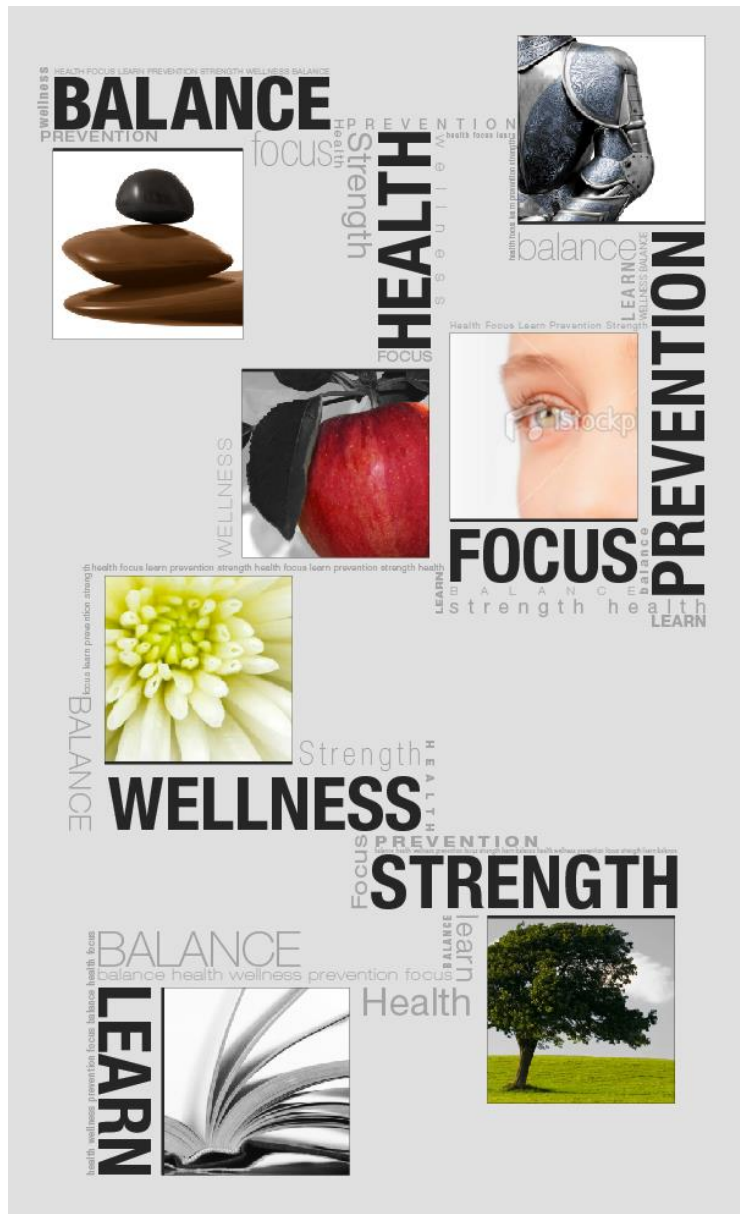


**Student information and Application Packet**



Thank you for your interest in the Dental Assisting Program.

**The Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA) since 1999 which is nationally recognized by the United States Department of Education (USDE) to accredit dental and dental-related education programs conducted at the post-secondary level and is located at 211 East Chicago Ave. Chicago, IL 60611-2678 and the website is <http://www.ada.org/117.aspx>.**

Graduates of the program will be able to sit for the national certification examination for the dental assisting administered by the Dental Assisting National Board 444 N. Michigan Ave., Suite 900 Chicago, IL 60611, 312-642-3368. After successful completion of this exam, the individual will be a Certified Dental Assistant (CDA). Most states require licensure in order to practice; however state licenses are usually based on the results of the DANB Certification Examination. A felony conviction may affect a graduate's ability to sit for the DANB Certification Examination.

Dental Assisting is listed as the fifth highest profession that is expected to grow at a faster than average pace through the year 2016 by the US Department of Labor's Occupational Outlook Handbook lists ([www.bls.gov](http://www.bls.gov)). The field of Dental Assisting is exciting, diverse and rewarding. DANB's certification and competency exams are currently recognized or required by 38 states, the District of Columbia, the U.S. Air Force and the Department of Veterans Affairs to perform expanded functions or expose radiographs. Other benefits of DANB certification are job mobility, greater earning power, professional advantage, peer recognition and enhanced employment opportunities. Job placement for graduates has been 100%.

