



**MIDDLESEX**  
Community College

# **Dental Assisting** *Certificate and Associate Degree*

**Fall 2019**

## Program Information and Admission Requirements

*Accredited by the  
Commission on Dental Accreditation of  
the American Dental Association*

**Application Deadline:** Priority consideration is given to applications, including all requirements, received by May 1, 2019. Applications received after the deadline date will be considered on a space available basis.

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**Special Note Regarding Residency:** Non-Massachusetts residents will be admitted on a space available basis only.

## Program Description

The Dental Assisting Certificate program provides the skills and knowledge necessary to assist at chairside in the dental environment. The program prepares students to perform clinical supportive procedures, some clinical procedures on patients, such as oral health instruction, to perform laboratory procedures, and basic office procedures. Students also gain knowledge into the legal provisions and regulations pertinent to the Massachusetts Dental Practice Act and dental auxiliary utilization. Upon successful completion of the program, students are eligible to take the Dental Assisting National Board exam which awards the credential of Certified Dental Assistant and apply for licensure as a Registered Dental Assistant (RDA) in the Commonwealth of Massachusetts. The program emphasizes hands-on learning in small clinical and lab settings, as well as through the externship experience and service learning activities. The Dental Assisting Program is accredited by the American Dental Association Commission in Dental Accreditation.

## Career and Transfer Outlook:

Typically, graduates gain employment in private and group dental practices. Entry-level salary is around \$18-21 an hour. There is a high demand for qualified and credentialed dental assistants. In Massachusetts, dental assistants must be licensed as a Registered Dental Assistant and be certified in Dental Radiology. Graduates of the Certificate Program may apply credits toward the Associate Degree in Dental Assisting.

## Getting Started

Review and follow the Dental Assisting Admission Requirement Certification Form to ensure that you have met the admission criteria listed below:

- Receive minimum placement testing scores of ENG 101, eligibility for Math Module 80, or better. Testing must be completed before admission.
- Attendance at a mandatory Overview of the Dental Assisting Program session

## Submitting a Complete Application

If you meet the admission requirements, the following forms must be submitted by the application deadline of May 1, 2019.

- A signed Admission Requirement Certification Form
- A completed Middlesex Community College Application
- Official High School Transcript (required only for documentation of required prerequisite courses)
- Official College Transcripts (required from all colleges attended, except Middlesex Community College)

## Admission Information

The availability of appropriate clinic placement sites, an integral component of the program, requires us to limit admissions to 20 students. The admission committee will review applications in their entirety. Academic history will also be considered and students are required to have a minimum cumulative 2.0 GPA. Non-Massachusetts residents will be admitted on a space available basis only.

## Requirements After Admission to Dental Assisting Certificate Program

- Students must submit the **Required Student Health Record** form, provided by Middlesex Community College. Required documentation of health status includes a completed physical examination, a two-step Mantoux (TB/PPD) skin test or blood test (T-Spot or Quantiferon Gold) for tuberculosis, a color deficiency test, proof of immunization against Measles, Mumps, Rubella, Varicella, a positive Hepatitis B titer, one lifetime dose of TDAP (Tetanus/Diphtheria/Acellular Pertussis – after 2006), and one dose of MenACWY meningococcal vaccine administered on or after 16th birthday for any newly enrolled full-time student 21 years of age or younger.
- Earn certification in CPR at the Health Care Provider level, which is valid for the entire academic year and reviewed annually. This CPR Certification must be completed by September 1, 2019.
- Students are responsible for purchase of instruments, uniforms, professional textbooks, DANB exam and MA licensure costs.
- Students must arrange for at least two patients to be present for clinical courses when required.
- **Students must have transportation available to them for travel to the program's internships.**
- Science courses must be taken within 5 years of entrance to the program to be accepted for credit toward the Dental Assisting Certificate.
- Students enrolled in the Dental Assisting program must demonstrate a satisfactory level of performance in clinical settings in order to remain in the program. See the Academic Catalog for additional information.
- Students must have a grade of "C" or better in all dental courses in order to continue in the program.
- Students will be asked to complete CORI (Criminal Offender Record Information) and SORI (Sex Offender Registry Information) checks. The results of the CORI/ SORI checks may impact the student's ability to participate in clinical courses.

- Students are encouraged, not required, to take the RHS (Radiation Health and Safety) portion of the DANB (Dental Assisting National Board) prior to the start of externships. A separate fee is charged for this exam. Upon successful completion of the certificate program students will be eligible to take the entire DANB exam (RHS, ICE, GC). Graduates of the program will also be eligible to apply for licensing in Massachusetts as RDA (Registered Dental Assistant).

