

## Program Information Report

**Health Sciences****Dental Assisting (CFDAC)  
Certificate****Program Effective Term: Fall 2020****High Demand Occupation**

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at <http://health.wccnet.edu/dentalassisting/certification/>.

**Applying for Admission to the Program:**

A formal application and acceptance to the program is required. Application packets may be downloaded from WCC's Student Connection, Health and Second Tier Program, information page <http://www.wccnet.edu/studentconnection/admissions/health-second-program/>. Completed and signed applications must be submitted during the dates indicated on the application to the Health and Second Tier Admissions Office in the Student Connection, located on the second floor of the Student Center Building. Applications for both pathways are processed on a first-qualified, first admitted basis.

**Program Admission Requirements:**

Washtenaw Community College uses a limited enrollment process for admission to this program. There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Health Care website at <http://health.wccnet.edu/>. Prerequisite and program requirements along with WCC's point system and scales are reviewed annually and subject to change.

Students are expected to meet the prerequisite and program requirements of the catalog term for the semester in which they first begin the program. Details regarding WCC's admissions process and to download the application can be found on WCC's Student Connection, Health and Second Tier Program, information page: <http://www.wccnet.edu/studentconnection/admissions/health-second-program/>.

**Admission Requirements for Pathway I (On Campus):**

Each year approximately 24 students are accepted to Pathway I for a Fall start on a first-qualified, first-admitted basis.

1. Admission to WCC.
2. Participation in a mandatory information session. Contact Jodi Neuman at [jneuman@wccnet.edu](mailto:jneuman@wccnet.edu)
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
  - b. HSC 101 or HSC 124 with a minimum grade of C+/2.3
  4. Academic Reading Level of 6 (College Level)
  5. Academic Writing Level of 6 (College Level)
  6. Verification of high school diploma, GED or higher degree.
  7. 18 years of age by October 1st of the year student starts the program.
  8. Signed Student Competencies Form (see application packet). WCC reserves the right to request, before or during the program, that students successfully demonstrate specific physical and cognitive abilities related to the program.
  9. Residency verification.

**Admission Requirements for Pathway II (ADAEP):**

Each year, approximately 36 students are accepted to Pathway II for a Fall, Winter and Spring/Summer semester start (12 per semester) on a first-qualified, first-admitted basis.

1. Admission to WCC.
2. Contact Tina Sprague in the Dental Assisting Department at [ksprague@wccnet.edu](mailto:ksprague@wccnet.edu)
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)

**Program Information Report**

4. Academic Reading Level of 6 (College Level).
5. Academic Writing Level of 6 (College Level).
6. Current and valid CPR card.
7. Pass all three portions (GC, RHS and ICE) of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA) Examination or graduate from an American Dental Association (ADA) Commission on Dental Accreditation (CODA) Accredited Dental Assisting program.
8. Students must be employed in a dental office at least 24 hours per week as a chairside dental assistant. The participating dentist must validate the student's skills (see the Student Agreement of Participation and Dentist Agreement of Participation forms in the admission packet).
9. Residency verification.

**Continuing Eligibility Requirements:**

Continuing Eligibility for Pathway I (On Campus):

1. Students must purchase an account from a college-designated vendor to obtain a criminal background check and submit health records to the department by the deadlines provided at the mandatory orientation session.
2. Additional background checks may be conducted at any time during the program. Students may be required to have drug testing as well as additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence as requested by specific clinical facilities. Any student found to have a positive drug screen for drugs prohibited by State of Michigan or Federal law (including marijuana) or controlled substances will be dismissed from the program. Failure to receive an acceptable criminal background/fingerprinting at any time, will result in dismissal from the program.
3. Students must complete any other health requirements as designated by the clinical sites.
4. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
5. Students who are dismissed from the program may not be eligible to reapply to the program.

Continuing Eligibility for Pathway II (ADAEP):

1. Continual employment working a minimum 24 hours per week as a chairside dental assistant during the program is required.
2. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
3. Students may be required to have drug testing as well as criminal background checks and/or fingerprinting as requested by the Dental Assisting Department. Any student found to have a positive drug screen for drugs prohibited by State of Michigan or Federal law (including marijuana) or controlled substances will be dismissed from the program. Failure to receive an acceptable criminal background/fingerprinting at any time, will result in dismissal from the program.
4. Students who are dismissed from the program may not be eligible to reapply to the program.

**Minimum Option Credits Required for the Program:**

**38**

**Dental Assisting Options**

Pathway I		(38 credits)
<b>Semester 1 (Fall)</b>		<b>(14 credits)</b>
DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 108	Dental Radiography	2
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	3
<b>Semester 2 (Winter)</b>		<b>(12 credits)</b>
DEN 118	Preventive Dentistry	2
DEN 120	Patient Records	1
DEN 128	Dental Radiography Practice	1
DEN 129	Patient Assessment	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4
<b>Semester 3 (Spring/Summer)</b>		<b>(12 credits)</b>
DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3
BMG 207 or	Business Communication	
ENG 111	Composition I*	3

**Minimum Credits Required for the Concentration or Option: 38**

**Program Information Report**

**Pathway II (ADAEP) (38 credits)**

<b>DANB Exam</b>		<b>(22 credits)</b>
	Students must pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry.	22

<b>First Semester</b>		<b>(16 credits)</b>
DEN 204	Advanced Functions	4
DEN 230	Alternative Dental Assisting Education Project	9
BMG 207 or ENG 111	Business Communication Composition I*	3

**Minimum Credits Required for the Concentration or Option: 38**

**Minimum Credits Required for the Program: 38**

**Notes:**

*\*If you are planning to pursue an Associate's degree, Dental Assisting Certificate and Degree Completion Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Occupational Studies.*

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CFDAC      Program Name: Dental Assisting  
 Division Code: HLT      Department: Allied Health

Effective Term: Fall 2020

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review                          | <input checked="" type="checkbox"/> Program admission requirements  |
| <input type="checkbox"/> Remove course(s): _____         | <input type="checkbox"/> Continuing eligibility requirements  |
| <input type="checkbox"/> Add course(s): _____            | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                     | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors                        |   |
| <input type="checkbox"/> Articulation information        |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

The HSC division was charged with simplifying the admission requirements.

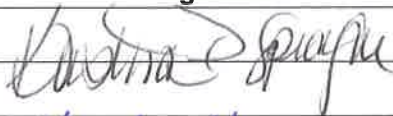

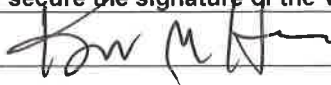
**Financial/staffing/equipment/space implications:**

N/A

**List departments that have been consulted regarding their use of this program.**

RAD, PTA, SUR, NUR

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Kristina Sprague		7/23/19
Department Chair	Kristina Sprague		
Division Dean/Administrator			7/23/19
<p><b>Please submit completed form to the Office of Curriculum and Assessment (SC 257).</b>                      Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.</p>			
Vice President for Instruction	Kimberly Hurns		9/4/19
President	Rose B. Bellanca		

Do not write in shaded area. Entered in: Banner        C&A Database 9/23/19 Log File 9/23/19 Board Approval

**Program Information Report****Dental Assisting (CFDAC)****Certificate****Program Effective Term: Fall 2019****High Demand Occupation**

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at <http://health.wccnet.edu/dentalassisting/certification/>.

**Applying for Admission to the Program:**

A formal application and acceptance to the program is required. Application packets may be downloaded from WCC's Student Connection, Health and Second Tier Program, information page <http://www.wccnet.edu/studentconnection/admissions/health-second-program/>. Completed and signed applications must be submitted during the dates indicated on the application to the Health and Second Tier Admissions Office in the Student Connection, located on the second floor of the Student Center Building. Applications for both pathways are processed on a first-qualified, first admitted basis.

**Program Admission Requirements:**

Washtenaw Community College uses a limited enrollment process for admission to this program. There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Health Care website at <http://health.wccnet.edu/>. Prerequisite and program requirements along with WCC's point system and scales are reviewed annually and subject to change.

Students are expected to meet the prerequisite and program requirements of the catalog term for the semester in which they first begin the program. Details regarding WCC's admissions process and to download the application can be found on WCC's Student Connection, Health and Second Tier Program, information page: <http://www.wccnet.edu/studentconnection/admissions/health-second-program/>.

**Admission Requirements for Pathway I (On Campus):**

Each year approximately 24 students are accepted to Pathway I for a Fall start on a first-qualified, first-admitted basis.

1. Admission to WCC.
2. Participation in a mandatory information session.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
  - b. HSC 101 or HSC 124 with a minimum grade of C+/2.3
4. Academic Reading Level of 6 (College Level)
5. Academic Writing Level of 6 (College Level)
6. Minimum cumulative college GPA of 2.3 at WCC (6 or more college credits completed at WCC) or cumulative college GPA of 2.3 from all colleges/universities attended or cumulative high school GPA of 2.3 from all high schools attended.
7. Verification of high school diploma, GED or higher degree.
8. 18 years of age by October 31 of the year student starts the program.
9. Signed Student Competencies Form (see application packet). WCC reserves the right to request, before or during the program, that students successfully demonstrate specific physical and cognitive abilities related to the program.
10. Residency verification.

**Admission Requirements for Pathway II (ADAEP):**

Each year, approximately 36 students are accepted to Pathway II for a Fall, Winter and Spring/Summer semester start (12 per semester) on a first-qualified, first-admitted basis.

1. Admission to WCC.
2. Contact Tina Sprague in the Dental Assisting Department at (734) 973-3337.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
  4. Academic Reading Level of 6 (College Level).
  5. Academic Writing Level of 6 (College Level).
  6. Current and valid CPR card.
7. Pass all three portions (GC, RHS and ICE) of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA)

**Program Information Report**

Examination or graduate from an American Dental Association (ADA) Commission on Dental Accreditation (CODA) Accredited Dental Assisting program.

8. Students must be employed in a dental office at least 24 hours per week as a chairside dental assistant. The participating dentist must validate the student's skills (see the Student Agreement of Participation and Dentist Agreement of Participation forms in the admission packet).