This packet includes all the information you will need to apply to the program. **After reviewing this information, if you have more questions please call (816) 604-4237.**

Good luck with your educational pursuit.

## **General Information**

### **Dental Assisting as a Career:**

- Excellent employment opportunities in a variety of settings
- Competitive salary, approximates \$32,000 – \$35,000 for new graduates
- Opportunity to work with people of all ages with different needs
- A fulfilling profession that allows you to help others live independent and purposeful lives

### **Dental Assisting Program Overview:**

- **DENA 100:** Intro to Dental Assisting course is open to the public interested in learning about the field. For students who intend to apply are strongly encouraged to have DENA100 **completed or currently enrolled**
- Students must apply to and be accepted to the program
- Accredited by the Commission on Dental Accreditation (CODA) since 1999
- The certificate program is 1 year in length, once accepted, with a total of 53 credit hours
- The Associate of Applied Science degree program is two-year long, once accepted, with a total of 73-78 credit hours
- The program is **full time** with all classes and outside requirements occurring during daytime, weekday hours
- Offers 300+ hours of clinical experience
- Excellent reputation for quality education within the healthcare community
- Affiliate program with Johnson County Community College and Kansas City Kansas Community College
- Articulation agreement with University of Missouri Kansas City School of Dentistry

**Student Requirements:**

- Maintain CPR certification (obtained first semester of program)
- Complete physical exam to include TB test yearly (once accepted to program)
- Submit proof of required vaccinations and maintain health record
- Obtain Hepatitis B vaccination or sign a waiver
- Receive a “C” grade or better in all coursework
- Purchase Liability Insurance through the college every semester
- Students will be required to submit to a drug screen as per the requirements of the clinical fieldwork sites.

Please see the attached statement regarding this requirement.

**Criminal Background Check (CBC):** Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, MCC will have Validity Screening Solutions, a credit reporting agency, conduct a criminal background check. You are responsible for completing the required application information with the credit reporting agency and paying the cost. Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report.

MCC shall not use the results of a background check as criteria for admission to any program or course. However, you should know that you will not be able to obtain a license to practice or be allowed to participate in clinicals should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable background includes a felony and/or class "A" misdemeanor conviction.

## **Answers to Frequently Asked Questions:**

1. What about opportunities to earn a two-year or four-year degree?

All courses required for our dental assistant certificate program are also required for the associate's degree, making it easy to continue your education. In addition, we have partnerships with the dental hygiene programs at Johnson County Community College and the University of Missouri-Kansas City (UMKC). Both schools accept some of our dental assisting course credits for their dental hygiene programs.

2. What kind of training will I receive?

Our program features 300+ hours of hands-on training at both community clinics and the UMKC School of Dentistry. At UMKC, you'll work alongside dental students, providing care to actual patients. In addition, students admitted in our program will be offered training in Expanded Function Dental assistant duties from the Missouri dental board in four categories, Restorative I, Removable Prosthodontics, Fixed Prosthodontics and Orthodontics.

For more information: <https://www.moefda.org/>

3. What is the difference between a dental assistant and a dental hygienist?

A dental assistant works directly with the dentist. Duties vary according to the state and include setting up for various dental procedures, suctioning, transferring of instruments and mixing materials. A dental assistant also takes radiographs, impressions and provides patient education. A dental hygienist's duties include cleaning teeth, provide local anesthesia, perform nonsurgical periodontal therapy as well as perform head and neck examinations.

4. What's the job outlook for someone in the dental assisting field?

In one word: terrific! There is a labor shortage and dentists are always looking for well-trained dental assistants. In fact, most of our students already have jobs by the time they graduate. See our publication detailing the

<https://mccckc.edu/programs/dentalassistant/jobOutlook.aspx>

5. When will I know if I've been accepted?

The deadline for applications is Feb 15th. Students are contacted in early March to inform them of their acceptance/non-acceptance into the program. The letter will inform you of when to attend the mandatory orientation which is held prior to the first day of school.

6. Is the dental assisting program full-time?

The program is full-time with classes meeting during the day all days of the week, excluding evenings and weekends. The program requires full-time attendance.

