

## DENTAL ASSISTANT

#REF!



51.0610

The Dental Assistant Program is a combination of the Dental Assistant Clinical Program and Dental Administration Program. Students who complete this 900 hour program are more employable and valuable to a dental office because they can effectively work chairside with the dentist as well as in the front office. Students who complete the entire program are able to fill in wherever needed and that is very important to the dental business.

### DENTAL ASSISTANT: CLINICAL PROGRAM

#### Part 1, Didactic/Lab (510 hours)

The Dental Assistant Program trains students in all aspects of chairside assisting including: obtaining patient dental records, sterilizing instruments, laboratory procedures, preparing instruments for use, processing dental x-rays, medical emergency skills, charting and patient confidentiality. Students are taught how to make patients feel comfortable in the dental chair and prepare them for treatment. Students will practice their skills on classmates and bring in patients for learning noninvasive procedures such as suctioning, impressions, etc. They will also be trained in administrative procedures such as insurance billing and scheduling and chairside computer skills including charting and treatment planning. This skill set helps student be more employable and more valuable to a dentist as they are qualified to work in the front or back of the office. Classroom attendance is vital in this program; there is also a portion of the work that will be done off campus. This is a great introduction to the dental field for students interested in becoming chair side assistants, hygienists, lab technicians, specialty assistants, dentists, product representatives and more.

#### Part 2, Clinical Dental Assistant Externship Training (300 hours)

During this part of the program, the student works on-site at a dental office, where the student observes and assists the dentist in daily tasks. This gives the student hands-on experience in the dental field as a dental assistant. Students will be responsible to arrange their own externship site, in coordination with their instructor. Students are expected to have at least 15 hours per week scheduled at their externship site.

### DENTAL ADMINISTRATION

#### Part 1, Didactic/Lab (120 hours)

The Dental Administration Program consists of training in front office procedures including insurance billing and scheduling, as well as chairside computer skills such as charting and treatment planning. Much of this program will be completed off site with computer use required. Software knowledge is vital in employment.

#### Part 2, Dental Administration Externship (30 hours)

This externship will give students the opportunity to work on-site at a dental office where they will observe and assist in the front office. Students are encouraged to arrange their own externship site, with approval from their instructor.

OUTCOMES	Delivery Method	Traditional
MATC Dental Assistant Program Certificate	Enrollment Availability	High School Seniors and Adults (12/25)
Healthcare Provider BLS and First Aid Certificate	Financial Aid Available	Yes
Radiology Certificate	VA Qualified	Yes

### ARTICULATION AGREEMENT

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### PREREQUISITES

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SECTION	LOCATION	ROOM	START DATE	END DATE	START TIME	END TIME	DAYS	INSTRUCTOR	NOTES
<b>Students in this program will choose a Dental Assistant: Clinical Program schedule AND a Dental Front Office Summer Program schedule</b>									
Dental Assistant: Clinical Program Fall 2017	Lehi	212	8/22/2017	4/12/2018	7:30 AM	10:30 AM	M-F	Julie Francis	students begin their externship when class ends on 4/12 and will be expected to meet with their instructor once each week after that point until their externship hours are complete
Dental Assistant: Clinical Program Fall 2017	Lehi	212	8/22/2017	4/12/2018	11:30 AM	2:30 PM	M-F	Julie Francis	
Dental Assistant: Clinical Program Fall 2017	Lehi	212	8/22/2017	6/13/2018	6:00 PM	9:00 PM	M-Th	Chandra Christiansen and Kerra Wagstaff	
Dental Assistant: Clinical Program Fall 2017	Orem	110	8/22/2017	4/12/2018	7:30 AM	10:30 AM	M-F	Sharilyn Eldredge	
Dental Assistant: Clinical Program Fall 2017	Orem	110	8/22/2017	4/12/2018	11:30 AM	2:30 PM	M-F	Sharilyn Eldredge	

Dental Assistant: Clinical Program Fall 2017	Spanish Fork	118	8/22/2017	4/12/2018	7:30 AM	10:30 AM	M-F	Judy Telfer	when externship hours are complete (6/13 for the night class)
Dental Assistant: Clinical Program Fall 2017	Spanish Fork	118	8/22/2017	4/12/2018	11:45 PM	2:45 PM	M-F	Judy Telfer	
Dental Assistant: Clinical Program Fall 2017	Heber	221	8/22/2017	4/12/2018	7:30 AM	10:30 AM	M-F	Holly Whiting	
And one of the following:									
Dental Administration Summer 2018	Lehi	212	6/4/2018	TBD	8:30 AM	12:30 PM	M-Th	Julie Francis and Sharilyn Eldredge	
Dental Administration Summer 2018	Lehi	212	6/4/2018	TBD	6:00 PM	10:00 PM	M-Th	Chandra Christiansen and Kerra Wagstaff	
TUITION /FEES		COST	NOTES						
Registration Fee		#REF!	#REF!						
Facilities Fee		\$50.00	Includes parking pass						
Program Fees		\$460.00	#REF!						
Externship (High School Students Only)		\$600.00	Students will be refunded any externship hours done while still in high school						
Tuition		#REF!							
Total Tuition and Fees		#REF!	#REF!						
REQUIRED PROGRAM MATERIALS		COST	NOTES						
Modern Dental Assisting Textbook/Workbook		\$169.00	12th Edition; ISBN: 9780323495929						
Dental Instrument Pocket Guide		\$55.00	Any edition is acceptable						
Dental Assisting Training Modules		\$22.00							
TB Test		\$20.00	Cost Typically Ranges between \$5 and \$20 depending on the facility						
Hepatitis B (series of 3)		\$120.00	\$40/each						
The Administrative Dental Assistant Textbook/Workbook		\$109.00	3rd Edition; ISBN: 9781437713619						
Scrubs		\$22.00	It is recommended to have at least two pairs of scrubs						
Dental Convention		\$30.00	This is a two-day event in Salt Lake City; price is subject to change						
Total		\$246.00							
OPTIONAL PROGRAM MATERIALS		COST	NOTES						
none		\$0.00							
Total		\$0.00							
PROGRAM COMPONENTS			LAB	LECTURE	HYBRID	TOTAL	NOTES		
Dental Assistant Clinical:									
Psychology for Health Care/HIPAA			0	30	0	30			
Dental Anatomy and Physiology			0	30	0	30			
CPR/Emergencies			0	30	0	30			
OSHA/Sterilization			0	30	0	30			
Dental Radiology			50	40	0	90			
Dental Assisting Clinical Procedures I			50	40	0	90			
Dental Assisting Clinical Procedures II			60	30	0	90			
Dental Office Administration/Ethics			0	30	0	30			
Dental Terminology			0	30	0	30			
Dental Externship:									
Module I			50	0	0	50			

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