9. Residency verification.

**Continuing Eligibility Requirements:**

Continuing Eligibility for Pathway I (On Campus):

1. Students must purchase an account from a college-designated vendor to obtain a criminal background check and submit health records to the department by the deadlines provided at the mandatory orientation session.
2. Additional background checks may be conducted at any time during the program. Students may be required to have drug testing as well as additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence as requested by specific clinical facilities. Any student found to have a positive drug screen for drugs prohibited by State of Michigan or Federal law (including marijuana) or controlled substances will be dismissed from the program. Failure to receive an acceptable criminal background/fingerprinting at any time, will result in dismissal from the program.
3. Students must complete any other health requirements as designated by the clinical sites.
4. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
5. Students who are dismissed from the program may not be eligible to reapply to the program.

Continuing Eligibility for Pathway II (ADAEP):

1. Continual employment working a minimum 24 hours per week as a chairside dental assistant during the program is required.
2. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
3. Students who are dismissed from the program may not be eligible to reapply to the program.

**Minimum Option Credits Required for the Program:**

**38**

**Dental Assisting Options**

**Pathway I (38 credits)**

**Semester 1 (Fall) (14 credits)**

DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 108	Dental Radiography	2
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	3

**Semester 2 (Winter) (12 credits)**

DEN 118	Preventive Dentistry	2
DEN 120	Oral Diagnosis	1
DEN 128	Dental Radiography Practice	1
DEN 129	Oral Pathology and Dental Therapeutics	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4

**Semester 3 (Spring/Summer) (12 credits)**

DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3
BMG 207 or ENG 111	Business Communication Composition I*	3

**Minimum Credits Required for the Concentration or Option: 38**

**Pathway II (ADAEP) (38 credits)**

**DANB Exam (22 credits)**

Students must pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry. 22

**First Semester (16 credits)**

DEN 204	Advanced Functions	4
DEN 230	Alternative Dental Assisting Education Project	9
BMG 207 or ENG 111	Business Communication Composition I*	3

## Program Information Report

**Minimum Credits Required for the Concentration or Option: 38**

**Minimum Credits Required for the Program:**

**38**

**Notes:**

*\*If you are planning to pursue an Associate's degree.*

*Dental Assisting Certificate and Degree Completion*

*Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Occupational Studies.*

**Nelson, Lisa**

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**From:** Garrett, Joy  
**Sent:** Thursday, December 13, 2018 8:38 AM  
**To:** Nelson, Lisa  
**Cc:** Sprague, Kristina; Neuman, Jodi  
**Subject:** FW: CFDAC-I Changes

Lisa:

Please make the changes below as noted for the years identified.

Please let me know if you have any questions or problems.

Thanks

joy

Joy L. Garrett  
Director, Office of Curriculum and Assessment  
Washtenaw Community College - SC 255  
4800 E. Huron River Dr.  
Ann Arbor MI 48105-4800  
p. (734) 973-3374 f. (734) 677-5413



**From:** Hann, Hannah  
**Sent:** Wednesday, December 12, 2018 3:00 PM  
**To:** Garrett, Joy <jogarrett@wccnet.edu>  
**Cc:** Neuman, Jodi <jneuman@wccnet.edu>; Sprague, Kristina <ksprague@wccnet.edu>  
**Subject:** CFDAC-I Changes

*Most recent version of  
Continuing Eligibility  
Requirements*

Hi Joy,

\* Points 1 and 2 of the continuing eligibility requirements for the Dental Assisting (CFDAC)-Pathway I (Campus) program need to be updated.

The first point was revised because information regarding the background check and health records will no longer be provided in the students acceptance letter. Students will learn about these details at the mandatory orientation. Also, the department is no longer using the college-designated vendor for submitting health records, however, background checks will still be conducted by the vendor.

The changes highlighted in yellow under point 2 came directly from Linda Blakey (in accordance with Valerie Greaves). Linda Blakey wants this statement to be added to all health program application packets under the continuing eligibility requirements.



## Nelson, Lisa

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**From:** Garrett, Joy  
**Sent:** Thursday, December 20, 2018 9:43 AM  
**To:** Nelson, Lisa  
**Subject:** FW: Does this work better for the limited enrollment process?  
**Attachments:** Changes - Limited Enrollment Admission Process for Dental Assisting.docx

Joy L. Garrett  
Director, Office of Curriculum and Assessment  
Washtenaw Community College - SC 255  
4800 E. Huron River Dr.  
Ann Arbor MI 48105-4800  
p. (734) 973-3374 f. (734) 677-5413



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**From:** Sprague, Kristina <ksprague@wccnet.edu>  
**Sent:** Tuesday, December 4, 2018 12:44 PM  
**To:** Garrett, Joy <jogarrett@wccnet.edu>  
**Subject:** Re: Does this work better for the limited enrollment process?

Joy,  
I added a slight change to the "Continuing Eligibility" as well.

Tina

**Tina Sprague, CDA, RDA, BS**  
Washtenaw Community College  
Allied Health Department Chair  
Dental Assisting Program Director  
4800 East Huron River Drive  
Ann Arbor, MI 48105-4800

(734) 973-3337 Phone  
(734) 677-5334 Fax

*The Continuing Eligibility changes  
have been superceded. See the  
Dec. 12, 2018 email from  
Hannah Hann.*

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**From:** Garrett, Joy  
**Sent:** Tuesday, December 4, 2018 11:53 AM  
**To:** Sprague, Kristina  
**Subject:** Does this work better for the limited enrollment process?

Changes submitted  
by Tina Sprague

## Dental Assisting (CFDAC)

Certificate

### Description

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at [health.wccnet.edu/dentalassisting/certification/](http://health.wccnet.edu/dentalassisting/certification/).

### Admissions Requirements

Washtenaw Community College uses a limited enrollment process for admission to this program. ~~competitive admission process for high demand programs in health care.~~ There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Health Care website at [health.wccnet.edu/](http://health.wccnet.edu/). Prerequisite and program requirements along with WCC's point system and scales are reviewed annually and subject to change.

Students are expected to meet the prerequisite and program requirements of the catalog term for the semester in which they first begin the program. Details regarding WCC's admissions process and to download the application can be found on ~~Admission to High Demand Programs policy including priority levels are on WCC's Board of Trustees policy page:~~ [www.wccnet.edu/trustees/policies/2005/](http://www.wccnet.edu/trustees/policies/2005/). Details regarding WCC's point scales that are used to ~~calculate points are on WCC's Student Connection, Health and Second Tier Program,~~ information page: [www.wccnet.edu/studentconnection/admissions/health-second-program/](http://www.wccnet.edu/studentconnection/admissions/health-second-program/).

Admission Requirements for Pathway I (On Campus):

Each year approximately 24 students are accepted to Pathway I for a Fall start on a ~~first-qualified, first-admitted~~ basis.

1. Admission to WCC.
2. ~~Attendance at~~ Participation in a mandatory information session.

3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
  - b. HSC 101 or HSC 124 with a minimum grade of C+/2.3
4. Academic Reading Level of 6 (College Level)
5. Academic Writing Level of 6 (College Level)
6. Minimum cumulative college GPA of 2.3 at WCC (6 or more college credits completed at WCC) or cumulative college GPA of 2.3 from all colleges/universities attended or cumulative high school GPA of 2.3 from all high schools attended.
7. Verification of high school diploma, GED or higher degree.
8. 18 years of age by October 31 of the year student starts the program.
9. Signed Student Competencies Form (see application packet). WCC reserves the right to request, before or during the program, that students successfully demonstrate specific physical and cognitive abilities related to the program.
10. Residency verification.

#### Admission Requirements for Pathway II (ADAEP):

Each year, approximately 36 students are accepted to Pathway II for a Fall, Winter and Spring/Summer semester start (12 per semester) on a first-qualified, first-admitted basis.

1. Admission to WCC.
2. Contact ~~Kathleen Weber~~ Tina Sprague in the Dental Assisting Department at (734) 973-3338-3337
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
  4. Academic Reading Level of 6 (College Level).
  5. Academic Writing Level of 6 (College Level).
  6. Current and valid CPR card.
  7. Pass all three portions (GC, RHS and ICE) of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA) Examination or graduate from an American Dental Association (ADA) Commission on Dental Accreditation (CODA) Accredited Dental Assisting program.
  8. Students must be employed in a dental office at least 24 hours per week as a chairside dental assistant. The participating dentist must validate ~~skills~~ the student's skills (see the Student Agreement of Participation and Dentist Agreement of Participation forms in the admission packet).
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#### Applying for Admission to the Program

A formal application and acceptance to the program is required. Application packets may be downloaded from WCC's Student Connection, Health and Second Tier Program, information page [www.wccnet.edu/studentconnection/admissions/health-second-program/](http://www.wccnet.edu/studentconnection/admissions/health-second-program/). Completed and signed applications must be submitted during the dates indicated on the application to the Health and Second Tier Admissions Office in the Student Connection, located on the second floor of the Student Center Building. Applications for both pathways are processed on a first-qualified, first admitted basis.

## Continuing Eligibility

### Continuing Eligibility for Pathway I (On Campus):

- see note below*
1. Upon notification of acceptance to the program, students must purchase an account from a college-designated vendor to obtain a criminal background check ~~and to track their health records~~. The criminal background check ~~and health records~~ must be submitted to the designated vendor before ~~attending the mandatory program orientation~~ admission to the program. Specific information on the college-designated vendor and dates for the mandatory orientation will be included in the program acceptance letter.
  2. Additional background checks may be conducted at any time during the program. Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time will result in dismissal from the program.
  2. Students must complete any other health requirements as designated by the clinical sites.
  3. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
  4. Students who are dismissed from the program may not be eligible to reapply to the program.

### Continuing Eligibility for Pathway II (ADAEP):

1. Continual employment working a minimum 24 hours per week as a chairside dental assistant during the program is required.
2. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
3. Students who are dismissed from the program may not be eligible to reapply to the program.

*This text was not used. See wording from Hannah Hahn's Dec. 12, 2018 email.*

**Program Information Report****Dental Assisting (CFDAC)****Certificate****Program Effective Term: Fall 2019****High Demand Occupation**

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at <http://health.wccnet.edu/dentalassisting/certification/>.

**Applying for Admission to the Program:**

A formal application and acceptance to the program is required. Application packets may be downloaded from WCC's Student Connection, Health and Second Tier Program, information page <http://www.wccnet.edu/studentconnection/admissions/health-second-program/>. Completed and signed applications must be submitted during the dates indicated on the application to the Health and Second Tier Admissions Office in the Student Connection, located on the second floor of the Student Center Building.