7. Do I need to take COLL 100 course?

COLL 100 is required for all students who have not already completed at least 12 college credits with at least a 2.0 GPA

### Admissions Requirements

1. The MCC admission application should be completed online at [www.mcckc.edu](http://www.mcckc.edu). Select Get Started and follow the steps to apply.
2. Arrange for transcripts to be sent to MCC,  
Attn: Business and Registration Center,  
3201 Southwest Trafficway,  
Kansas City, MO 64111

And also, to the Dental Assisting (DA) Program (See page 7 for address information).

The Student Data Center will determine course equivalencies and post them to the transcript. **Include** copies of high school transcripts, GED and any college transcripts for the student data center. You do **not** need to send high school transcripts or GED reports to the DA program nor do you need to have an official MCC transcript sent to the program. Transcripts from colleges other than MCC do need to be sent to the DA program as well as the student data center.

Please note that it may take a few weeks for transcripts from other colleges to be sent and received. Therefore, do not wait too long to send transcripts as they may not be received by the Feb 15th deadline and thus affect your application status.

3. If you require Allied Health Advising or Counseling (not required), contact an advisor at MCC by calling 816-604-1000. Johnson County Community College students can contact 913-469-8500. Kansas City Kansas Community College (KCKCC) students can contact Dr. Wendel Maddox, Dean of Allied Health at (913) 288-7126.
4. Students are admitted into the dental assisting program during the summer semester and must meet the following requirements prior to admittance:
  - Achieve placement score minimum if required (see information on next page)
  - COLL 100 or HLSC 100 (if less than 12 credit hours already earned)
  - DENA 100 Introduction to Dental Assisting (In person)
  - ENGL 101 Composition & Reading (3 Cr.)
    - JCCC students take ENGL 121 (3 Cr.)
    - KCKCC students take ENGL 101 (3 Cr.)



# Metropolitan Community College

Penn Valley

## Health Science Institute Dental Assisting Program

- Complete an application to Metropolitan Community College; include original high school and college transcripts.
  - Complete and submit the application to the dental assisting program, along with copies of high school and college transcripts, **no later than Feb 15th**
  - Successfully completion of prerequisite courses with a grade of “C” or better in
    - **ENGL 101 (Must have completed)** and
    - **DENA 100 (Must have completed or currently enrolled in DENA 100)**
  - *Note: PSYC 140 and COMM 100 can be completed either prior to application process or while in the program and are not prerequisite courses to apply to the program.*
  - Schedule an **application review process** before Feb 15<sup>th</sup> with Dental Assisting Program Coordinator (Call **816-604-4232** for an appointment)
  - An **Interview** will be scheduled for qualified applicants with Dental Assisting Program Coordinator and faculties after Feb 15<sup>th</sup>. Interview time and date will be corresponded via email with the qualified applicants.
  - Complete a **Dental Assisting in-class or in-lab observation**. Observations must be within the past six months of the application deadline. Observation opportunities are available in the MCC Health Science Institute (3444 Broadway Blvd., Kansas City, MO) during normal class hours 8:00am-4:30pm. To secure a date and time for an observation contact Mrs. Terry McDaniel by e-mail (terry.mcdaniel@mccck.edu) or phone 816-604-4232. Note: On the day of your scheduled observation, please arrive 15 minutes early to Health Science Room 410 to obtain an in-class observation form and location of the classroom to attend. At the completion of the observation have the instructor sign the form. This form must be submitted with the program application.
5. Download the application packet from [https://mccck.edu/programs/dentalassistant/docs/Dental\\_Assisting\\_Application.pdf](https://mccck.edu/programs/dentalassistant/docs/Dental_Assisting_Application.pdf)
  6. Fill out the Curriculum Checklist by identifying the courses you have taken and the grade you received in each course.



7. The **minimum GPA** for admission is a **2.5**.
8. Copy of your most current **Official Transcripts (non-MCC)** reflecting the courses you have taken that are relevant to your acceptance into the DENA program. Please know it can take a few weeks for colleges and universities to send transcripts and a few weeks as well for the student data center to evaluate them. (see #2)
9. Complete and submit the application to the dental assisting program, along with **copies** of high school and college transcripts, **no later than Feb 15th**. Send the application to:

Dental Assisting Program,  
Health Science Institute/ MCC-PV,  
3444 Broadway, KCMO 64111

or drop off the completed application to :

The Division Secretary  
Health Science Institute, Room 410(4<sup>th</sup> floor)  
3444 Broadway, KCMO 64111.

