Course Number and Title: HSW01    Healthcare Support Workers

Course Clock/Credit Hours: 

<table>
<thead>
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<th>THEORY</th>
<th>LAB</th>
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Prerequisites Required: 
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

Course Description: 
The student will learn: Knowledge of the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, basic math skills, critical thinking skills and leadership skills within the health team. Includes 4 hours of HIV/AIDS and 2 Hours Prevention of Medical Errors.

Course Objectives: 
The student will demonstrate skills in the following areas: the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, basic math skills, critical thinking skills and leadership skills within the health team. Includes 4 hours of HIV/AIDS.

Evaluation Methods: 
Class Participation: 5%
Quizzes: 20%
Tests: 45%
Final Examination: 30%

Grading Scale: 
A – 90-100%  
B – 84-92%  
C – 75-83%  
D – 67-74%  
F – 66 and below

Completion Requirements: 
Minimum passing grade of this course is 70%

Course Time Frame: 
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

Print/Revision Date: 
MAY 2012
DEA01 Introduction to Dental Assisting I

<table>
<thead>
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<tr>
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</table>

**Prerequisites Required**
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

**Course Description**
The student will learn: This course will teach the history of dentistry, dental ethics and law, general and anatomy and physiology, head and neck anatomy, the face and oral cavity, oral embryology and the histology, tooth development, dental charting, oral pathology, microbiology, oral health and prevention, dental caries, periodontal diseases, oral health, oral nutrition’s, Instrument processing and sterilization, occupational health and safety, dental unit waterlines, caring for the dental patient, occupational health and safety, dental unit waterlines, caring for the dental patient, examination and treatment planning, caring for the dental patient, obtaining vital signs, basic dental clinical skills and ergonomics.

**Course Objectives**
The student will demonstrate skills in the following areas: the history of dentistry, dental ethics and law, general and anatomy and physiology, head and neck anatomy, the face and oral cavity, oral embryology and the histology, tooth development, dental charting, oral pathology, microbiology, oral health and prevention, dental caries, periodontal diseases, oral health, oral nutrition’s, Instrument processing and sterilization, occupational health and safety, dental unit waterlines, caring for the dental patient, occupational health and safety, dental unit waterlines, caring for the dental patient, examination and treatment planning, caring for the dental patient, obtaining vital signs, basic dental clinical skills and ergonomics.

**Evaluation Methods**
- Class Participation: 5%
- Quizzes: 20%
- Tests: 45%
- Final Examination: 30%

**Grading Scale**
- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

**Completion Requirements**
Minimum passing grade of this course is 70%

**Course Time Frame**
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

**Print/Revision Date**
MAY 2012
Dental Assisting Program

Course Number and Title

DEA02  Anatomy & Physiology

Course Clock/Credit Hours

<table>
<thead>
<tr>
<th>CREDITS</th>
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<th>LAB</th>
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</table>

Prerequisites Required

The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

Course Description

Describe the relationships of body systems in providing client care. Describe the structure and function of the respiratory system, cardio-vascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.

Course Objectives

The student will demonstrate skills in the following areas: of body systems in providing client care. Describe the structure and function of the respiratory system, cardio-vascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.

Evaluation Methods

Class Participation  5%
Quizzes  20%
Tests  45%
Final Examination  30%

Grading Scale

A – 90-100%  D – 67-74%
B – 84-92%  F – 66 and below
C – 75-83%

Completion Requirements

Minimum passing grade of this course is 70%

Course Time Frame

The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

Print/Revision Date

MAY 2012
# Dental Assisting Program

<table>
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<th>Course Number and Title</th>
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<td><strong>Course Clock/Credit Hours</strong></td>
<td><strong>THEORY</strong></td>
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<td>CREDITS</td>
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<td>HOURS</td>
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**Prerequisites Required**
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

**Course and pass:** DEA02 Anatomy & Physiology

**Course Description**
Learn the structure of the oral cavity, the tooth and its surrounding structures, numbering systems, permanent anterior teeth, maxillary incisors, mandible incisors, canines, permanent posterior teeth, maxillary premolars, mandible premolars, Maxillary first and second molars, third molars, deciduous dentition, tooth development, osteology of the skull, muscles of the head and neck, nerves of the head and neck, nerves of the head and neck, arteries of the head and neck, salivary glands, and temporomandibular joints.

**Course Objectives**
The student will demonstrate skills in the following areas: anatomy and physiology of the neck and head.