**Program Admission Requirements:**

Washtenaw Community College uses a competitive admission process for high demand programs in health care. There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Health Care website at <http://health.wccnet.edu/>. Prerequisite and program requirements along with WCC's point system and scales are reviewed annually and subject to change.

Students are expected to meet the prerequisite and program requirements of the catalog term for the semester in which they first begin the program. Details regarding WCC's Admission to High Demand Programs policy including priority levels are on WCC's Board of Trustees policy page: <http://www.wccnet.edu/trustees/policies/2005/>. Details regarding WCC's point scales that are used to calculate points are on WCC's Student Connection, Health and Second Tier Program, information page: <http://www.wccnet.edu/studentconnection/admissions/health-second-program/>.

**Admission Requirements for Pathway I (On Campus):**

Each year approximately 24 students are accepted to Pathway I for a Fall start.

1. Admission to WCC.
2. Participate in a mandatory information session.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
  - b. HSC 101 or HSC 124 with a minimum grade of C+/2.3
4. Academic Reading Level of 6 (College Level)
5. Academic Writing Level of 6 (College Level)
6. Minimum cumulative college GPA of 2.3 at WCC (6 or more college credits completed at WCC) or cumulative college GPA of 2.3 from all colleges/universities attended or cumulative high school GPA of 2.3 from all high schools attended.
7. Verification of high school diploma, GED or higher degree.
8. 18 years of age by October 31 of the year student starts the program.
9. Signed Student Competencies Form (see application packet). WCC reserves the right to request, before or during the program, that students successfully demonstrate specific physical and cognitive abilities related to the program.
10. Residency verification.

**Admission Requirements for Pathway II (ADAEP):**

Each year, approximately 36 students are accepted to Pathway II for a Fall, Winter and Spring/Summer semester start (12 per semester).

1. Admission to WCC.
2. Contact Kathleen Weber in the Dental Assisting Department at (734) 973-3338.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
4. Academic Reading Level of 6 (College Level).
5. Academic Writing Level of 6 (College Level).
6. Current and valid CPR card.
7. Pass all three portions (GC, RHS and ICE) of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA)

**Program Information Report**

Examination or graduate from an American Dental Association (ADA) Commission on Dental Accreditation (CODA) Accredited Dental Assisting program.

8. Students must be employed in a dental office at least 24 hours per week as a chairside dental assistant. The participating dentist must validate skills the student's skills (see the Student Agreement of Participation and Dentist Agreement of Participation forms in the admission packet).

9. Residency verification.

**Continuing Eligibility Requirements:**

Continuing Eligibility for Pathway I (On Campus):

1. Students must purchase an account from a college-designated vendor to obtain a criminal background check and submit health records to the department by the deadlines provided at the mandatory orientation session.
2. Additional background checks may be conducted at any time during the program. Students may be required to have drug testing as well as additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence as requested by specific clinical facilities. Any student found to have a positive drug screen for drugs prohibited by State of Michigan or Federal law (including marijuana) or controlled substances will be dismissed from the program. Failure to receive an acceptable criminal background/fingerprinting at any time, will result in dismissal from the program.
3. Students must complete any other health requirements as designated by the clinical sites.
4. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
5. Students who are dismissed from the program may not be eligible to reapply to the program.

Continuing Eligibility for Pathway II (ADAEP):

1. Continual employment working a minimum 24 hours per week as a chairside dental assistant during the program is required.
2. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
3. Students who are dismissed from the program may not be eligible to reapply to the program.

**Minimum Option Credits Required for the Program:**

**38**

**Dental Assisting Options**

<b>Pathway I</b>		<b>(38 credits)</b>
<b>Semester 1 (Fall)</b>		<b>(14 credits)</b>
DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 108	Dental Radiography	2
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	3
<b>Semester 2 (Winter)</b>		<b>(12 credits)</b>
DEN 118	Preventive Dentistry	2
DEN 120	Oral Diagnosis	1
DEN 128	Dental Radiography Practice	1
DEN 129	Oral Pathology and Dental Therapeutics	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4
<b>Semester 3 (Spring/Summer)</b>		<b>(12 credits)</b>
DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3
BMG 207 or ENG 111	Business Communication Composition I*	3

**Minimum Credits Required for the Concentration or Option: 38**

<b>Pathway II (ADAEP)</b>		<b>(38 credits)</b>
<b>DANB Exam</b>		<b>(22 credits)</b>
	Students must pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry.	22
<b>First Semester</b>		<b>(16 credits)</b>
DEN 204	Advanced Functions	4
DEN 230	Alternative Dental Assisting Education Project	9
BMG 207 or ENG 111	Business Communication Composition I*	3

## Program Information Report

**Minimum Credits Required for the Concentration or Option: 38**

**Minimum Credits Required for the Program:**

**38**

**Notes:**

*\*If you are planning to pursue an Associate's degree.*

*Dental Assisting Certificate and Degree Completion*

*Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Occupational Studies.*

**Program Information Report****Dental Assisting (CFDAC)****Certificate****Program Effective Term: Fall 2017****High Demand Occupation**

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at <http://health.wccnet.edu/dentalassisting/certification/>.

**Applying for Admission to the Program:**

A formal application and acceptance to the program is required. Application packets may be downloaded from WCC's Student Connection, Health and Second Tier Program, information page <http://www.wccnet.edu/studentconnection/admissions/health-second-program/>. Completed and signed applications must be submitted during the dates indicated on the application to the Health and Second Tier Admissions Office in the Student Connection, located on the second floor of the Student Center Building.

**Program Admission Requirements:**

Washtenaw Community College uses a competitive admission process for high demand programs in health care. There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Health Care website at <http://health.wccnet.edu/>. Prerequisite and program requirements along with WCC's point system and scales are reviewed annually and subject to change.

Students are expected to meet the prerequisite and program requirements of the catalog term for the semester in which they first begin the program. Details regarding WCC's Admission to High Demand Programs policy including priority levels are on WCC's Board of Trustees policy page: <http://www.wccnet.edu/trustees/policies/2005/>. Details regarding WCC's point scales that are used to calculate points are on WCC's Student Connection, Health and Second Tier Program, information page: <http://www.wccnet.edu/studentconnection/admissions/health-second-program/>.

**Admission Requirements for Pathway I (On Campus):**

Each year approximately 24 students are accepted to Pathway I for a Fall start.

1. Admission to WCC.
2. Attendance at a mandatory information session.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
  - b. HSC 101 or HSC 124 with a minimum grade of C+/2.3
4. Academic Reading Level of 6 (College Level)
5. Academic Writing Level of 6 (College Level)
6. Minimum cumulative college GPA of 2.3 at WCC (6 or more college credits completed at WCC) or cumulative college GPA of 2.3 from all colleges/universities attended or cumulative high school GPA of 2.3 from all high schools attended.
7. Verification of high school diploma, GED or higher degree.
8. 18 years of age by October 31 of the year student starts the program.
9. Signed Student Competencies Form (see application packet). WCC reserves the right to request, before or during the program, that students successfully demonstrate specific physical and cognitive abilities related to the program.
10. Residency verification.

**Admission Requirements for Pathway II (ADAEP):**

Each year, approximately 36 students are accepted to Pathway II for a Fall, Winter and Spring/Summer semester start (12 per semester).

1. Admission to WCC.
2. Contact Kathleen Weber in the Dental Assisting Department at (734) 973-3338.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
4. Academic Reading Level of 6 (College Level).
5. Academic Writing Level of 6 (College Level).
6. Current and valid CPR card.
7. Pass all three portions (GC, RHS and ICE) of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA)



**Program Information Report**

Examination or graduate from an American Dental Association (ADA) Commission on Dental Accreditation (CODA) Accredited Dental Assisting program.

8. Students must be employed in a dental office at least 24 hours per week as a chairside dental assistant. The participating dentist must validate skills the student's skills (see the Student Agreement of Participation and Dentist Agreement of Participation forms in the admission packet).

9. Residency verification.

**Continuing Eligibility Requirements:**

Continuing Eligibility for Pathway I (On Campus):

1. Upon notification of acceptance to the program, students must purchase an account from a college-designated vendor to obtain a criminal background check and to track their health records. The criminal background check and health records must be submitted to the designated vendor before attending the mandatory program orientation. Specific information on the college-designated vendor and dates for the mandatory orientation will be included in the program acceptance letter.
2. Additional background checks may be conducted at any time during the program. Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time will result in dismissal from the program.
2. Students must complete any other health requirements as designated by the clinical sites.
3. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
4. Students who are dismissed from the program may not be eligible to reapply to the program.

Continuing Eligibility for Pathway II (ADAEP):

1. Continual employment working a minimum 24 hours per week as a chairside dental assistant during the program is required.
2. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
3. Students who are dismissed from the program may not be eligible to reapply to the program.

**Minimum Option Credits Required for the Program:**

**38**

**Dental Assisting Options**

**Pathway I (38 credits)**

**Semester 1 (Fall) (14 credits)**

DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 108	Dental Radiography	2
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	3

**Semester 2 (Winter) (12 credits)**

DEN 118	Preventive Dentistry	2
DEN 120	Oral Diagnosis	1
DEN 128	Dental Radiography Practicum	1
DEN 129	Oral Pathology and Dental Therapeutics	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4

**Semester 3 (Spring/Summer) (12 credits)**

DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3
BMG 207 or ENG 111	Business Communication Composition I*	3-4

**Minimum Credits Required for the Concentration or Option: 38**

**Pathway II (ADAEP) (38 credits)**

<b>DANB Exam</b>		<b>(22 credits)</b>
	Students must pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry.	22

**First Semester (16 credits)**

DEN 204	Advanced Functions	4
DEN 230	Alternative Dental Assisting Education Project	9
BMG 207 or ENG 111	Business Communication Composition I*	3-4

**Minimum Credits Required for the Concentration or Option: 38**

## Program Information Report

### Minimum Credits Required for the Program:

38

#### **Notes:**

*\*If you are planning to pursue an Associate's degree.*

*Dental Assisting Certificate and Degree Completion*

*Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Occupational Studies.*

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **CFDAC** Program Name: **Dental Assisting**

Effective Term: **Fall 2018**

Division Code: **Health Sciences** Department: **Dental**

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review                          | <input checked="" type="checkbox"/> Program admission requirements  |
| <input type="checkbox"/> Remove course(s): _____         | <input checked="" type="checkbox"/> Continuing eligibility requirements   |
| <input type="checkbox"/> Add course(s): _____            | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                     | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors                        |   |
| <input type="checkbox"/> Articulation information        |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

Admissions will no longer complete background checks on incoming students and an outside vendor will be used for Pathway I students.

