

Dental Assisting Certificate

This program is offered at **Bakersfield, Fresno, Temecula, and Visalia.**

Program Description

SJVC's Dental Assisting program includes all aspects of working with a dentist, including patient care, office and laboratory duties. Our balance of hands-on experience with classroom instruction covers dental assisting skills and related theory. Whether training for a career in chairside assisting or any combination of other dental office duties, students are well prepared for a career in dental assisting upon completion of the program.



Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Identify and analyze the laws and regulations of the Dental Board and maintain the standards of a Dental Healthcare Provider
2. Meet eligibility requirements for employment and the California Registered Dental Assistant's State Board examination by achieving standardized course learning outcomes in the following areas of expertise: CPR, Dental Radiology, Infection Control and Dental Practice Act: Law and Ethics, Coronal Polish, Pit and Fissure Sealants
3. Perform all direct patient care duties legally assigned to the unlicensed dental assistant and Registered Dental Assistant
4. Assist during commonly practiced dental procedures, including but not limited to, direct and indirect restorations, fixed prosthodontics, endodontics and orthodontic treatment
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

Admission Requirements

- Applicant must be age 18 by their expected start date.

Graduation Requirements

Successful completion of the courses listed below, meeting the minimum requirement of the Infection Control, Radiology, Coronal Polish, Pit and Fissure Sealants, CPR and HIPAA components; successful completion of the Career Services Seminar (CSS100)

Professional Certifications

Graduates earn a Certificate of Completion and additional certifications in Dental Radiation Safety, CPR, Infection Control and Dental Law and Ethics. With the completion of coronal polish and pit and fissure sealants, students are eligible to take the Dental Board of California Examination for state licensure.

State Licensure

Graduates are eligible to apply for and take the Dental Board of California Examination for State Licensure as a Registered Dental Assistant. *SJVC* does not pay for any fees associated with securing licensure; however, *SJVC* will reimburse the cost of fingerprinting and the RDA examination to graduates who pass within one year of graduation and provide proof of licensure.

Course Requirements

Course ID	Course Name	Credit Units
DA 105	Orientation to Dentistry	5.0
DA 110	Dental Anatomy and Patient Management	5.0
DA 115	Dental Regulations and Pre-Laboratory	5.0
DA 235	Restorative Procedures	2.0
DA 321	Periodontics and Oral Surgery Specialties	3.0
DA 325	Pediatric and Orthodontic Specialties	3.0
DA 305	Prosthodontics and Endodontic Specialties	2.0
DA 230	Dental Radiology	5.0
DA 410	Preventative Clinical Procedures	5.0
DA 525	RDA Licensure Review Seminar	3.0
DA 530	Clinical and Professional Experience	5.0
Total		43.0

Course Descriptions

DA 105: Orientation to Dentistry

5.0 units – 90 hours

This course focuses on the study of basic principles of microbiology, embryology, and morphology as they relate to the oral environment and dentistry. Nutrition from a whole body concept and its interrelated effects on dental health and an introduction to standard infection control procedures will be covered in this course. Procedures of the Dental Healthcare Profession (DHCP) will be introduced in a simulated laboratory setting.

DA 110: Dental Anatomy and Patient Management

5.0 units – 90 hours

Emphasis of this course is on the basic study of the anatomy of the head and neck, blood supply of the head and neck and innervation of the teeth. This course also provides the theory as well as hands-on approach to medical and dental emergencies. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

DA 115: Dental Regulations and Pre-Laboratory

5.0 units – 90 hours

This course provides theory as well as hands-on applications to basic dental materials, instrumentation, and equipment. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

DA 235: Restorative Procedures

2.0 units – 45 hours

This course emphasizes the chairside application of restorative dentistry. The practical application of four handed dental techniques utilized in operative procedures will be covered. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

DA 321: Periodontics and Oral Surgery Specialties

3.0 units – 45 hours

This course focuses on the study of basic surgical procedures. Procedures and instrumentation for a variety of oral and periodontal surgical procedures will be examined. The course also provides information on a variety of drug therapies commonly used to treat dental patients. Emphasis is given to step-by-step

procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

DA 325: Pediatric and Orthodontic Specialties

3.0 units – 45 hours

The study and practical applications of advanced chairside dental techniques within pediatric dentistry and orthodontic dental specialties are covered in this course. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

DA 305: Prosthodontics and Endodontic Specialties

2.0 units – 45 hours

In this course students will study the practical applications of advanced four-handed dental techniques within Endodontic and Prosthodontic specialties. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Profession (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

DA 230: Dental Radiology

5.0 units – 90 hours

This course presents the principles of dental radiology, including terminology, characteristics, effects of exposure, safety precautions, protection, and monitoring. The course will also cover the clinical application of procedures involved in exposing, processing, and evaluating dental radiographs. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication. Students will be required to expose radiographs on manikins and clinical patients.

A certificate of completion in Radiology Safety will be issued to the student after successfully completing graduation requirements. Students must be 18 years of age to expose and process radiographs.

DA 410: Preventative Clinical Procedures**5.0 units – 90 hours**

This course presents the principles of preventative dentistry including coronal polish and pit and fissure sealants. Instruction in applicable oral anatomy, histology, physiology, oral pathology as well as normal and abnormal anatomical and physiological tooth descriptions will be covered. Students will be required to perform coronal polish and place pit and fissure sealants on laboratory typodonts as well as clinical patients. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory and pre-clinical setting, on patients, and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

DA 525: RDA Licensure Review Seminar**3.0 units – 45 hours**

This course gives the student the opportunity to review the theory and skills covered throughout the program in preparation for the written and practical RDA exam. This course is graded as a Pass or Fail based on successful completion of an Exit Exam which simulates the state RDA exam. Pass rate for both the practical and written examinations is 75% or higher; failure to pass with 75% or higher will result in the student retaking the course.