**Evaluation Methods**
- Class Participation: 5%
- Quizzes: 20%
- Tests: 45%
- Final Examination: 30%

**Grading Scale**
- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

**Completion Requirements**
Minimum passing grade of this course is 70%

**Course Time Frame**
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

**Print/Revision Date**
MAY 2012
DEA04 Dental Materials & Equipment

<table>
<thead>
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<th>Course Number and Title</th>
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<td>Prerequisites Required</td>
<td>The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.</td>
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<tr>
<td>Course Description</td>
<td>The student will learn: Designed to familiarize the student with the various types of materials, their physical properties and characteristics, proper manipulation and designer application in the practice of dentistry. The student will learn all the equipment used in the dental assisting professional.</td>
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<tr>
<td>Course Objectives</td>
<td>The student will demonstrate skills in the following areas: various types of materials, their physical properties and characteristics, proper manipulation and designer application in the practice of dentistry. The student will learn all the equipment used in the dental assisting professional.</td>
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</table>
| Evaluation Methods | Class Participation 5%  
Quizzes 20%  
Tests 45%  
Final Examination 30% |
| Grading Scale | A – 90-100%  
B – 84-92%  
C – 75-83%  
D – 67-74%  
F – 66 and below |
| Completion Requirements | Minimum passing grade of this course is 70% |
| Course Time Frame | The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm. |
| Print/Revision Date | MAY 2012 |
Course Number and Title
DEA05 Dental Assistant Sterile Procedures

Course Clock/Credit Hours
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Prerequisites Required
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

Course Description
The course will teach, microbiology and disease prevention specific to dentistry, introduction to microbiology, disease prevention in the dental office, patient assessment, legal and ethical considerations, infection control and sterilization techniques, national guidelines, recommendations and regulations affecting dental practice, regulatory government agencies and national associations and marketing infection control.

Course Objectives
The student will demonstrate skills in the following areas: microbiology and disease prevention specific to dentistry, introduction to microbiology, disease prevention in the dental office, patient assessment, legal and ethical considerations of infection control, national guidelines, recommendations and regulations affecting dental practice, regulatory government agencies and national associations and marketing infection control.

Evaluation Methods
Class Participation 5%
Quizzes 20%
Tests 45%
Final Examination 30%

Grading Scale
A – 90-100%  D – 67-74%
B – 84-92%  F – 66 and below
C – 75-83%

Completion Requirements
Minimum passing grade of this course is 70%

Course Time Frame
The program duration is two years. The meeting days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

Print/Revision Date
MAY 2012
Course Number and Title: DEA06  Introduction to Dental Assisting II

Course Clock/Credit Hours:

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Prerequisites Required:
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

Course Description:
The student will learn: This course will teach moisture control, pharmacology, anesthesia and pain control, assisting with dental procedures, dental film and processing radiographs, dental x-ray film, intra oral radiographic procedures, restorative and esthetic dental material, dental liners, bases, and bonding systems, dental cements, fixed prosthodontics and provisional coverage.

Course Objectives:
The student will demonstrate skills in the following areas: moisture control, pharmacology, anesthesia and pain control, assisting with dental procedures, dental film and processing radiographs, dental x-ray film, intra oral radiographic procedures, restorative and esthetic dental material, dental liners, bases, and bonding systems, dental cements, fixed prosthodontics and provisional coverage.

Evaluation Methods:
- Class Participation: 5%
- Quizzes: 20%
- Tests: 45%
- Final Examination: 30%

Grading Scale:
- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

Completion Requirements:
Minimum passing grade of this course is 70%

Course Time Frame:
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

Print/Revision Date:
MAY 2012
# Dental Assisting Program

## Course Number and Title

**DEA07  Dental Front Office Administrator**

## Course Clock/Credit Hours

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## Prerequisites Required

The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

## Course Description

The student will learn: Front office management, dental terminology, dental office forms, dental office documentation, benefit plans, services and coding, billing and dental claims, and clinical record management.

## Course Objectives

The student will demonstrate skills in the following areas: Front office management, dental terminology, dental office forms, dental office documentation, benefit plans, services and coding, billing and dental claims, and clinical record management.

## Evaluation Methods

- **Class Participation**: 5%
- **Quizzes**: 20%
- **Tests**: 45%
- **Final Examination**: 30%

## Grading Scale

- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

## Completion Requirements

Minimum passing grade of this course is 70%

## Course Time Frame

The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

## Print/Revision Date

MAY 2012
Course Number and Title
DEA08  Dental Office Management Skills

Course Clock/Credit Hours

<table>
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Prerequisites Required
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

Course and pass: DEA07  Dental Front Office Administrator

Course Description
The student will learn: Learn the Dentistry business, management of the dental team, technology in the business office, working with dental office documents, appointments management system, inventory systems and ordering supplies, other financial system, dental insurance, bookkeeping system, accounts receivables and patient management.

Course Objectives
The student will demonstrate skills in the following areas: Dentistry business, management of the dental team, technology in the business office, working with dental office documents, appointments management system, inventory systems and ordering supplies, other financial system, dental insurance, bookkeeping system, accounts receivables and patient management.