**(816)604-4232**

*If you require academic advising, please contact one of the following MCC-Penn Valley Advisors (816)604-1000 or [pv.advisor@mccckc.edu](mailto:pv.advisor@mccckc.edu) to discuss your needs. Johnson County Community College students can contact at (913) 469-8500.*

10. A **valid e-mail** must be provided on the application as students will be informed of their interview date and status with the program via e-mail. Students can expect to learn of their acceptance or non-acceptance within 3 to 4 weeks after Feb 15th.
11. Students accepted into the DA Program will be invited to a **MANDATORY orientation** mid-April. Do not try to enroll in any course prior to this orientation session.
12. At the orientation session, students will receive the summer class schedule for the Dental Assisting Program, information regarding Castle Branch/Immunization requirements, List of textbooks for the DA program, place order and pay for the DA program uniform/scrubs and safety glasses.

Scores for MCC Health Care Programs  
Fall 2019

**All requirements must be met by all applicants before the start of any given application period.**

All applicants **must** have taken the ACT, COMPASS or ACCUPLACER placement test within the **three years** of the application deadline. Based on scores, the applicant would need to take and pass the indicated courses before they would be eligible to apply to the program. The scores are as follows:

PLACEMENT TEST SCORES TABLE					
Subject	ACT	COMPASS	ACCUPLACER	ACCUPLACER (Next-Gen)	Required Class(es)
Math	1-16	*17-49	20-40	***200-240	Math 31
	17-21	*50-99	41-90	***241-300	Math 95
		*Pre-Algebra level		***Quantitative Reasoning, Algebra & Stats (QAS) level	
	22-24	**66	91	****237	Math 120
		**Algebra level		****Advance Algebra & Functions level (AAF) level	
Some programs require more math than others. Contact your academic advisor for further discussion					
Writing	17 or lower <b>must</b> take Accuplacer test	1-34	20-54	200-231	Engl 80
		35-69	55-85	232-245	Engl 90
		18-36	70	86	256
Reading	17 or lower <b>must</b> take Accuplacer test	19-52	20-45	213-229	Read 10
		53-71	46-72	230-247	Read 11
		72-84	73-84	248-255	Read 100
		*18-36	*85	*85	*256
* These scores mean you tested out of reading courses					
ESL PLACEMENT TEST SCORES TABLE					
Reading		Language		Listening	
COMPASS	ACCUPLACER	COMPASS	ACCUPLACER	COMPASS	ACCUPLACER
92	100	86	100	86	81
The COMPASS placement test discontinued at MCC in 2016, but those scores within the last three years are accepted					

**Note:**

- If you completed the required math, writing, and reading courses with at least a “C” letter grade, the courses do not need to be retaken even if you need to retake the ACCUPLACER test. Retaking Engl 101 or Math 120 to improve previous letter grade is acceptable
- If you are transferring to MCC, and completed Engl 101 and Math 120 with at least a “C” letter grade, you **only** need to take the reading section of the ACCUPLACER test if no previous scores on record.
- If you are a current or returning MCC student, and completed Engl 101 and Math 120 with at least a “C” letter grade, you **only** need to retake the reading section of the ACCUPLACER test if scores are over three years or no previous scores on record.
- If you have completed or tested out of ESL, you are expected to take and complete Read 100 with at least a “C” letter grade or scored 110 on the ESL reading section of ACCUPLACER test

**Class locations:**

Most classes will be held at the Health Science Institute of MCC-Penn Valley, however some coursework and clinical will be held at the University of Missouri-Kansas City School of Dentistry, 650 E. 25<sup>th</sup> St, Kansas City, Missouri 64108. When the student is at UMKC School of Dentistry (UMKC-SOD) he/she will be expected to adhere to the guidelines and regulations established by UMKC-SOD.