**Financial/staffing/equipment/space implications:**

N/A

**List departments that have been consulted regarding their use of this program.**

N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Jodi Neuman	<i>Jodi Neuman</i>	7/26/17
Department Chair	Connie Foster	<i>Connie Foster</i>	7/31/17
Division Dean/Administrator	Valerie Greaves	<i>Valerie Greaves</i>	8/1/17
Vice President for Instruction	Kim Hurns	<i>Kim Hurns</i>	8/7/17
President	Rose Bellanca		

Do not write in shaded area. Entered in: Banner *8/1/17* C&A Database *8/1/17* Log File *8/1/17* Board Approval *N/A*

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

## **Dental Assisting (CFDAC)**

### Certificate

- 2015 - 2016
- 2016 - 2017
- 2017 - 2018

### **Description**

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at [health.wccnet.edu/dentalassisting/certification/](http://health.wccnet.edu/dentalassisting/certification/).

### **Admissions Requirements**

Washtenaw Community College uses a competitive admission process for high demand programs in health care. There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Health Care website at [health.wccnet.edu/](http://health.wccnet.edu/). Prerequisite and program requirements along with WCC's point system and scales are reviewed annually and subject to change.

Students are expected to meet the prerequisite and program requirements of the catalog term for the semester in which they first begin the program. Details regarding WCC's Admission to High Demand Programs policy including priority levels are on WCC's Board of Trustees policy page: [www.wccnet.edu/trustees/policies/2005/](http://www.wccnet.edu/trustees/policies/2005/). Details regarding WCC's point scales that are used to calculate points are on WCC's Student Connection, Health and Second Tier Program, information page: [www.wccnet.edu/studentconnection/admissions/health-second-program/](http://www.wccnet.edu/studentconnection/admissions/health-second-program/).

Admission Requirements for Pathway I (On Campus):

Each year approximately 24 students are accepted to Pathway I for a Fall start.

1. Admission to WCC.
2. Attendance at a mandatory information session.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
  - b. HSC 101 or HSC 124 with a minimum grade of C+/2.3
4. Academic Reading Level of 6 (College Level)
5. Academic Writing Level of 6 (College Level)
6. Minimum cumulative college GPA of 2.3 at WCC (6 or more college credits completed at WCC) or cumulative college GPA of 2.3 from all colleges/universities attended or cumulative high school GPA of 2.3 from all high schools attended.
7. Verification of high school diploma, GED or higher degree.
8. 18 years of age by October 31 of the year student starts the program.
9. Signed Student Competencies Form (see application packet). WCC reserves the right to request, before or during the program, that students successfully demonstrate specific physical and cognitive abilities related to the program.
10. ~~Criminal background check clearance (refer to the Information Release Authorization Form in the admission packet).~~
11. Residency verification.

#### Admission Requirements for Pathway II (ADAEP):

Each year, approximately 36 students are accepted to Pathway II for a Fall, Winter and Spring/Summer semester start (12 per semester).

1. Admission to WCC.
2. Contact Kathleen Weber in the Dental Assisting Department at (734) 973-3338.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
4. Academic Reading Level of 6 (College Level).
5. Academic Writing Level of 6 (College Level).
6. Current and valid CPR card.
7. Pass all three portions (GC, RHS and ICE) of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA) Examination or graduate from an American Dental Association (ADA) Commission on Dental Accreditation (CODA) Accredited Dental Assisting program.
8. Students must be employed in a dental office at least 24 hours per week as a chairside dental assistant. The participating dentist must validate skills the student's skills (see the Student Agreement of Participation and Dentist Agreement of Participation forms in the admission packet).
9. Residency verification.


#### **Applying for Admission to the Program**

A formal application and acceptance to the program is required. Application packets may be downloaded from WCC's Student Connection, Health and Second Tier Program, information page [www.wccnet.edu/studentconnection/admissions/health-second-program/](http://www.wccnet.edu/studentconnection/admissions/health-second-program/). Completed and signed applications must be submitted during the dates indicated on the application to the Health

and Second Tier Admissions Office in the Student Connection, located on the second floor of the Student Center Building.

### **Continuing Eligibility**

Continuing Eligibility for Pathway I (On Campus):



1. Upon notification of acceptance to the program, students must purchase an account from a college-designated vendor to obtain a criminal background check and to track their health records. The criminal background check and health records must be submitted to the designated vendor before attending the mandatory program orientation. Specific information on the college-designated vendor and dates for the mandatory orientation will be included in the program acceptance letter.

2. Additional background checks may be conducted at any time during the program. Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time will result in dismissal from the program.

3. Students must complete any other health requirements as designated by the clinical sites.

4. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.

5. Students who are dismissed from the program may not be eligible to reapply to the program.

Continuing Eligibility for Pathway II (ADAEP):

1. Continual employment working a minimum 24 hours per week as a chairside dental assistant during the program is required.

2. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.

3. Students who are dismissed from the program may not be eligible to reapply to the program.

**Program Information Report****Dental Assisting (CFDAC)****Certificate****Program Effective Term: Fall 2016****High Demand Occupation**

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at <http://health.wccnet.edu/dentalassisting/certification/>.

**Applying for Admission to the Program:**

A formal application and acceptance to the program is required. Application packets may be downloaded from WCC's Health Care website at <http://health.wccnet.edu>. Completed and signed applications must be submitted during the application window to the Health and Second Tier Admissions Office in the Student Connection, located on the second floor of the Student Center Building.

**Program Admission Requirements:**

Washtenaw Community College uses a competitive admission process for high demand programs in health care. There are multiple requirements that must be completed prior to submitting an application for admission. For detailed information regarding admission to this health care program, please visit our Health Care website at <http://health.wccnet.edu/>. Prerequisite and program requirements along with WCC's point system and scales are reviewed annually and subject to change.

Students are expected to meet the prerequisite and program requirements of the catalog term for the semester in which they first begin the program. Details regarding WCC's Admission to High Demand programs policy including priority levels can be found on WCC's website at <http://www.wccnet.edu/trustees/policies/2005/>. WCC's point scales that are used to calculate points may be accessed at <http://health.wccnet.edu>.

**Admission Requirements for Pathway I (On Campus):**

Each year approximately 24 students are accepted to Pathway I for a Fall start.

1. Admission to WCC.
2. Attendance at a mandatory information session.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
  - b. HSC 101 or HSC 124 with a minimum grade of C+/2.3
4. Academic Reading Level of 6 (College Level)
5. Academic Writing Level of 6 (College Level)
6. Minimum cumulative college GPA of 2.3 at WCC (6 or more college credits completed at WCC) or cumulative college GPA of 2.3 from all colleges/universities attended or cumulative high school GPA of 2.3 from all high schools attended.
7. Verification of high school diploma, GED or higher degree.
8. 18 years of age by October 31 of the year student starts the program.
9. Signed Student Competencies Form (see application packet). WCC reserves the right to request, before or during the program, that students successfully demonstrate specific physical and cognitive abilities related to the program.
10. Criminal background check clearance (refer to the Information Release Authorization Form in the admission packet).
11. Residency verification.

**Admission Requirements for Pathway II (ADAEP):**

Each year, approximately 36 students are accepted to Pathway II for a Fall, Winter and Spring/Summer semester start (12 per semester).

1. Admission to WCC.
2. Contact Kathleen Weber in the Dental Assisting Department at (734) 973-3338.
3. Program prerequisite courses:
  - a. ACS 1035 (Introduction to Online Learning)
4. Academic Reading Level of 6 (College Level).
5. Academic Writing Level of 6 (College Level).
6. Current and valid CPR card.

Program Information Report

- 7. Pass all three portions (GC, RHS and ICE) of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA) Examination or graduate from an American Dental Association (ADA) Commission on Dental Accreditation (CODA) Accredited Dental Assisting program.
- 8. Criminal background check clearance (refer to the Information Release Authorization Form in the admission packet).
- 9. Students must be employed in a dental office at least 24 hours per week as a chairside dental assistant. The participating dentist must validate skills the student's skills (see the Student Agreement of Participation and Dentist Agreement of Participation forms in the admission packet).
- 10. Residency verification.

**Continuing Eligibility Requirements:**

Continuing Eligibility for Pathway I (On Campus):

- 1. Additional background checks may be conducted at any time during the program. Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time will result in dismissal from the program.
- 2. Students must complete any other health requirements as designated by the clinical sites.
- 3. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
- 4. Students who are dismissed from the program may not be eligible to reapply to the program.

Continuing Eligibility for Pathway II (ADAEP):

- 1. Additional background checks may be conducted at any time during the program. Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time will result in dismissal from the program.
- 2. Continual employment working a minimum 24 hours per week as a chairside dental assistant during the program is required.
- 3. All Dental Assisting (DEN) and support courses to the program must be completed with a minimum grade of C/2.0.
- 4. Students who are dismissed from the program may not be eligible to reapply to the program.

**Minimum Option Credits Required for the Program:**

**38**

**Dental Assisting Options**

**Pathway I (38 credits)**

**Semester 1 (Fall)**

DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 108	Dental Radiography	2
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	3

**Semester 2 (Winter)**

DEN 118	Preventive Dentistry	2
DEN 120	Oral Diagnosis	1
DEN 128	Dental Radiography Practicum	1
DEN 129	Oral Pathology and Dental Therapeutics	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4

**Semester 3 (Spring/Summer) (12 credits)**

DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3
BMG 207 or ENG 111	Business Communication Composition I*	3-4

**Minimum Credits Required for the Concentration or Option: 38**

**Pathway II (ADAEP) (38 credits)**

**DANB Exam (22 credits)**

Students must pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry. 22

**Final Semester (16 credits)**

DEN 204	Advanced Functions	4
DEN 230	Alternative Dental Assisting Education Project	9
BMG 207 or ENG 111	Business Communication Composition I*	3-4

**Minimum Credits Required for the Concentration or Option: 38**



**Program Information Report**

**Minimum Credits Required for the Program:**

**38**

**Notes:**

*\*If you are planning to pursue an Associate's degree.*

*Dental Assisting Certificate and Degree Completion*

*Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Occupational Studies.*

## Program Information Report

### Dental Assisting (CFDAC)

#### Certificate

**Program Effective Term: Fall 2015**

#### High Demand Occupation

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at <http://www.wccnet.edu/health/dental.php>.

