

# Dental Assistant (Diploma)

## Diploma Program

**Contact Hours:** 800

**Semester Credits:** 26

**Instructional Weeks – Full Time:** 32

**Average Time to Complete – Full Time:** 8 Months

## Program Overview

Whether in a dentist's office or a dental clinic, the Dental Assistant performs many services on the dentist's behalf, including admissions work, preparing the patient for examination or treatment, performing laboratory work, and maintaining patient records.

## Program Purpose

The purpose is to provide students with sufficient theoretical knowledge and practical skills to perform efficiently in a professional capacity in an entry-level position. This program includes courses covering management skills, appointment scheduling, laboratory procedures, maintenance of patient records, chairside assistance, instructing patients in proper oral hygiene, and assisting in the selection, placement, and removal of rubber dam.

## Skills Proficiency

Students must be able to perform certain skills to work as a Dental Assistant. These skills are learned in the lab portion of the program. The classroom portion of the program is divided into one-half lecture and theory and one-half lab, which is where practical application of theory is performed. The instructor evaluates every lab experiment or practical work. Hands-on instruction with the actual tools of the trade facilitates the transfer from theory to practice. Students perform certain activities on each other. All students must participate. All students must take and pass a clinical skill test before being released for externship.

## CPR Certification

To be eligible for American Heart Association (AHA) certification, students must attend all scheduled hours of CPR lecture and pass practical checkoffs and a written exam. A student who is tardy or misses a lecture must repeat the lecture, even if the student passes the checkoffs and written exam. If CPR is offered during another shift in the same term, the student may attend that lecture. If not offered during that term, the student will receive an incomplete for the course until the lecture is repeated. AHA requires that students pass the CPR written test with a grade of at least 84 percent. If below 84 percent, they may retake the exam once. The original test score will be used to calculate the course grade. If the test is retaken and failed a second time, the student must repeat the entire course of CPR instruction. If a student is absent for the entire course, it is his or her responsibility to contact the instructor to find an appropriate session or class to attend. If the student does not do so, he or she may not graduate.

## Program Objectives

- To provide a learning atmosphere that is similar to an actual working atmosphere and an experience in the clinical area to correlate with classroom instruction.
- To provide the education and skills needed to pass a national registry exam, if needed.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.

Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment. Also, the Dental Assistant program is not accredited by the Commission on Dental Accreditation (CODA).

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
CPSO1011 *	Career Path Success A	15	0	0	0.5
CPSO1012 *	Career Path Success B	15	0	0	0.5
CPSO1013 *	Career Path Success C	15			0.5
CPSO1014 *	Career Path Success D	15			0.5
CPSO1015 *	Career Path Success E	15	0	0	0.5
CPSO1016 *	Career Path Success F	15			0.5
DNTA1331	Introduction to Dental Assisting and Dental Terminology	40	40		3
DNTA1333	Dental Specialties	40	40		3
DNTA1335	Materials and Procedures	40	40		3
DNTA1337	Patient Care Management	40	40		3
DNTA1339	Diagnostics and Orthodontics	40	40		3
DNTA1341	Dental Radiology	40	40		3
DNTA1201	Externship I	0	0	115	2.5
DNTA1202	Externship II			115	2.5
<b>Subtotal</b>		<b>330</b>	<b>240</b>	<b>230</b>	<b>26</b>

\* These courses are offered online.

\*\*A portion of these courses are offered online.

**This applies to all students starting on or after February 12, 2024**

Course #	Course Title	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Externship Hours (Ground/Online)	Semester Credit Hours
DNTA1324	Infection Control	55 ( 8 / 47 )	40 ( 32 / 8 )	0	3.5
DNTA1354	Dental Specialties	55 ( 8 / 47 )	40 ( 32 / 8 )	0	3.5
DNTA1364	Materials & Instruments	55 ( 8 / 47 )	40 ( 32 / 8 )	0	3.5
DNTA1374	Business Operations and Emergencies	55 ( 8 / 47 )	40 ( 32 / 8 )	0	3.5
DNTA1384	Preventive Dentistry	55 ( 8 / 47 )	40 ( 32 / 8 )	0	3.5
DNTA1394	Radiation Safety	55 ( 8 / 47 )	40 ( 32 / 8 )	0	3.5
DNTA1201	Externship I	0	0	115 ( 80 / 35 )	2.5
DNTA1202	Externship II			115 ( 80 / 35 )	2.5
<b>Subtotal</b>		<b>330 (48/282)</b>	<b>240 (192/48)</b>	<b>230 (160/70)</b>	<b>26</b>