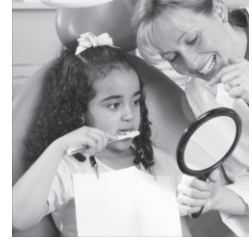




Norwalk Community College
Continuing Education & Workforce Development
Dental Assistant
Certificate



The Dental Assistant Certificate Program consists of five courses that will prepare students for a career as a Dental Assistant. Students will receive a certificate of completion upon successful completion of the required courses

<u>Course</u>	<u>Total Hours</u>	<u>Total Sessions</u>	<u>Tuition*</u>	<u>Textbook</u>
1. Dental Assistant I	39	13	\$499	Additional Fee
2. Dental Assistant II	39	13	\$499	Additional Fee
3. Dental Assistant III - Clinical	30	TBD	\$499	N/A
4. Dental Radiology	30	10	\$499	Additional Fee
5. Customer Service for Health Care Professionals	15	5	\$149	N/A

*Tuition subject to change.

Entrance Requirements:

- High School diploma or equivalent
- Proof of medical exam

Please refer to the current Continuing Education & Workforce catalog for course specifics (tuition, start date, class time slot and location).

Course Descriptions

Customer Service for Health Care Professionals*

Customer Service in a medical setting has a unique set of challenges. This course is designed to teach health care professionals how to meet these challenges and achieve service excellence. Some areas covered are Patient Bill of Rights, professionalism, telephone etiquette, communication skills, working with a culturally diverse patient population, bedside manners, and managing job stress. Learn how to interview for your next job.

**Students are required to attend all five sessions.*

Dental Assistant I

This course will introduce students to the profession of Dental Assisting. It will cover dental terminology and some of the most important skills and instruments used by the Dental Assistant professional.

Entrance Requirements:

- Students must submit a copy of their high school diploma or equivalent to the instructor on the first day of class.

Course Preparation:

- Students must read chapters 1-2 prior to the first session and bring their textbook to the first session.

Co-requisite: Customer Services for Health Care Professional

Dental Assistant II

This course will expand upon the basic knowledge obtained in Dental Assisting I. Students will begin dental charting and learn to take models and instrument tray set-ups. Instruction will concentrate on developing skills needed for working in a dental office.

Prerequisite: Dental Assistant I

Co-requisite: Customer Service for Health Care Professionals

Course Preparation:

- Students must bring their textbook to the first class session and read chapters 1-3.

Dental Assistant III - Clinical

Students will spend a total of 30 daytime hours in a dental practice to train to be dental assistants. Hours worked per week will be determined by the student and work site. Students will be supervised by dental assistants and staff in the workplace and their progress will be monitored by the Program Coordinator.

Prerequisites: Dental Assistant I and II

Requirements:

- Students are required to submit a health form to the instructor prior to starting the Dental Assisting III Clinical course. Health forms are available online (www.norwalk.edu, >Academics, >Continuing Education, >Download Forms, >Medical Forms for Clinical).
- Students must attend the mandatory orientation meeting (please refer to the current Continuing Education & Workforce Development catalog for course specifics [date, time and place]). Navy Blue scrubs

Dental Radiology

This course will provide dental assistant students with the fundamental principles upon which dental radiology is based. Content will focus on preparing the student to sit for the “Radiation Health & Safety” (RHS) portion of the Dental Assisting National Board (DANB) Certification as required by law in the state of Connecticut in order to expose radiographs in a dental setting. Students are required to wear scrubs.

Prerequisite: Dental Assistant I and II

Important Information

Immunization and Physical Requirements

- Students must show proof of medical physical examination within the last 12 months completed by the student’s personal healthcare provider. Health forms are available online (www.norwalk.edu, >Academics, >Continuing Education, >Download Forms, >Medical Forms for Clinical).
- Hepatitis B vaccine not required, strongly recommended.

Program Contents

Introduction to Dental Assisting	Disease Transmission	Radiography
Dental Anatomy	Infection Control & Hazardous Material	Specialists in Dentistry
Dental Charting & Terminology	Treatment Room Preparation	Preparing for Job search

Tests

- There will be a Midterm and Final in every class.
- A passing grade of at least 70% is required to pass all courses.

Attendance

It is important that students attend all classes.

Available Jobs:

- Dental Schools
- Hospitals
- Private Practice
- Public Health and Government Programs
- Sales Representative

Employment Related Information

- Certificate holders can expect to find a position as a Dental Assistant for a Dentist or Orthodontist.

- Job Search Keywords:

dental assistant, orthodontic assistant

- O*NET: A tool for career exploration and job analysis!

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more! <https://www.onetonline.org/>
Type in Dental Assistant in "Keyword or O*NET-SOC Code"

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