For more detailed information regarding the health care programs at WCC, please visit our "Welcome to Health Care" home page at <http://www4.wccnet.edu/departments/health>

#### Program Admission Requirements:

Washtenaw Community College uses a competitive admission process for high demand programs in health care. For detailed information regarding admission to this health care program, please visit our Welcome to Health Care home page at: <http://www4.wccnet.edu/departments/health>

#### Minimum Option Credits Required for the Program:

**38**

#### Dental Assisting Options

<b>First Semester</b>		<b>(14 credits)</b>
DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 108	Dental Radiography	2
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	3
<b>Second Semester</b>		<b>(12 credits)</b>
DEN 118	Preventive Dentistry	2
DEN 120	Oral Diagnosis	1
DEN 128	Dental Radiography Practicum	1
DEN 129	Oral Pathology and Dental Therapeutics	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4
<b>Third Semester</b>		<b>(12 credits)</b>
DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3
BMG 207 or ENG 111	Business Communication Composition I**	3-4

#### Minimum Credits Required for the Concentration or Option: 38

<b>DANB Exam</b>		<b>(22 credits)</b>
	Students must pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry.	22

**Program Information Report**

<b>First Semester</b>		<b>(16 credits)</b>
DEN 204	Advanced Functions	4
DEN 230	Alternative Dental Assisting Education Project	9
BMG 207 or	Business Communication	
ENG 111	Composition I**	3-4

**Minimum Credits Required for the Concentration or Option: 38**

**Minimum Credits Required for the Program: 38**

**Notes:**

*\*If you are planning to pursue an Associate's degree.  
Dental Assisting Certificate and Degree Completion  
Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Occupational Studies.*

**Program Information Report****School of Nursing and Health Sciences**

Find your place in the growing field of health care. The School of Nursing and Health Sciences provides a variety of programs designed to prepare the student for entry-level positions in dental assisting, pharmacy technology, physical therapist assistant, radiography, nursing assistant or professional nursing. The health care foundations certificate provides a starting point for prospective nursing and health science students or provides the general education courses to move from completion of a certificate program into an associate degree program.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, an advanced certificate and General Education requirements.

**Dental Assisting**

Prepare for a career as a certified dental assistant through the completion of this program.

## Program Information Report

### Dental Assisting (CFDAC) Certificate

Program Effective Term: Fall 2014

#### High Demand Occupation

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at <http://www.wccnet.edu/health/dental.php>.

For more detailed information regarding the health care programs at WCC, please visit our "Welcome to Health Care" home page at <http://www4.wccnet.edu/departments/health>

#### Applying for Admission to the Program:

Applying for Admission to the Pathway I (On Campus) Program:

After admission to the school, a formal application to the program is required. Application packets may be downloaded from the WCC Web site: [www.wccnet.edu/health](http://www.wccnet.edu/health). Completed and signed applications must be delivered to the Health and Second Tier Admissions Technician at the Student Connection, located on the second floor of the Student Center Building.

Student applications are reviewed on a regular basis. Upon receipt of a completed application, the student will be placed on the program waitlist following the two-month application cycle deadline in which the application was submitted. Students are encouraged to complete required general education courses (ENG 111 or BMG 207) while on the waitlist until they are notified of their program start date.

Each year approximately 24 students are moved from the waitlist to the formal program with a fall semester start. Students are moved off the waitlist and into the program in the order of first-in, first-out, with priority given to Washtenaw County residents.

Students who wish to be considered to the program need to submit their program application by the May 31st application cycle deadline of the year they are applying for. In the event that there are more spaces available than applications submitted, incomplete applications may be submitted during the April 1st - May 31st application cycle only if we can verify the student can meet all remaining admission requirements by the end of the Spring/Summer semester preceding the fall semester start. Prior to submitting an incomplete application, students must first contact the Health and Second Tier Admissions Office at (734) 973-3596, (734) 477-8998, or [healthadmissions@wccnet.edu](mailto:healthadmissions@wccnet.edu) to determine if we are allowing incomplete applications to be submitted.

For more information on WCC's policy regarding the waitlist process and application cycles, students may view or download the Admission and Waitlist Process for High Demand Programs on the WCC Web site: <http://www.wccnet.edu/studentconnection/admissions/>.

Applying for Admission to the Pathway II (ADAEP) Program:

After admission to the school, a formal application to the program is required. Application packets may be downloaded from the WCC Web site: [www.wccnet.edu/health](http://www.wccnet.edu/health). Completed and signed applications must be delivered to the Health and Second Tier Admissions Technician at the Student Connection, located on the second floor of the Student Center Building.

Student applications are reviewed on a regular basis. Upon receipt of a completed application, the student will be accepted to the program on a first-come basis until all seats in the program are filled. Students are encouraged to complete required general education courses (ENG 111 or BMG 207) prior to their program start date.

Each semester approximately 12 students are accepted to the formal program for a fall, winter or spring/summer start. (see note below\*)

#### Program Admission Requirements:

Admission Requirements for Pathway I (On Campus):

- Meet with the Dental Department. To schedule an appointment, contact Jodi Neuman at (734) 973-3332 or [jneuman@wccnet.edu](mailto:jneuman@wccnet.edu)
- Verification of a High School Diploma, GED, or Higher Degree
- Students must be 18 years of age by October 31st of the year they are applying
- Academic Reading and Writing Levels of 6 (College Level)

**Program Information Report**

- Successful completion of ACS 1035 (Introduction to Online Learning): <http://www.wccnet.edu/academics/classes/online/introduction-class/>
- HSC 101 (Healthcare Terminology) or HSC 124 (Medical Terminology) with a minimum grade of "C+" (2.3 on a 4.0 GPA scale)
- Minimum Cumulative College or High School GPA of 2.3. Only WCC's cumulative GPA will be used if the student has completed 6 or more college credits at WCC. If less than 6 college credits at WCC, the cumulative GPA will be based on the following:
  - Cumulative college GPA of all colleges/universities attended if 6 or more college credits completed, but less than 6 credits at WCC OR
  - Cumulative high school GPA of all high schools attended if less than 6 college credits completed.
- Clearance of a criminal background check. Under the Bureau of Health Professions (BHP) for the State of Michigan, an individual who has been convicted of a felony, a misdemeanor punishable by imprisonment for a maximum term of 2 years or a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations), may be ineligible to take the Registered Dental Assistant (RDA) Examination and obtain a Michigan license.
- Students must declare they have specific physical and cognitive abilities. WCC reserves the right to request that applicants successfully demonstrate the specific cognitive and physical abilities related to the program.

**Admission Requirements for Pathway II (ADAEP):**

- Contact the Dental Department at (734) 973-3338 or Kathy Weber at [weber@wccnet.edu](mailto:weber@wccnet.edu)
- Academic Reading and Writing Levels of 6 (College Level)
- Successful completion of ACS 1035 (Introduction to Online Learning): <http://www.wccnet.edu/academics/classes/online/introduction-class/>
- Applicants must be employed in a dental office at least 24 hours per week as a chairside dental assistant. The participating dentist will need to validate skills in the office and sign an agreement form.
- Applicants must pass all 3 portions (General Chairside, Radiation Health and Safety, Infection Control) of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA) examination or be a graduate from an American Dental Association (ADA) accredited dental assisting program
- Verification of a current CPR card
- Clearance of a criminal background check. Under the Bureau of Health Professions (BHP) for the State of Michigan, an individual who has been convicted of a felony, a misdemeanor punishable by imprisonment for a maximum term of 2 years or a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations), may be ineligible to take the Registered Dental Assistant (RDA) Examination and obtain a Michigan license.

**Continuing Eligibility Requirements:**

**Entrance and Continuing Eligibility Requirements for Pathway I (On Campus):**

- Second criminal background check may be required prior to starting the program. Failure to receive an acceptable background check at any time will result in dismissal from the program.
- Mandatory attendance at the new student orientation session upon acceptance into the program.
- Program courses are sequential and complemented with appropriate support courses. All dental courses must be completed with a grade of "C" (2.0 on a 4.0 GPA scale) or better in order to graduate from this program.
- A current CPR card is required prior to beginning the winter semester.
- Completion of satisfactory physical examination must be documented on the WCC Report of Medical History form by the date specified during orientation. This form contains verification of childhood immunizations, negative TB test, and evidence of the Hepatitis B vaccination.
- Students must maintain personal health insurance throughout the program.

**Entrance and Continuing Eligibility Requirements for Pathway II (ADAEP):**

- Second criminal background check may be required prior to starting the program. Failure to receive an acceptable background check at any time will result in dismissal from the program.
- Mandatory attendance at a two (2) day on-campus workshop upon acceptance into the program.
- Continual employment, working at least 24 hours per week as a chairside dental assistant.
- Program courses are sequential and complemented with appropriate support courses. All dental courses must be completed with a grade of "C" (2.0 on a 4.0 GPA scale) or better in order to graduate from this program.

