

DENTAL ASSISTING & EXPANDED DUTIES PROGRAM (Diploma)

ADMISSION PROCEDURES

To be admitted to the Dental Assisting & Expanded Duties Program, a prospective student must have interviewed with the admissions advisor and completed an Enrollment Agreement form for admission.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the School Director. The copies of the required documents for admission into the Dental Assisting & Expanded Duties Program will remain as school property.

ADMISSION REQUIREMENTS

- Each applicant must be at least eighteen (18) years of age on the first day of classes. documentation of age may be required.
- Students must have a High School Diploma; hold a General Education Equivalent development (GED) certificate, or proof of a completed 12th grade; or provide other acceptable documentation of an approved post-secondary institution.
- All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
- All accepted students must complete and sign an Enrollment Agreement Form. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

Note: A Catalog will be available to all students at the time of enrollment.

DISCLOUSE: COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

GENERAL INFORMATION

PROGRAM OBJECTIVE

This program is designed to prepare students to work as Dental Assistant & Expanded Duties. The student will be able to work at a dental's office, clinic or hospital setting. The student will be able to assist the doctor in office procedures, schedule patient appointments, bill patients, and manage a dental office.

The Dental Assistant & Expanded Duties Program is offered only at Main Campus. This course is taught in both English and Spanish.

PROGRAM DESCRIPTION

Dental Assistant & Expanded Duties students are multi-skilled professionals who learn to perform their duties in all areas under the direction of a dental office. Students learn clinical skills. They also learn to perform dental chair assisting, X-Ray, local anesthesia and pain control, and all basic dental assisting procedures under the doctor's supervision.

Also, they are trained in the areas of ethics and law.

SERVICES

All students are required to complete 670 clock/hours in externship. The supervised clinical practicum ensures proper and professional hands-on patient care and clinical procedures practice.

DIPLOMA

The student will complete the program in 1,230 hours/49 weeks. Upon completion of the program the student will receive a Diploma from Professional Hands Institute.

REGISTRATION AND TUITION

Registration Fee:	\$ 100.00 (Non-refundable and non-taxable)
Institutional fee:	75.00 (Non-refundable and non-taxable)
Tuition:	\$ 14,900.00

All prices for the Dental Assistant program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

The Registration fee is due at the time of signing the application for admission and it is non-refundable. Payments are due on the first class day of each week. The student can pay the tuition in full prior to attending the first class, or pay the tuition cost in installments. These arrangements should be made with the Business Office prior to starting the classes.

In addition to the Registration fee and tuition payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

Note: The total cost of the Dental Assistant Program includes Tuition, Books, Uniforms and Supplies.

CURRICULUM AND COURSE DESCRIPTION

DAP001- Introduction to Dental Assistant, Ethics and Law

In this course the students will be exposed to the following subjects: History of Dentistry, Characteristics of a Professional Dental Assistant, The Dental Health Care Team, Dental Ethics, Dentistry and the Law.

DAP002- Dental Chair-side Assisting

The following subjects will be taught in this course: General Anatomy, General Physiology, Oral Embryology and Histology, Head and Neck Anatomy, Landmarks of the Face and Oral Cavity, Overview of the Dentitions, Tooth Morphology, Dental Caries, Periodontal Disease, Preventive Dentistry, Nutrition, Oral Pathology, Microbiology, Disease Transmission and Infection Prevention, Principles and Techniques of disinfection, Principles and Techniques of Instruments Processing and Sterilization, Regulatory and Advisory Agencies, Chemical and Waste Management, Dental Units Waterlines, Ergonomics, The Patient Record, Vital Signs, Oral Diagnosis and Treatment Planning, The Special Need and Medical Compromised Patient, Principals of Pharmacology, Assisting in a Medical Emergency, The Dental Office, Delivering Dental Care, Dental Hand Instruments, Dental Hand pieces and Accessories, Moisture Control, Anesthesia, and Pain Control.

DAP003 - Dental X-Ray

In this course the students will be exposed to the following subjects: Foundations of Radiography, Radiographic Equipment, and Radiation Safety, Digital Imaging, Dental Film, and Processing Radiographs, Legal Issues, Quality Assurance, and Infection Prevention, Intraoral Imaging, Extra-oral Imaging.

DAP004 - Dental materials and Laboratory Techniques

This course will include the following subjects: Restorative and Esthetic Dental Materials, Dental Liners, Bases, and Bonding systems, Dental Cements, Impression Materials, Laboratory Materials and Procedures, General Dentistry. Matrix System for Restorative Dentistry, Coronal Polishing, Dental Sealants.

DAP005 - Specialized Dentistry

The students will be exposed to the following subjects: Fixed Prosthodontics, Provisional Coverage, Removable Prosthodontics, Full (Complete) Denture, Dental Implants, Endodontic, Periodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, Orthodontics.

DAP006 - Administrative Procedures

The students will be taught the following skills: Communication in the Dental Office, Business Operating Systems, and Financial Management in the Dental Office.

DAP007 - Dental Externship

In this part of the program students will be exposed to a learning environment by participating as observers in an actual dental office where they will learn a wide variety of dental skills.

DAP008 - Preparation for employment

The students will learn: How to market your skills, locating employment opportunities, and achieving career objectives.

COURSE NUMBERING, MODULES AND CROSS-REFERENCES

The Dental Assistant program classes are divided in 8 sections or modules, which are taught in a continuous learning cycle. A student may enter the Dental Assistant Program at the beginning of any class module, until the completion of the entire cycle. It's a clock-hour program and will be considered as a first level course. The prefixes are usually the first letters of the title of the course or program and the numbering system will be 100. Professional Hands Institute course offerings and their description are in alphabetical order by prefix, then numerically within that prefix.

COURSE MODULES	CODES	COURSES	CLOCK HOURS
1	DAP001	Introduction to Dental Assisting, Ethics and Law	120
2	DAP002	Dental Chair-side Assisting	160
3	DAP003	Dental X-Ray	100
4	DAP004	Dental materials and Laboratory Techniques	120
5	DAP005	Specialized Dentistry	120
6	DAP006	Administrative Procedures	80
7	DAP007	Dental Externship	120
8	DAP008	Preparation for employment	80
		Total	900