*Metropolitan Community College is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, age, birth, ancestry, national origin, or disability in admissions; educational programs, services or activities; and employment, as specified by federal laws Title VI, Title VII, Title IX, Section 504, the Americans with Disabilities Act, and state laws and regulations. More information is available at [mccckc.edu/disability](http://mccckc.edu/disability).*

*A Summary of Your Rights under the Fair Credit Reporting Act*

**Metropolitan Community College: Criminal Background Checks (CBCs) for Allied Health, Nursing and Continuing Education Programs**

- Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, Metropolitan Community College (MCC) will have Validity Screening Solutions, a credit reporting agency, conduct a background check.
- You are responsible for completing the required application information with the credit reporting agency and paying the cost.
- **Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report.**
- MCC shall not use the results of a background check as criteria for admission to any program or course. However, you should know that you will not be able to obtain a license to practice or be allowed to participate in clinical should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable background includes a felony and/or class "A" misdemeanor conviction.

## **Drug-Free Workplace, Campus and Community Drug Screen Policy**

- MCC – Penn Valley (the “College”) is committed to maintaining high standards in all programs, including its Allied Health and Nursing Education and Practice programs.
- Safe practice requires efficient, reliable, and unimpaired student performance at all times, including in the classroom and in clinical settings. Students are required to perform all education related activities in appropriate mental and physical condition.
- Being under the influence of illegal drugs or alcohol is not only in violation of MCC’s Student Conduct Code, but it also poses serious safety and health risks to the user and to all persons who come in contact with him/her.
- As discussed below, clinical affiliation sites may require students to complete drug screening before they will be placed in the clinical setting, and some clinical sites may also require drug screening, with or without cause, during the course of the clinical placement.
- As provided below, you may also be asked to complete a drug test according to individual program requirements and/or MCC policy. MCC-PV has adopted the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. The policy is one of zero tolerance.
- The Code of Student Conduct imposes disciplinary sanctions for the use, possession, or distribution of alcoholic beverages and the illegal use, possession or distribution of drugs and controlled substances on MCC premises or at any MCC sponsored activity.
- A positive drug test may be cause for dismissal from an Allied Health program as well as from the College. Additionally, a positive drug test may cause you to be excluded from all clinical sites and may also preclude you from taking state licensure examinations.

## **MCC Testing Criteria, Cost and Sanctions**

Any Allied Health or Nursing student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be required to submit to drug testing. While the Dean's decision to refer a student for drug testing shall be reasonable under all the circumstances, things upon which the Dean may base his/her determination to require drug testing may include, but are not limited to:

- Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations suggesting that the student is under the influence of a drug and/or alcohol.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work.
- Information that a student has caused or contributed to an accident, or near accident, that resulted in personal injury, including death, to a patient/client, fellow student, MCC or clinical site employee or any other person.
- The student's conviction, being judged guilty of or pleading no contest to a drug, alcohol or controlled substance infraction in a federal or Missouri state court, including municipal and magistrate courts, or in a court of any other state having appropriate jurisdiction.

**Any Allied Health or Nursing student who is referred for testing shall be responsible for the costs of such testing.**

Any student who tests positive for alcohol and/or unlawful drugs or controlled substances for which he/she cannot produce a valid and current prescription is subject to removal from his/her clinical rotation, resulting in his/her inability to complete the program requirements and the consequent removal from the program. In order to uphold the importance of due process, the student in question shall have the right to a full and fair hearing, including the right to present witnesses and evidence on her/his behalf, before the imposition of any such internal program sanction. Of utmost importance is the well-being of patients (if involved). In addition to program sanctions, the student may be suspended or expelled from the College for violation of the Student Conduct Code.

## **Clinical Site Testing, Sanctions and Cost**

As noted above, in addition to MCC-PV testing and potential sanctions, clinical sites impose their own requirements for drug and alcohol testing.

Clinical facilities are, like MCC-PV, committed to providing a safe environment in order to protect their patients, residents, employees and visitors; to provide the highest level of service; and to minimize the potential for accidents and injuries. Therefore, many of the clinical contracts between MCC – PV and the hospitals, clinics, and other clinical sites and facilities at which MCC-PV places its students for clinical rotations mandate that MCC –PV allied health and/or nursing students complete and pass a drug screen prior to being admitted into the facility for clinical rotations. Other clinical sites require random drug and/or alcohol screening for allied health and/or nursing students.