**Minimum Option Credits Required for the Program:**

**38**

**Dental Assisting Options**

<b>First Semester</b>		<b>(14 credits)</b>
DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 108	Dental Radiography	2
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	3

**Program Information Report**

Second Semester		(12 credits)
DEN 118	Preventive Dentistry	2
DEN 120	Oral Diagnosis	1
DEN 128	Dental Radiography Practicum	1
DEN 129	Oral Pathology and Dental Therapeutics	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4

Third Semester		(12 credits)
DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3
BMG 207 or	Business Communication	
ENG 111	Composition I**	3-4

**Minimum Credits Required for the Concentration or Option: 38**

DANB Exam		(22 credits)
	Students must pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry.	22

First Semester		(16 credits)
DEN 204	Advanced Functions	4
DEN 230	Alternative Dental Assisting Education Project	9
BMG 207 or	Business Communication	
ENG 111	Composition I**	3-4

**Minimum Credits Required for the Concentration or Option: 38**

**Minimum Credits Required for the Program: 38**

**Notes:**

*\*It is suggested that students who wish to be considered to the program for a particular semester submit their completed program application at least one month prior to the start of that semester.*

*If at any time we have more applicants than seats available in the program, we will begin to follow our policy regarding the waitlist process. For more information on WCC's policy regarding the waitlist process and application cycles, students may view or download the Admission and Waitlist Process for High Demand Programs on the WCC Web site: <http://www.wccnet.edu/studentconnection/admissions/>.*

*\*\*If you are planning to pursue an Associate's degree.*

*Dental Assisting Certificate and Degree Completion*

*Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Dental Assisting.*

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **CFDAC** Program Name: **Dental Assisting**

Effective Term: **Fall 2014**

Division Code: **MHS** Department: **Dental**

**Directions:**  
 1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.  
 2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.  
 3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Program admission requirements
<input type="checkbox"/> Remove course(s): _____	<input checked="" type="checkbox"/> Continuing eligibility requirements
<input type="checkbox"/> Add course(s): _____	<input type="checkbox"/> Program outcomes
<input type="checkbox"/> Program title (title was _____)	<input type="checkbox"/> Accreditation information
<input type="checkbox"/> Description	<input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
<input type="checkbox"/> Type of award	<input type="checkbox"/> Other _____
<input type="checkbox"/> Advisors	
<input type="checkbox"/> Articulation information	

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**  
 To insure that accreditation standards are met regarding admissions, students must have a high school diploma or its equivalent, or a post-secondary degree.  
  
 A change also needed to reflect the new course offering of HSC 124, which could be substituted for HSC 101.

**Financial/staffing/equipment/space implications:**  
 N/A

**List departments that have been consulted regarding their use of this program.**  
 N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Kristina Sprague	<i>Kristina Sprague</i>	6/12/14
Department Chair	Connie Foster	<i>Connie Foster</i>	6/16/14
Division Dean/Administrator	Martha Showalter	<i>M Showalter</i>	6/18/14
Vice President for Instruction	Bill Abernethy	<i>Bill Abernethy</i>	7/22/14
President	Rose Bellanca		

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

*sdjone*  
 logged 7/3/14 s/v  
 Office of Curriculum & Assessment



## **Applying for Admission to the Pathway I (On Campus) Program:**

After admission to the school, a formal application to the program is required. Application packets may be downloaded from the WCC Web site: [www.wccnet.edu/health](http://www.wccnet.edu/health). Completed and signed applications must be delivered to the Health and Second Tier Admissions Technician at the Student Connection, located on the second floor of the Student Center Building.

Student applications are reviewed on a regular basis. Upon receipt of a completed application, the student will be placed on the program waitlist following the two-month application cycle deadline in which the application was submitted. Students are encouraged to complete required general education courses (ENG 111 or BMG 207) while on the waitlist until they are notified of their program start date.

Each year approximately 24 students are moved from the waitlist to the formal program with a fall semester start. Students are moved off the waitlist and into the program in the order of first-in, first-out, with priority given to Washtenaw County residents.

Students who wish to be considered to the program need to submit their program application by the May 31<sup>st</sup> application cycle deadline of the year they are applying for. In the event that there are more spaces available than applications submitted, incomplete applications may be submitted during the April 1<sup>st</sup> – May 31<sup>st</sup> application cycle only if we can verify the student can meet all remaining admission requirements by the end of the Spring/Summer semester preceding the fall semester start. Prior to submitting an incomplete application, students must first contact the Health and Second Tier Admissions Office at (734) 973-3596, (734) 477-8998, or [healthadmissions@wccnet.edu](mailto:healthadmissions@wccnet.edu) to determine if we are allowing incomplete applications to be submitted.

For more information on WCC's policy regarding the waitlist process and application cycles, students may view or download the *Admission and Waitlist Process for High Demand Programs* on the WCC Web site: <http://www.wccnet.edu/studentconnection/admissions/>.

## **Admission Requirements for Pathway I (On Campus):**

- Meet with the Dental Department. To schedule an appointment, contact Jodi Neuman at (734) 973-3332 or [jneuman@wccnet.edu](mailto:jneuman@wccnet.edu)
- Verification of a High School Diploma, GED, or Higher Degree
- Students must be 18 years of age by October 31<sup>st</sup> of the year they are applying
- Academic Reading and Writing Levels of 6 (College Level)
- Successful completion of ACS 1035 (Introduction to Online Learning):  
<http://www.wccnet.edu/academics/classes/online/introduction-class/>
- HSC 101 (Healthcare Terminology) or HSC 124 (Medical Terminology) with a minimum grade of "C+" (2.3 on a 4.0 GPA scale)
- Minimum Cumulative College or High School GPA of 2.3. Only WCC's cumulative GPA will be used if the student has completed 6 or more college credits at WCC. If less than 6 college credits at WCC, the cumulative GPA will be based on the following:
  - Cumulative college GPA of all colleges/universities attended if 6 or more college credits completed, but less than 6 credits at WCC

OR

-Cumulative high school GPA of all high schools attended if less than 6 college credits completed.

-Clearance of a criminal background check. Under the Bureau of Health Professions (BHP) for the State of Michigan, an individual who has been convicted of a felony, a misdemeanor punishable by imprisonment for a maximum term of 2 years or a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations), may be ineligible to take the Registered Dental Assistant (RDA) Examination and obtain a Michigan license.

-Students must declare they have specific physical and cognitive abilities. WCC reserves the right to request that applicants successfully demonstrate the specific cognitive and physical abilities related to the program.

**Entrance and Continuing Eligibility Requirements for Pathway I (On Campus):**

-Second criminal background check may be required prior to starting the program. Failure to receive an acceptable background check at any time will result in dismissal from the program.

-Mandatory attendance at the new student orientation session upon acceptance into the program.

-Program courses are sequential and complemented with appropriate support courses. All dental courses must be completed with a grade of "C" (2.0 on a 4.0 GPA scale) or better in order to graduate from this program.

-A current CPR card is required prior to beginning the winter semester.

-Completion of satisfactory physical examination must be documented on the WCC Report of Medical History form by the date specified during orientation. This form contains verification of childhood immunizations, negative TB test, and evidence of the Hepatitis B vaccination.

-Students must maintain personal health insurance throughout the program.

## **Applying for Admission to the Pathway II (ADAEP) Program:**

After admission to the school, a formal application to the program is required. Application packets may be downloaded from the WCC Web site: [www.wccnet.edu/health](http://www.wccnet.edu/health). Completed and signed applications must be delivered to the Health and Second Tier Admissions Technician at the Student Connection, located on the second floor of the Student Center Building.

Student applications are reviewed on a regular basis. Upon receipt of a completed application, the student will be accepted to the program on a first-come basis until all seats in the program are filled. Students are encouraged to complete required general education courses (ENG 111 or BMG 207) prior to their program start date.

Each semester approximately 12 students are accepted to the formal program for a fall, winter, or spring/summer semester start.

It is suggested that students who wish to be considered to the program for a particular semester submit their completed program application at least one month prior to the start of that semester.

If at any time we have more applicants than seats available in the program, we will begin to follow our policy regarding the waitlist process. For more information on WCC's policy regarding the waitlist process and application cycles, students may view or download the *Admission and Waitlist Process for High Demand Programs* on the WCC Web site: <http://www.wccnet.edu/studentconnection/admissions/>.

## **Admission Requirements for Pathway II (ADAEP):**

- Contact the Dental Department at (734) 973-3338 or Kathy Weber at [weber@wccnet.edu](mailto:weber@wccnet.edu)
- Academic Reading and Writing Levels of 6 (College Level)
- Successful completion of ACS 1035 (Introduction to Online Learning):  
<http://www.wccnet.edu/academics/classes/online/introduction-class/>
- Applicants must be employed in a dental office at least 24 hours per week as a chairside dental assistant. The participating dentist will need to validate skills in the office and sign an agreement form.
- Applicants must pass all 3 portions (General Chairside, Radiation Health and Safety, Infection Control) of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA) examination or be a graduate from an American Dental Association (ADA) accredited dental assisting program
- Verification of a current CPR card
- Clearance of a criminal background check. Under the Bureau of Health Professions (BHP) for the State of Michigan, an individual who has been convicted of a felony, a misdemeanor punishable by imprisonment for a maximum term of 2 years or a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations), may be ineligible to take the Registered Dental Assistant (RDA) Examination and obtain a Michigan license.

## **Entrance and Continuing Eligibility Requirements for Pathway II (ADAEP):**

- Second criminal background check may be required prior to starting the program. Failure to receive an acceptable background check at any time will result in dismissal from the program.
- Mandatory attendance at a two (2) day on-campus workshop upon acceptance into the program.
- Continual employment, working at least 24 hours per week as a chairside dental assistant.
- Program courses are sequential and complemented with appropriate support courses. All dental courses must be completed with a grade of "C" (2.0 on a 4.0 GPA scale) or better in order to graduate from this program.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **CFDAC** Program Name: **Dental Assisting**

Effective Term: **Fall 2012**

Division Code: **MSH** Department: **Dental**

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review                          | <input checked="" type="checkbox"/> Program admission requirements  |
| <input type="checkbox"/> Remove course(s): _____         | <input type="checkbox"/> Continuing eligibility requirements  |
| <input type="checkbox"/> Add course(s): _____            | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information  |
| <input checked="" type="checkbox"/> Description          | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                   | <input checked="" type="checkbox"/> Other <u>Discontinuing Pathway I option B</u>   |
| <input type="checkbox"/> Advisors                        |   |
| <input type="checkbox"/> Articulation information        |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

Description Change: We felt it important for potential students to easily differentiate between WCC's ADA accredited program and non-accredited programs.

Program Admission Requirements: For Pathway II, the applicants must pass the DANB CDA exam. We felt this should supersede a GPA.

Other: We have not had the interest in Pathway I option B and instead encourage Pathway II once they pass their DANB CDA exam.

