

DENTAL ASSISTING

Certificate of Completion

71-76 credits

CERTIFICATE AS AWARDED ON TRANSCRIPT

Certificate of Completion, Dental Assisting

PROGRAM DESCRIPTION

The Dental Assisting program trains individuals in a broad range of clinical and administrative skills such as preparing patients for dental exams and treatment, assisting a dentist with dental procedures, taking dental radiographs, scheduling and appointment procedures, maintenance of medical records, performing basic front office skills, professional, communication and public relations skills. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are prepared for the Dental Assisting National Board examinations and the Oregon Certification in Expanded Functions.

COST OF PROGRAM

In addition to standard tuition, student fees and textbooks, students should anticipate the following estimated program costs:

- Program fee of \$167 per term (or \$501 total for the year) while enrolled in the DA cohort
- Materials (scrubs with COCC Dental Assisting patch, goggles) \$50
- National Board exams \$1,000 total
- Fees associated with immunizations \$220 and CPR card \$20-\$60
- Background check \$55
- Drug screen \$45
- Immunization tracking \$10

PROGRAM PREREQUISITE COURSES

- All prerequisite courses must be passed with a "C" or better to register for the Dental Assisting program. See: cocc.edu/dental-assisting/dental-assisting-program-requirements
- CIS 120 or Computer Competency Test (0-4 credits)
- HHP 252 First Aid & HCP CPR (3 credits)
- MTH 095 Intermediate Algebra or higher (4 credits)
 - Recommended pathway MTH 010, MTH 058, MTH 098
- SP 218 Interpersonal Communication (3 credits)
- PSY 101 or PSY 201 or PSY 215 or PSY 216 (3-4 credits)
- WR 121 Academic Composition (4 credits)
- A minimum of 12 hours of observation in a dental office. See the Dental Assisting website for more information: cocc.edu/dental-assisting/dental-assisting-registration-instructions.

PROGRAM PRE-ENTRY REQUIREMENTS DUE PRIOR TO FALL TERM

Documents required for entry into the Dental Assisting program must be submitted after students register for the program. A letter of instruction is emailed to all registered and waitlisted students at the end of Spring term with an assigned documentation due date prior to Fall term. Failure to submit the required paperwork by the assigned date will result in administrative withdrawal from the program. The following are required prior to entry into the Dental Assisting program:

- A high school diploma, a high school transcript noting successful graduation, or a GED
- Must be 18 years of age
- Completion of all prerequisite courses with a grade of "C" or better
- Criminal history check, with vendor chosen by COCC, as a condition of acceptance into the program
 - Students with criminal convictions noted on the DHS permanent, 10-year or 5-year review list will be disqualified from attending the Dental Assisting program until their criminal record has been cleared. For a list of disqualifying crimes, see arcweb.sos.state.or.us/pages/rules/oars_400/oar_407/407_007.html
- 10 panel drug screen completed as a condition of acceptance into the program
 - Students must complete a 10 panel urine drug screen, with vendor chosen by COCC, prior to entry into the Dental Assisting program

- With the exception of certain prescribed medications, students with a positive drug screen, which prevents them from attending clinical, will be disqualified from entering the program. Please refer to the Dental Assisting Handbook/website for more detailed information: cocc.edu/dental-assisting/immunizations-and-background-check
- Documentation of current immunizations:
 - TB Blood Titer, MMR, Hep B, Varicella, Tdap, Flu
- American Heart Association or American Red Cross "Basic Life Support for Healthcare Providers" CPR

REGISTRATION INFORMATION

Program (DA) courses begin once per year in Fall term. Students wishing to register in the Fall Dental Assisting cohort must meet the basic prerequisite competencies and may register according to seat availability on a first-come, first-served basis, determined by the priority registration schedule. Students may view the priority registration schedule at cocc.edu/registration-home. After successful registration into the Dental Assisting program, DA courses must be taken together and sequentially. Please see the Dental Assisting program website: cocc.edu/dental-assisting for more information or contact the program director and/or the CAP Center.

PROGRAM STANDARDS

All program courses must be passed with a "C" or better. Once a student begins the DA cohort they must enroll in all DA courses offered each term. In order to progress to the next term, the student must complete all DA courses with a "C" or better.

NATIONAL/STATE LEGAL ELIGIBILITY OR UNIQUE REQUIREMENTS FOR LICENSURE AND/OR ENTRY INTO OCCUPATION, OR ADVANCEMENT IN THE OCCUPATION

- The Dental Assisting program is accredited by the Commission on Dental Accreditation (CODA). This accreditation requires students to complete 300 hours of practicum (internship) in a minimum of two different dental offices. Some dental offices require students to successfully complete a criminal background check prior to participating in a practicum.
- In Oregon it is not necessary to be a Certified Dental Assistant (CDA) or an Expanded Functions Dental Assistant (EFDA) to work as a dental assistant. However, opportunities for advancement in the occupation are limited without these two certifications.
- Dental Assisting students can earn a CDA certificate with the successful completion of these four Dental Assisting National Board (DANB) exams: Infection Control Exam (ICE), Radiation Health and Safety Exam (RHS), General Chairside Exam (GC) and Oregon Clinical Radiologic Proficiency Exam (CRP).
- Dental Assisting students can become an EFDA by: obtaining a certificate of completion from COCC, passing the written RHS exam, completing the proficiency exam in Dental Radiology and submitting the required fee.
- In Oregon, a dental assistant must have a Radiology Certificate to take dental radiographs. This certificate is obtained by passing the RHS written exam and completing the proficiency exam, which includes submitting a diagnostic full set of radiographs.
- An EFDA in Oregon can also be certified to perform the following functions by taking courses approved by the Oregon Board of Dentistry: place dental sealants, pack retraction cords, place dental restorations (alloy and composite) and relined dentures.
- Prior to taking any DANB exams, students must answer background information questions concerning felony convictions, regulatory board discipline, ethical violations at an educational institution and mental competence. For more information, see danb.org.

TRANSFER INFORMATION

This certificate is designed for students planning to enter their chosen career upon graduation. Often only selected credits are considered transferrable to public or private baccalaureate institutions.

DENTAL ASSISTING *(continued)*

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PROGRAM COURSE REQUIREMENTS**General Education/Foundation Requirements**

CIS 120	Computer Concepts	0-4
or Computer Competency Test		
HHP 252	First Aid & HCP CPR	3
MTH 095	Intermediate Algebra	4
(or higher)		
Recommended pathway MTH 010, MTH 058, MTH 098		
PSY 101	Applied Psychology	3-4
or PSY 201 Mind and Brain		
or PSY 215 Developmental Psychology		
or PSY 216 Social Psychology		
SP 218	Interpersonal Communication	3
WR 121	Academic Composition	4

CORE REQUIREMENTS**Fall**

DA 110	Basic Dental Assisting	4
DA 115	Dental Science	5
DA 125	Dental Infection Control	3
DA 134	Dental Radiology I	3
DA 145	Preventive Dentistry	3

Winter

DA 120	Advanced Dental Assisting	4
DA 130	Dental Materials I	4
DA 135	Dental Radiology II	4
DA 151	Dental Computing	2
DA 181	Dental Seminar I	1
DA 190	Dental Assisting Practicum I	2

Spring

DA 131	Dental Materials II	4
DA 150	Introduction to Dental Office Management	3
DA 160	Oral Medicine	3
DA 182	Dental Seminar II	1
DA 191	Dental Assisting Practicum II	8