Evaluation Methods
Class Participation          5%
Quizzes                         20%
Tests                             45%
Final Examination         30%

Grading Scale
A – 90-100%       D – 67-74%
B – 84-92%        F – 66 and below
C – 75-83%

Completion Requirements
Minimum passing grade of this course is 70%

Course Time Frame
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

Print/Revision Date
MAY 2012
Course Number and Title: DEA09 Dental Pharmacology

Course Clock/Credit Hours:

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Prerequisites Required:
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

Course Description:
The student will learn: The student will learn the accurate dosage calculations, demonstrate the six rights of medication administration observe and respond to the clients need for medication and monitor and document use of controlled substances.

Course Objectives:
The student will demonstrate skills in the following areas: accurate dosage calculations, demonstrate the six rights of medication administration observe and respond to the clients need for medication and monitor and document use of controlled substances.

Evaluation Methods:
- Class Participation: 5%
- Quizzes: 20%
- Tests: 45%
- Final Examination: 30%

Grading Scale:
- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

Completion Requirements:
Minimum passing grade of this course is 70%

Course Time Frame:
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

Print/Revision Date: MAY 2012
Course Number and Title

DEA10 Dental Radiography

Course Clock/Credit Hours

<table>
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<td>75</td>
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</table>

Prerequisites Required

The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

Course Description

The student will learn: Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to radiation physics, hazards, biological effects, protection, and control methods. Also proper techniques for exposing, processing and mounting of radiographs are included.

Course Objectives

The student will demonstrate skills in the following areas: Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to radiation physics, hazards, biological effects, protection, and control methods. Also proper techniques for exposing, processing and mounting of radiographs are included.

Evaluation Methods

Class Participation 5%
Quizzes 20%
Tests 45%
Final Examination 30%

Grading Scale

A – 90-100%  
B – 84-92%  
C – 75-83%  
D – 67-74%  
F – 66 and below

Completion Requirements

Minimum passing grade of this course is 70%

Course Time Frame

The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

Print/Revision Date

MAY 2012
**Course Number and Title**
DEA11  Dental Radiography Lab

**Course Clock/Credit Hours**

<table>
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**Prerequisites Required**
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

**Course and pass: DEA10  Dental Radiography**

**Course Description**
The student will learn: Proper techniques for exposing, processing, and mounting radiographs. Laboratory exercise demonstration proficiency in these techniques will be required.

**Course Objectives**
The student will demonstrate skills in the following areas: Proper techniques for exposing, processing, and mounting radiographs. Laboratory exercise demonstration proficiency in these techniques will be required.

**Evaluation Methods**
- Class Participation 5%
- Quizzes 20%
- Tests 45%
- Final Examination 30%

**Grading Scale**
- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

**Completion Requirements**
Minimum passing grade of this course is 70%

**Course Time Frame**
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

**Print/Revision Date**
MAY 2012
Course Number and Title: DEA12  Preventive Dental Practice

Course Clock/Credit Hours

<table>
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<tr>
<td>CREDITS</td>
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<td>25</td>
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Prerequisites Required

The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

Course and pass: DEA11  Dental Radiography Lab

Course Description

The student will learn: Emphasis is placed on the development of a plaque control program to meet individual patient needs. Control of dental caries, oral cancer, dental trauma, periodontal disease, tooth brushing methods, community water fluoridation, topical fluoride therapies, dental sealant, sugar and other sweeteners, tobacco cessation, athletic mouth guard, professional dental hygiene care, topical fluoride therapies and technological advances in dental care.

Course Objectives

The student will demonstrate skills in the following areas: development of a plaque control program to meet individual patient needs. Control of dental caries, oral cancer, dental trauma, periodontal disease, tooth brushing methods, community water fluoridation, topical fluoride therapies, dental sealant, sugar and other sweeteners, tobacco cessation, athletic mouth guard, professional dental hygiene care, topical fluoride therapies and technological advances in dental care.

Evaluation Methods

- Class Participation: 5%
- Quizzes: 20%
- Tests: 45%
- Final Examination: 30%

Grading Scale

- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

Completion Requirements

Minimum passing grade of this course is 70%

Course Time Frame

The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

Print/Revision Date

MAY 2012
DEA13  Clinical Practice

<table>
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<td>Hours</td>
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Prerequisites Required: The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

Course and pass: DEA12  Preventive Dental Practice

Course Description: The student will learn: The student will practice all intermediate skills learned in the laboratory setting and put it to practice in the Clinical site. Student will be get a pass or fail grade in this course.

Course Objectives: The student will demonstrate skills in the following areas: intermediate skills learned in the laboratory setting and put it to practice in the Clinical site. Student will be get a pass or fail grade in this course.

Evaluation Methods:
- Class Participation 5%
- Quizzes 20%
- Tests 45%
- Final Examination 30%

Grading Scale:
- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

Completion Requirements: Minimum passing grade of this course is 70%

Course Time Frame: The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

Print/Revision Date: MAY 2012