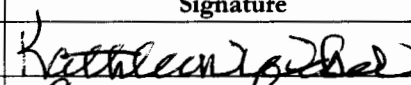
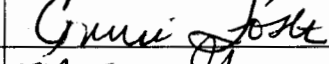
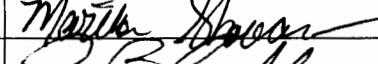

**Financial/staffing/equipment/space implications:**

N/A

**List departments that have been consulted regarding their use of this program.**

N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Kathy Weber		6/26/12
Department Chair	Connie Foster		6/26/12
Division Dean/Administrator	Martha Showalter		6/28/12
Vice President for Instruction	Stuart Blacklaw		7/19/12
President	Rose Bellanca		

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

*Handwritten note:* Done base 2012/ logged 6/28/12 sj

## Program Information Report

### School of Nursing and Health Sciences

Find your place in the growing field of health care. The School of Nursing and Health Sciences provides a variety of programs designed to prepare the student for entry-level positions in dental assisting, pharmacy technology, physical therapist assistant, radiography, nursing assistant or professional nursing. The health care foundations certificate provides a starting point for prospective nursing and health science students or provides the general education courses to move from completion of a certificate program into an associate degree program.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, an advanced certificate and General Education requirements.

### Dental Assisting

Prepare for a career as a certified dental assistant through the completion of this program.

#### Dental Assisting (CFDAC) Certificate

**Program Effective Term: Fall 2012**

This program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assisting National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As an RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

Students may enroll in this program in one of two pathways. Pathway I is the format for the student who is not employed in a dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assisting National Board (DANB) CDA examination. These pathways are described in detail at <http://www.wccnet.edu/health/dental.php>.

#### Program Admission Requirements:

A formal application to the program is required. Application packets may be downloaded from the WCC Web site.

- [http://www4.wccnet.edu/departments/health/pdfs/pathway1a\\_application\\_packet.pdf](http://www4.wccnet.edu/departments/health/pdfs/pathway1a_application_packet.pdf)
- [http://www4.wccnet.edu/departments/health/pdfs/pathway2\\_application\\_packet.pdf](http://www4.wccnet.edu/departments/health/pdfs/pathway2_application_packet.pdf)

Completed and signed applications must be delivered to the Health Admissions Technician at the Student Connection, located on the second floor of the Student Center Building.

Admission to the Dental Assisting Program is on a first-come basis for qualified applicants who have met all the admission requirements. A limited number of students are admitted to the Dental Assisting Program.

It is strongly advised that students complete the general education requirement of ENG 111 or BMG 207 before entering the Dental Assisting Program.

Requirements for application for Pathway I:

- All applicants are required to successfully complete ACS 1035 Introduction to Online Learning.
- As part of skill validation prior to clinical placement, all students must demonstrate a proficiency in the English language.
- Applicants must undergo a criminal background check.
- Applications will be accepted prior to high school graduation or GED completion.
- Overall cumulative high school GPA or college GPA must be a minimum of 2.3.
- Admission to the Dental Assisting Program is contingent upon students declaring that they have specific physical and cognitive abilities. WCC reserves the right to request that applicants successfully demonstrate the specific cognitive and physical abilities

**Program Information Report**

related to the Dental Assisting Program.

- Completion of HSC 101 Healthcare Terminology (1 credit) with a grade of C+ (GPA 2.3) or better.

Requirements for application for Pathway II:

- All applicants are required to successfully complete ACS 1035 Introduction to Online Learning.
- Applicants must undergo a criminal background check.
- Applicants must pass all 3 portions of the Dental Assisting National Board (DANB) CDA examination
- Applicants must be employed in a dental office. The dentist/mentor will need to validate skills in the office and sign an agreement form.
- Contact the Dental Assisting Department at 734.973.3332 or jneuman@wccnet.edu.

**Continuing Eligibility Requirements:**

- Program courses are sequential and complemented with appropriate support courses. All dental courses must be completed with a grade of "C" or better in order to graduate from this program.
- A current CPR card is required prior to enrolling in DEN 130 Clinical Practice.
- Completion of satisfactory physical examination must be documented on the WCC Report of Medical History form by the date specified during orientation. This form contains verification of childhood immunizations, negative TB test, and evidence of the Hepatitis B vaccination.
- Students must maintain personal health insurance throughout the program.
- All students must be 18 years of age prior to the start of Dental Radiography DEN 108.

**Minimum Option Credits Required for the Program:**

**38**

**Dental Assisting Options**

**Pathway I (38 credits)**

DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 108	Dental Radiography	2
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	3

DEN 118	Preventive Dentistry	2
DEN 120	Oral Diagnosis	1
DEN 128	Dental Radiography Practicum	1
DEN 129	Oral Pathology and Dental Therapeutics	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4

DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3
BMG 207 or ENG 111	Business Communication Composition I*	3-4

**Minimum Credits Required for the Concentration or Option: 38**

**Pathway II (ADAEP) (38 credits)**

	Students must pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry.	22
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DEN 204	Advanced Functions	4
DEN 230	Alternative Dental Assisting Education Project	9
BMG 207 or ENG 111	Business Communication Composition I*	3-4

**Minimum Credits Required for the Concentration or Option: 38**

**Minimum Credits Required for the Program:**

**38**

**Notes:**

## **Program Information Report**

*\*If you are planning to pursue an Associate's degree.*

### *Dental Assisting Certificate and Degree Completion*

*Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Dental Assisting.*



PROGRAM CHANGE OR DISCONTINUATION FORM

CFDAC

Program Code: ~~DEN~~ Program Name: Dental Assisting

Effective Term: Fall 2010

Division Code: HAT Department: Dental

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review                          | <input checked="" type="checkbox"/> Program admission requirements  |
| <input type="checkbox"/> Remove course(s): _____         | <input type="checkbox"/> Continuing eligibility requirements  |
| <input type="checkbox"/> Add course(s): _____            | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                     | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors                        |   |
| <input type="checkbox"/> Articulation information        |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

We propose to eliminate the requirement of high school graduation or the equivalent for the Pathway I student due to the fact that the Dental Assisting National Board (DANB) no longer requires proof of this nor does the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), our accrediting body.

**Financial/staffing/equipment/space implications:**

There will be no financial, staffing, equipment or space changes.

**List departments that have been consulted regarding their use of this program.**

N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Kathleen Weber	<i>Kathleen Weber</i>	5/19/10
Department Chair	Connie Foster	<i>Connie Foster</i>	5/19/10
Division Dean/Administrator	Granville Lee	<i>Granville Lee</i>	5/19/10
Vice President for Instruction		<i>Phyllis [Signature]</i>	July 23, 2010
President		<i>[Signature]</i>	

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

Washtenaw Community College.

## Certificates and Degrees.

<http://www4.wccnet.edu/academicinfo/creditoofferings/programs/degree.php?code=CFDAC>

[Return to web format »](#)

### Dental Assisting (CFDAC)

Certificate

Program requirements shown below are for catalog year: 2009 - 2010

#### Description:

The Dental Assisting Program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assistant National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As a RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist.

Students may enroll in this program in one of three pathways. Pathway I Option A is the format for the student who is not employed in a dental office. Pathway I Option B is the format for the student who is a new dental assistant employee with less than two years of experience in the dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assistant National Board (DANB) CDA examination. These pathways are described in detail at <http://www.wccnet.edu/health/dental.php>

#### Contact Information:

Division: Health and Applied Technologies

School: [School of Nursing and Health Sciences](#)

Department: [Allied Health](#)

Advisors: [Kristina Sprague](#), [Kathleen Weber](#)

#### Admission Requirements:

A formal application to the program is required. Application packets may be picked up from the WCC Student Connection located on the second floor of the Student Center Building, or downloaded from the WCC Web site [www.wccnet.edu/health/dental.php](http://www.wccnet.edu/health/dental.php).

Admission to the Dental Assisting Program is on a first-come basis for qualified applicants who have met all the admission requirements. A limited number of students are admitted to the Dental Assisting Program.

It is strongly advised that students complete the general education requirement of [ENG 111](#) or [BMG 207](#) before entering the Dental Assisting Program.

Requirements for application for Pathway I:

- All applicants are required to successfully complete [ACS 1035](#) Introduction to Online Learning. [ACS 1035](#) requires an incoming minimum cumulative 2.3 GPA
- As part of skill validation prior to clinical placement, all students must demonstrate a proficiency in the English language.
- Applicants must undergo a criminal background check.
- ~~Applicants must possess a valid high school diploma or GED to start the program.~~ Applications will be accepted prior to high school graduation or GED completion.
- Overall cumulative high school GPA or college GPA must be a minimum of 2.3.
- Admission to the Dental Assisting Program is contingent upon students declaring that they have specific physical and cognitive abilities. WCC reserves the right to request that applicants successfully demonstrate the specific cognitive and physical abilities

related to the Dental Assisting Program.

- Completion of HSC 101 Healthcare Terminology (1 credit) with a grade of C+ (GPA 2.3) or better.
- Pathway I Option B applicants must be employed in a dental office. The dentist/mentor will need to validate skills in the office and sign an agreement form.

Requirements for application for Pathway II:

- All applicants are required to successfully complete ACS 1035 Introduction to Online Learning. ACS 1035 requires an incoming minimum 2.3 GPA
- As part of skill validation prior to clinical placement, all students must demonstrate a proficiency in the English language.
- Applicants must undergo a criminal background check.
- Overall cumulative high school GPA or college GPA must be a minimum of 2.3.
- Applicants must successfully pass all 3 portions of the Dental Assisting National Board (DANB) CDA examination
- Applicants must be employed in a dental office. The dentist/mentor will need to validate skills in the office and sign an agreement form.
- Contact the Dental Assisting Department at 734.973.3332 or ~~dhammel@wccnet.edu~~

**Continuing Eligibility:**

- Program courses are sequential and complemented with appropriate support courses. All dental courses must be completed with a grade of "C" or better in order to graduate from this program.
- A current CPR card is required prior to enrolling in DEN 130 Clinical Practice.
- Completion of satisfactory physical examination must be documented on the WCC Report of Medical History form by the date specified during orientation. This form contains verification of childhood immunizations, negative TB test, and evidence of the Hepatitis B vaccination.
- Students must maintain personal health coverage throughout the program.
- All students must be 18 years of age prior to the start of Dental Radiography DEN 108.