Apart from a student’s internal due process rights, which, as noted above, address the rights of the student , MCC-PV sanctions, the refusal of a student to submit to a clinical site’s initial drug screen or to random testing may result in the student’s inability to do or to conclude clinical training at the clinical site. Likewise, a positive test may result in the student’s immediate removal from the clinical site.

**The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.**

## **Allied Health and Nursing Programs: Immunization/Titer Requirements**

The immunization/titer requirements given below are recommended for health care workers by the Centers for Disease Control (CDC). In addition, each Allied Health and Nursing Program is required by clinical contract to submit documentation, which includes immunization/titer results, on all students upon request. **It is the College’s policy that all of the following immunization/titer requirements be complete before any student can participate in a clinical experience.**

- **Hepatitis B**

- The Hepatitis B vaccine Official Documentation must be provided for all three injections and a titer drawn showing proof of immunity.

**OR**

- A signed Hepatitis B waiver must be on file in the Program/Clinical Coordinator’s office or other designated office. Note: signing the waiver releases you from having a titer drawn if you have had the 3 injections. It is the choice of the student whether he/she wants information regarding immunity.

- **Chickenpox (varicella) –**
  - Complete an IGG titer. Titer must be dated and the result showing evidence of immunity must be a part of the Official Documentation. (Equivocal or Negative is not acceptable.) If no immunity is present, two immunizations must be taken.

**OR**

- Have two immunizations completed and take official documentation to Program/  
Clinical Coordinator or other designated office.

- **Measles, Mumps, Rubella –**
  - Complete an IGG titer for each (measles, mumps, rubella). Titers must be dated and the result showing evidence of immunity for each (measles, mumps, rubella) must be a part of the Official Documentation. (Equivocal or Negative is not acceptable.) If no immunity is present, two immunizations must be taken.

**OR**

- Have two immunizations completed and take Official Documentation to Program/  
Clinical Coordinator or other designated office.

- **Tuberculosis Screen –**
  - Must have official documentation of a current annual skin test (cannot be over one year old).
  - If you have an expired or never had a TB skin test, then the 2 step Mantoux skin test is required. Results must be documented in millimeters of tissue involvement (induration).
  - If TB test is positive or the student has history of positive skin tests, a Negative Chest X-ray (less than two years old) is required.
- **Tetanus-Diphtheria –**
  - The initial series is typically given in childhood and boosters are required every ten years.
  - The booster should be of Tetanus-Diphtheria and a cellular pertussis (TDaP).
  - If the booster has been given within the last ten years, provide official documentation of the date (month/day/year) of the immunization.
  - If the booster is ten years old or older, have the TDaP immunization and provide official documentation of the date (month/day/year) of the immunization.
  - Titers are not acceptable for any portion of TDaP.

Official Documentation (lab results) for each titer must be provided. Immunization dates (mm/dd/yyyy) must be included in an official document stating the student's name, date of immunization, and name of immunization. An "Official Document" must show the health care provider's name/organization, and phone number and have appropriate signatures, for example a physician's prescription pad, an official clinical record. TB testing results must show the student's name, health care provider's name/organization, date placed, date read, results in millimeters in duration, and have appropriate signatures.

**Requirements for students in the dental assisting program:**

- Pass the EDL background check
- Pass the Family care and safety background check
- Criminal Background Check (CBC): Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, MCC will have Validity Screening Solutions, a credit reporting agency, conduct a criminal background check. You are responsible for completing the required application information with the credit reporting agency and paying the cost. Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report.
- MCC shall not use the results of a background check as criteria for admission to any program or course. However, you should know that you will not be able to obtain a license to practice or be allowed to participate in clinical should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable background includes a felony and/or class "A" misdemeanor conviction
- Pass a pre-clinical physical examination
- Annual TB test
- Hepatitis B vaccination series or sign a waiver
- Evidence of MMR, varicella and tetanus vaccinations
- Students may be required to submit to a drug screen for clinical sites.
- Purchase Liability Insurance through the college every semester
- Maintain CPR certification (CPR for the health professional or professional rescuer)
- Receive a "C" grade or better in all coursework
- Read and sign the Infectious Disease Policy



**MCC – PV/HSI  
DENTAL ASSISTING PROGRAM**

**Infectious Disease Policy**

Dental Assistants Doing Health Care Work

The risk of contracting Hepatitis B and/or C etc.; or other infectious diseases are greater than the risk of contracting HIV. Therefore, recommendations for the control for Hepatitis B and/or C etc., infections will effectively prevent the spread of AIDS. In such recommendations are, therefore, incorporated herein.

