sutures, placing topical anesthetics, isolating teeth with the use of a dental dam, removal of excess cement, and applying occlusal sealants.

### **PROGRAM ACCREDITATION:**

The Dental Assisting and Dental Hygiene programs offered by Athens Technical College are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of “approval without reporting requirements.” 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, IL 60611. The Commission’s web address is <https://coda.ada.org/>.

### **PROGRAM ADMISSIONS INFORMATION:**

The Dental Assisting program can accept fifteen (15) students in the Summer term. Students not selected are encouraged to apply to the program for the following year. Students should receive advising and academic counseling from the dental program faculty regarding their status and academic planning.

Selection to the program will be weighted toward students who have completed all core classes prior to enrolling in Dental Assisting (DENA) classes; however, students must complete pre-requisite MAST 1060) prior to acceptance to be considered for competitive admission.

While not mandatory, students can attend a group pre-admission information session prior to acceptance. Curriculum, schedules, and all pertinent information about the program will be discussed as well as an open question and answer opportunity for students.

The Dental Assisting program is a rigorous, full-time program that requires commitment and hard work. All dental courses require at least a grade of “C” for successful completion and continuation in the program. For a portion of the laboratory learning experiences, it is necessary for students to practice on each other. If for any medical, dental, or personal reason a student is unable to participate, it will be the student’s responsibility to provide a patient for each of those sessions. In addition, students will be required to provide their own transportation to external site rotations (off campus) for assigned practicum experience during the Fall and Spring semesters.

Students enrolled in the Dental Assisting Program are at risk for exposure to blood and body fluids, and the potential does exist for transmission of blood-borne and other infectious diseases during patient care activities. Each applicant may view the Dental Assisting Program Policies on Bloodborne and Infectious Diseases upon request; this document is also available at the Dental Assisting Program orientation. The Dental Assisting faculty will discuss or answer any questions that an applicant may have concerning these policies.

**INFORMATION YOU WILL FIND IN THIS PACKET:**

- Program Curriculum
- Estimated Expense Sheet
- Application Checklist

**APPLICATION DUE DATES:**

The Dental Assisting program *begins* in the **Summer Semester**. Applications should be submitted online by **11:59 p.m. (E.S.T.) on March 1 of the year they seek admission to the program**, to be considered for Summer enrollment. Students who enroll in the Summer term can expect to complete the program in as little as 12 months.

**CERTIFICATION/CREDENTIALS/EMPLOYMENT:**

Graduates of the Dental Assisting program will receive a Dental Assisting Diploma, Radiology/EDDA Certificate TCC, and a Coronal Polishing TCC in Dental Assisting from Athens Technical College, which legally permits the student to expose oral radiographic images and perform expanded duties as allowed by the State of Georgia. Expanded duties are advanced intraoral tasks delegated by a dentist to a formally trained dental assistant who has demonstrated clinical competency. Graduates of the Dental Assisting program are eligible and encouraged to take the Dental Assisting National Board (DANB) examination earning the Certified Dental Assistant (CDA) credential which is commonly required for employment.

*Regional employment opportunities vary depending on location and demand; consult with Dental program faculty for additional information regarding employment and compensation for our service area.*

**FINANCIAL AID, SCHOLARSHIPS, AND GRANTS:**

Students desiring financial assistance are directed to the office of Financial Aid at <https://athenstech.smartcatalogiq.com/en/2023-2024/catalog/financial-aid-information/>

**CRIMINAL BACKGROUND CHECKS/DRUG TESTING**

Athens Technical College students who are granted acceptance into the Dental Assisting program must receive a satisfactory criminal background check prior to clinical rotation. The background check will be scheduled and performed at the discretion of the Division to which the student has applied. Information and instructions on how to complete the background check will be sent by the applicable program instructor. **Student applicants DO NOT complete background checks until directed to when accepted into the Dental Assisting program.**

## **PROGRAM EXPENSES**

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

### Admissions Fees

- Nonrefundable application fee (\$25)