## **Program Outcomes**

Graduates of the Dental Assisting Program are prepared:

- To enter the workforce as an entry level dental assistant with the knowledge and technical skills needed to be successful while assisting in any dental environment, emergency or otherwise.
- To communicate professionally and effectively with patients, employers and colleagues.
- To accurately record dental/medical data.
- To provide care with empathy for patients.
- To practice within the legal and ethical frameworks of the Commonwealth of Massachusetts Dental Practice Act and the Dental Assisting Profession.
- To accept the responsibility for professional growth by participating in continuing education, community service, and membership in the American Dental Assistants Association (ADAA).

## **Standard Skills for Dental Assisting**

The following is a list of standard and/or technical skills required for performing duties in the Dental Assisting field. These skills are not conditions for admission to the program, but do indicate abilities and characteristics necessary for successful completion of the Dental Assisting program, and to perform the duties of the career upon graduation.

- Lift and carry up to ten pounds.
- Retrieve dental supplies from storage areas at different heights.
- Reach overhead equipment to a height of five feet.
- Perform for a prolonged period without breaks, e.g., typical shift of eight hours.
- Manipulate mechanical and patient care equipment, i.e. dials, switches, push buttons, keyboards, syringes, and blood pressure equipment.
- Maneuver in tight quarters common to dental offices.
- Differentiate among subtle shades of gray used in radiographic image formation.
- Discern color and shape changes in oral tissue.
- Respond to requests and directions.
- Respond to body sounds through stethoscope.
- Use dental instruments with precision and control.
- Clearly and effectively communicate instructions and information to patients, and share information with other team members.
- Wear protective equipment such as surgical gloves, goggles, and face masks.
- Be aware of possible exposure to hazards such as radiographic rays and materials, dental materials, blood and body fluids.
- Initiate and use clear, concise oral English communication within a conversational setting: comprehend and clearly and effectively communicate instructions and information in written & oral form.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Exhibit appropriate professional & social skills in all interactions.
- Function without causing harm to self or others.
- Sit for up to 4 hours at a time.
- Stoop, bend and twist for a minimum of 30 minutes at a time and be able to repeat these activities at frequent intervals.
- Use upper body movements to grasp, push/pull, reach overhead equipment, and rotate/reach laterally.

## **Services Available to Middlesex Community College Students**

Advising is available in our Academic Planning Centers. Academic advising is a valuable service, since all applicants are responsible for fulfilling the precise requirements of the program in order to be considered for admission. Advising appointments may be made by calling 1-800-818-3434.

Students are encouraged to apply for Financial Aid to help meet the expenses of attending college. The Financial Aid office packages awards for each student, based upon the student's eligibility and financial need, fund restrictions and fund availability. General information is available at the Student Information Centers, or by calling the Financial Aid Offices in Bedford 781-280-3650 or Lowell 978-656-3242.

## Dental Assisting Certificate Curriculum

Course Title	Course Number	Credits	Prerequisites
Dental Science I	DAS 101	3	
Dental Science II	DAS 151	1	DAS 101
Dental Assisting	DAS 102	3	
Dental Materials & Procedures	DAS 103	3	
Pre-clinical Dental Assisting	DAS 104	2	
Concepts in Risk Management	DAS 105	3	
Dental Practice Management	DAS 152	2	
Preventive Dentistry	DAS 153	3	DAS 101, DAS 102
Clinical Practicum	DAS 150	4	DAS 102, DAS 103, DHY 152
Dental Radiology	DHY 152		
English Composition I	ENG 101	3	Completion with a grade of B or better in ENG 088, ENG 089, ENG 092, or ENG 093; or placement by exam
Basic Anatomy & Physiology	BIO 105	3	Eligible for ENG 099
Introduction to Psychology	PSY 101	3	Eligible for ENG 101
Total credits		36	

## Dental Assisting Associate in Science Curriculum

Course Title	Course Number	Credits	Prerequisites
<b>These courses are in addition to the courses listed in the Dental Assisting Certificate Program</b>			
English Composition II	ENG 102	3	Completion of ENG 101 with C- or better
Math for Transfer Elective		3	Eligible for ENG 101; Placement above or completion of MAT 080 with a C or better or completion of Math Module 12, 73 or 82
Humanities Elective		3	
Behavioral Science or Social Science Elective		3	
Social Science Elective		3	
Elective		3	
Elective		3	
Elective		3-4	
Total credits		60-61	

**Program Coordinator:** Mary Jenny, C.D.A., D.D.S., National Yang Ming University; R.D.H., A.S., Quinsigamond Community College; M.S., Worcester State University; E.F.D.A., New Hampshire Technical Institute