1. Sharp items (needles, scalpel blades and other sharp instruments) shall be considered as potentially infective and should be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA (Occupational Safety and Hazard Administration), guidelines shall be followed.
2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries. Needles shall not be recapped, purposely bent, broken, removed from disposable syringes or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluids exists, routinely recommended is universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns (PPE – Personal Protective Equipment), mask and eye coverings, when performing procedures where splashing is possible. Hands should be washed thoroughly and immediately washed if they accidentally become contaminated with blood or body fluids.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
5. Pregnant Dental Assisting students or students engaged in health care, are not known to be at greater risk of contracting the HIV virus than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection through prenatal or prenatal transmission. Because of this risk, pregnant students should be especially familiar with precautions regarding the HIV virus.
6. For Dental Assisting students engaged in health care who have been diagnosed as HIV positive, there is an increased danger from infection due to disease. Students, who are HIV infected, are at risk of acquiring or experiencing serious complications of such disease. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risk associated with exposure to or taking of patients with transmissible infectious disease and should continue to follow universal precautions to minimize the spread of exposure to other infectious agents.
7. The Dental Assisting student's physician, in conjunction with the appropriate college officials, will determine on an individual basis whether the student who is HIV positive, with symptoms, can adequately and safely perform patient care.
8. A Dental Assisting student with an infectious disease who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care

**Health Science Institute  
Dental Assisting Program**

services. The determination of whether an infected student should be excluded from providing health care should be made on a case by case basis by the student's physician and the appropriate college officials.

9. Dental Assisting students who are exposed to infectious body fluids, sticks from sharps in the clinical area must report to the clinical instructor immediately. The clinic and/or dental office protocol followed.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

-----

Signature

**Dental Assisting Program - Curriculum Checklist (Certificate)**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

*Please consult the Program Coordinator for any changes in curriculum sequencing.*

			Hours	Grade	Hours Earned	Grade Points
<b>PROGRAM PREREQUISITE</b>						
*ENGL	101	Composition & Reading I (JCCC: ENGL 121, 3 Cr)	3			
<b>PROGRAM COREQUISITE</b>						
*DENA	100	Intro to Dental Assisting	1			
<b>GEN ED COURSES</b>						
*SPDR	100	Fundamentals of Speech (JCCC: SPDR 121, 3 Cr)	3			
*PSYC	140	General Psychology (JCCC: PHYC 130, 3 Cr)	3			
<b>TOTAL</b>			<b>10</b>			
<b>SUMMER SEMESTER</b>						
<sup>1</sup> EMS	100	Basic Emergency Care	1			
DENA	101	Body structure and Function	2			
DENA	102	Head and Neck Anatomy	2			
DENA	103	Dental Anatomy	2			
DENA	104	Dental Emergencies and Pharmacology	1			
DENA	105	Dental Materials I	2.5			
<b>TOTAL</b>			<b>10.5</b>			
<b>FALL SEMESTER</b>						
DENA	108	Oral Microbiology and Infection Control	1.5			
DENA	110	Chairside Assisting I	5			
DENA	115	Dental Radiology I	4			
DENA	125	Clinical experience I	2			
DENA	205	Dental Materials II	3			
<b>TOTAL</b>			<b>15.5</b>			
<b>SPRING SEMESTER</b>						
DENA	210	Chairside Assisting II	5			
DENA	215	Dental Radiology II	2			
DENA	225	Dental Office Management	2			
DENA	230	Oral Pathology	1			
DENA	250	Clinical Experience II	4			
DENA	260	Dental Assisting Seminar	2			
<b>TOTAL</b>			<b>16</b>			
<b>COLLEGE COURSE</b>						
COLL	100	Intro to COLL100	1			
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>53</b>			

\*General education courses can be sequenced in any manner; however, ENGL 101 (Completed prior to application deadline/Pre-requisite course) and DENA 100 (Must have completed or currently enrolled) are prerequisite courses to be able to apply to the DENA program.

<sup>1</sup>CPR Certification **will not** exempt you from class – **MUST** be taken in summer.