### Fees outside of tuition for Dental Assisting Program

- Hepatitis B Immunization (\$200)
- Mumps, Measles, Rubella Immunizations (\$25)
- Varicella Immunization (\$25)
- Tetanus Shot (\$25)
- Tuberculosis Skin Test (\$25)
- Physical Examination (Approximately \$100)
- Uniforms (Approximately \$250)
- Background check (Approximately \$20)
- Textbooks (Approximately \$600)
- DANB Exam (\$750)

### Tuition and Fees

- Tuition (\$100 per credit hour)



Athens Technical College  
Dental Assisting Program  
Curriculum Sequence  
2024--2025

		Credit	Clinic/		
		<u>Hours</u>	Lecture	Lab	Office
<b><u>SUMMER SEMESTER</u></b>					
DENA 1010	Basic Human Biology	1	1	0	0
DENA 1050	Microbiology & Infection Control	3	2	1	0
DENA 1080	Dental Anatomy	4	4	0	0
DENA 1340	Dental Assisting I	<u>6</u>	3	6	0
		<b>14</b>			
<b><u>FALL SEMESTER</u></b>					
DENA 1030	Preventive Dentistry	1	1	0	0
DENA 1350	Dental Assisting II	7	4	6	0
DENA 1390	Dental Radiology	4	3	2	0
DENA 1460	Dental Practicum I	1	0	0	3
DENA 1470	Dental Practicum II	<u>1</u>	0	0	3
		<b>14</b>			
<b><u>SPRING SEMESTER</u></b>					
DENA 1070	Oral Pathology and Pharmacology				
DENA 1400	Dental Practice Management	2	2	0	0
DENA 1480	Dental Practicum III	2	1	2	0
DENA 1090	Dental Assisting National Board Examination Preparation	5	0	0	15
		<u>1</u>	1	0	0
		<b>10</b>			
<b><u>Prerequisite Core</u></b>					
<b>ENGL 1010</b>	<b>English</b>	3	3		
<b>PSYC 1010</b>	<b>Basic Psychology</b>	3	3		
<b>MATH 1012</b>	<b>Foundations of Math</b>	3	3		
<b>MAST 1060</b>	<b>Medical Office Procedures</b>	<u>4</u>	3	1	0
		<b>13</b>			
Total Credit Hours		<b>51</b>			

## **DENTAL ASSISTING PROGRAM ADMISSIONS CHECKLIST**

**IMPORTANT:** *All items must be received and posted to the student's computer record prior to the published application deadline or the application will be considered incomplete.*

### **THE DENTAL ASSISTING PROGRAM APPLICANT (STUDENT) MUST COMPLETE/SUBMIT THE FOLLOWING:**

- Apply for general admission to Athens Technical College (IF NOT CURRENTLY ENROLLED)**  
Students MUST be in good academic standing. They cannot be on academic probation. Students must have a GPA of 2.0 to 4.0. Primary consideration for the program is given to Georgia residents. In the event that program slots cannot be filled with Georgia residents, out of state students can be admitted.
  
- Provide Official High School Transcripts (or equivalent) to the Admissions office.**  
An **official** transcript is a transcript that is sent **directly** from the granting school/institution to Athens Technical College Admissions. Transcripts that have been in the student's possession (regardless of whether they are "sealed," stamped, or in a sealed envelope) are not considered official and will not be accepted.
  
- Provide all Official College/University Transcripts to the Admissions Office for evaluation.**  
Official transcripts must be submitted from ALL post-secondary educational colleges or universities attended and must display all periods of enrollment and/or degrees earned. **The applicant is responsible for ensuring that all college transcripts are evaluated prior to the application deadline.** Candidates will receive ranking points based on the cumulative GPA of all post-secondary coursework and general education requirements.
  
- Submit a current intent form on the ATC website to the Dental Assisting Program.**

**\*Students denied from the Dental Hygiene program may be considered for this program. If they have not completed MAST 1060, they will only be considered if there are not enough applicants that have completed all requirements of the program.**

**DEADLINE TO APPLY ONLINE IS 11:59 P. M. , E.S.T., on March 1 of the year they seek admission to the program**