DA 530: Clinical and Professional Experience**5.0 units – 265 hours**

This course relates to work experience in an extramural facility under direct supervision of the dentist. Students are required, once per week, to turn in completed hours and evaluations. This course is graded as a Pass or Fail. Failure of this course will result in the student repeating the clinical experience rotation.

ABILITY TO BENEFIT

"Ability to benefit" is defined as the demonstrated aptitude to successfully complete the educational program and subsequently be employed. The College has determined that 'ability to benefit' is demonstrated by achievement of high school graduation, achievement of a GED or its equivalent and as such does not accept applicants who lack these credentials.

ADMISSION PROCEDURES AND REQUIREMENTS

The Admissions Department is dedicated to assisting prospective students in selecting programs that best suit their needs and qualifications. In order to ensure that prospective students are a good match for their selected program of interest, *SJVC* has established the following admission procedures and requirements:

- Applicants must possess a high school diploma or the equivalent.
- Applicants must participate in an interview with an admissions advisor.
- Applicants to on-ground and online programs must participate in an admissions assessment. The assessment instrument(s) and process varies by program. The purpose of the assessment is to evaluate the cognitive ability of prospective students. Each program has a required minimum entry score. The Admissions Department utilizes the results from the assessment(s) to select prospective students who have the best opportunity to achieve success in their chosen program.

Some programs have additional entrance procedures and requirements which may be found in the Admission Requirements statement listed for each program that appears in this catalog.

- Applicants must meet with either the Enrollment Services Director or a campus manager or their designee for an acceptance interview. In addition to this acceptance interview, applicants may be required to meet with the Director of their selected program.
- Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
- Upon completion of the above, the applicant will sign an Enrollment Agreement which sets forth specific information such as start and graduation dates, tuition information, academic schedule, etc.
- All new student enrollments must complete New Student Orientation prior to their first class session.

Programs leading to occupations requiring licensure may have licensing requirements that prohibit enrollment of applicants with relevant past criminal convictions.

LANGUAGE PROFICIENCY

Students are required to have proficiency in the English language as documented in the admissions process:

- Conversational proficiency: interview
- Written proficiency: application essay
- Reading comprehension: assessment instrument

All enrollments related documents, including the Enrollment Agreement and the School Performance Fact Sheet, are printed in

English. If English is not your primary language, you have the right to retain an interpreter at your own cost to obtain a clear explanation of the terms and conditions of the Enrollment Agreement, including the cancellation and refund policies, and other enrollment related documents, in your primary language

RIGHT TO CANCEL

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner in good condition.

INTERNATIONAL STUDENTS (VISA SERVICES)

SJVC is approved to issue F-1 and M-1 Visas to qualified international students. Students holding J or H Visas may also be eligible to attend as an international student. The following items are required from international applicants:

- A TOEFL score of at least 500, paper-based; 61, internet based; or 173, computer based.
- Certified Statement regarding Financial Support.
- Transcripts from high school and/or college attended.
- Verification of good health.
- Purchase of medical insurance to cover the school year.
- Proof of International J or H Visa status, if applicable.

There is no charge for issuing a visa.

TRANSFER OF CREDIT

SJVC is committed to helping students achieve their educational goals. The College recognizes that – prior to enrollment at *SJVC*, students may have completed course work at other institutions that they may want to transfer in for credit toward an *SJVC* Associate of Science Degree or Certificate of Completion program or may already possess the general education skills and competencies expected of a two-year college graduate. Therefore, it is the policy of *SJVC* to provide opportunities for course challenge and to thoroughly evaluate prior coursework to ensure that the nature, content, associated student learning outcomes, and level of credit earned aligns with the equivalent course requirements of the *SJVC* program in which the student is transferring into. To that end, a maximum of 50% of the total credits required for an *SJVC* degree or certificate program may be transferred in from another institution; however, in exigent circumstances (e.g. school closure), the College may allow up



GRADUATION REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION

SJVC will issue Certificates of Completion to those students who satisfactorily complete the requirements and are able to demonstrate proficiency and competency in a prescribed vocational training program. The certificate is widely recognized and accepted by employers as verification of job preparedness and skill achievement. Certificates of Completion are issued to those students who complete a prescribed vocational program under all of the following conditions:

- Completion of all required courses with a 2.0 cumulative grade point average or better.
Course requirements may be waived by Campus Presidents and Campus Directors upon submission of proof of completion of equivalent course(s).
- Completion of the Career Services Seminar or equivalent: *The Career Services Seminar concentrates on the job search preparation and process. Topics include services provided by the Career Services Department, resume writing, interview techniques, networking skills, portfolio presentation, and workplace success.*

Most **SJVC** certificate courses can be applied toward an Associate of Science degree. Students who intend on obtaining a certificate and a degree should see their admissions representative for general education and other requirements beyond those required for their certificate.

KEYBOARDING REQUIREMENTS

PROGRAM	NET WPM
Business Administration	45
Human Resource Administration	35
Medical Office Administration	35
Pharmacy Technology	35

To keep pace with educational, technological or similar developments, *SJVC* reserves the right to change the requirements for graduation.

Changes may be applied to students already enrolled. For those cases, the College will specify an alternate plan of study, which must be completed in lieu of the original requirements.