*Jneuman@wccnet.edu*

**Pathway I - Option A**

**(38 - 39 Credits)**

<u>DEN 102</u>	Managing Safe Practice in Dentistry	1
<u>DEN 106</u>	Biomedical Science for Dental Assistants	2
<u>DEN 107</u>	Oral Anatomy	2
<u>DEN 108</u>	Dental Radiography	1
<u>DEN 110</u>	Basic Clinical Dental Assisting	4
<u>DEN 112</u>	Dental Materials	4
<u>DEN 118</u>	Preventive Dentistry	2
<u>DEN 120</u>	Oral Diagnosis	1
<u>DEN 128</u>	Dental Radiography Practicum	1
<u>DEN 129</u>	Oral Pathology and Dental Therapeutics	2
<u>DEN 130</u>	Clinical Practice	2
<u>DEN 131</u>	Principles of Dental Specialties	4
<u>DEN 202</u>	Advanced Clinical Practice	2
<u>DEN 204</u>	Advanced Functions	4
<u>DEN 212</u>	Dental Practice Management	3
<u>BMG 207</u> or	Business Communication	
<u>ENG 111</u>	* Composition I	3 - 4

**Pathway I - Option B**

**(38 - 39 Credits)**

<u>DEN 102</u>	Managing Safe Practice in Dentistry	1
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<u>DEN 106</u>	Biomedical Science for Dental Assistants	2
<u>DEN 107</u>	Oral Anatomy	2
<u>DEN 118</u>	Preventive Dentistry	2
<u>DEN 129</u>	Oral Pathology and Dental Therapeutics	2
<u>DEN 212</u>	Dental Practice Management	3
<u>BMG 207</u> or	Business Communication	
<u>ENG 111</u>	* Composition I	3 - 4
<u>DEN 108</u>	Dental Radiography	1
<u>DEN 110</u>	Basic Clinical Dental Assisting	4
<u>DEN 112</u>	Dental Materials	4
<u>DEN 120</u>	Oral Diagnosis	1
<u>DEN 128</u>	Dental Radiography Practicum	1
<u>DEN 131</u>	Principles of Dental Specialties	4
<u>DEN 133</u>	Clinical Practice	2
<u>DEN 202</u>	Advanced Clinical Practice	2
<u>DEN 204</u>	Advanced Functions	4

**Pathway II (ADAEP)****(38 - 39 Credits)**

	Students must successfully pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry.	22
<u>DEN 204</u>	Advanced Functions	4
<u>DEN 230</u>	Alternative Dental Assisting Education Project	9
<u>BMG 207</u> or	Business Communication	
<u>ENG 111</u>	* Composition I	3 - 4

**Minimum Credits Required for the Program:****38 - 39 Credits***Footnotes:**\*If you are planning to pursue an Associate's degree.**Dental Assisting Certificate and Degree Completion**Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Dental Assisting.*

This website is for informational purposes only and is not to be construed as a binding offer or contract between WCC and the student. The information presented here is believed accurate, but is NOT guaranteed and is subject to change without notice.

For official information, see an Advisor.

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**PROGRAM CHANGE OR DISCONTINUATION FORM**

Program Code: CFDAC

Program Name: Dental Assisting

Effective Term: Winter 2008

Division Code: HAT

Department: ALHD: 15100

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review  | <input checked="" type="checkbox"/> Program admission requirements  |
| <input checked="" type="checkbox"/> Remove course(s): <u>DEN 109 and DEN 119</u> | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>DEN 118</u>                | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)                         | <input type="checkbox"/> Accreditation information  |
| <input checked="" type="checkbox"/> Description                                  | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors  |   |
| <input type="checkbox"/> Articulation information                                |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

DEN 109: Oral Hygiene and DEN 119: Dental Nutrition, each a one credit course, are being combined creating DEN 118: Preventive Dentistry course. The two courses are interrelated and have overlapping content. Combining the two courses will provide consistency of the material. This change will also lighten the load in the Fall semester for DA students and allow for students to have full time status in the Winter semester.

The admission requirements were changed for the following reasons:

- ASC 1035 *Introduction to Online Learning* required 2.3 GPA and felt this reflected our needs for student preparation, retention and completion.
- Requiring HSC 101: HealthCare Terminology will aid the students in the retention of dental terms, create a better understanding of them and provide necessary background for dental courses. This requirement is for the Pathway I students as they do not have the familiarity with the terms that the Pathway II students have after passing the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam.

The program description was changed to better reflect the pathways and make wording more consistent with all program information.

The terminology change in program outcomes better reflects what the students actually do.

The proposed changes to credits hours better reflect amount of time students/faculty spend on course work.

**Financial/staffing/equipment/space implications:** None

**List departments that have been consulted regarding their use of this program.**

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Kristina Sprague		10/24/07
Department Chair	Connie Foster		10/24/07
Division Dean/Administrator	Granville Lee		10/24/07
Vice President for Instruction	Roger Palay		11/27/07
President	Larry Whitworth		

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

## Program Information Report

**School of Nursing and Health Sciences****Dental Assisting****Dental Assisting (CFDAC)****Certificate****Program Effective Term: Fall 2008**

The Dental Assisting Program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The curriculum includes the required dental radiography courses that allow graduates to expose dental radiographs in the State of Michigan. The program also prepares students for the Dental Assistant National Board (DANB) examination, which leads to the nationally recognized status of a Certified Dental Assistant (CDA). As a CDA, graduates assist in the treatment of patients. Graduates of the program are also prepared to take the Michigan State Board of Dentistry examination, which gives recognition as a Registered Dental Assistant (RDA). As a RDA in the State of Michigan, graduates can perform specific intra-oral functions generally performed by a dentist.

Students may enroll in this program in one of three pathways. Pathway I Option A is the format for the student who is not employed in a dental office. Pathway I Option B is the format for the student who is a new dental assistant employee with less than two years of experience in the dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed all three portions of the Dental Assistant National Board (DANB) CDA examination. These pathways are described in detail at <http://www.wccnet.edu/health/dental.php>.

**Articulation:**

Eastern Michigan University, BS degree

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>.

**Program Admission Requirements:**

A formal application to the program is required. Application packets may be picked up from the WCC Student Connection located on the second floor of the Student Center Building, or downloaded from the WCC Web site [www.wccnet.edu/health/dental.php](http://www.wccnet.edu/health/dental.php). Admission to the Dental Assisting Program is on a first-come basis for qualified applicants who have met all the admission requirements. A limited number of students are admitted to the Dental Assisting Program.

It is strongly advised that students complete the general education requirement of ENG 111 or BMG 207 before entering the Dental Assisting Program.

**Requirements for application for Pathway I:**

- All applicants are required to successfully complete ACS 1035 Introduction to Online Learning.
- ACS 1035 requires an incoming minimum cumulative 2.3 GPA
- As part of skill validation prior to clinical placement, all students must demonstrate a proficiency in the English language.
- Applicants must undergo a criminal background check.
- Applicants must possess a valid high school diploma or GED to start the program. Applications will be accepted prior to high school graduation or GED completion.
- Overall cumulative high school GPA or college GPA must be a minimum of 2.3.
- Admission to the Dental Assisting Program is contingent upon students declaring that they have specific physical and cognitive abilities. WCC reserves the right to request that applicants successfully demonstrate the specific cognitive and physical abilities related to the Dental Assisting Program.
- Completion of HSC 101 Healthcare Terminology (1 credit) with a grade of C+ (GPA 2.3) or better.
- Pathway I Option B applicants must be employed in a dental office. The dentist/mentor will need to validate skills in the office and sign an agreement form.

**Requirements for application for Pathway II:**

- All applicants are required to successfully complete ACS 1035 Introduction to Online Learning.
- ACS 1035 requires an incoming minimum 2.3 GPA
- As part of skill validation prior to clinical placement, all students must demonstrate a proficiency in the English language.
- Applicants must undergo a criminal background check.
- Overall cumulative high school GPA or college GPA must be a minimum of 2.3.
- Applicants must successfully pass all 3 portions of the Dental Assisting National Board (DANB) CDA examination
- Applicants must be employed in a dental office. The dentist/mentor will need to validate skills in the office and sign an agreement form.
- Contact the Dental Assisting Department at 734.973.3332 or [dhammel@wccnet.edu](mailto:dhammel@wccnet.edu).

**Continuing Eligibility Requirements:**

- Program courses are sequential and complemented with appropriate support courses. All dental courses must be completed with a grade of "C" or better in order to graduate from this program.
- A current CPR card is required prior to enrolling in DEN 130 Clinical Practice.
- Completion of satisfactory physical examination must be documented on the WCC Report of Medical History form by the date

**Program Information Report**

specified during orientation. This form contains verification of childhood immunizations, negative TB test, and evidence of the Hepatitis B vaccination.

- Students must maintain personal health coverage throughout the program.
- All students must be 18 years of age prior to the start of Dental Radiography DEN 108.

**Minimum Option Credits Required for the Program:**

**38**

**Dental Assisting Options**

**Pathway I - Option A (38 credits)**

**First Semester (14 credits)**

DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 108	Dental Radiography	1
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	4

**Second Semester (12 credits)**

DEN 118	Preventive Dentistry	2
DEN 120	Oral Diagnosis Theory	1
DEN 128	Dental Radiography Practicum	1
DEN 129	Oral Pathology and Dental Therapeutics	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4

**Third Semester (12 credits)**

DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3
BMG 207 or	Business Communication	
ENG 111	Composition I*	3-4

**Pathway I - Option B (38 credits)**

**First Semester (5 credits)**

DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2

**Second Semester (4 credits)**

DEN 118	Preventive Dentistry	2
DEN 129	Oral Pathology and Dental Therapeutics	2

**Third Semester (6 credits)**

DEN 212	Dental Practice Management	3
BMG 207 or	Business Communication	
ENG 111	Composition I*	3-4

**Fourth Semester (9 credits)**

DEN 108	Dental Radiography	1
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	4

**Fifth Semester (8 credits)**

DEN 120	Oral Diagnosis Theory	1
DEN 128	Dental Radiography Practicum	1
DEN 131	Principles of Dental Specialties	4
DEN 133	Clinical Practice	2

**Sixth Semester (6 credits)**

DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4

**Program Information Report**

**Pathway 1 (ADAEP) (38 credits)**

**DANB Exam (22 credits)**  
 Students must successfully pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry. 22

**First Semester (16 credits)**  
 DEN 204 Advanced Functions 4  
 DEN 230 Alternative Dental Assisting Education Project 9  
 BMG 207 or Business Communication  
 ENG 111 Composition I\* 3-4

**Minimum Credits Required for the Program: 38**

**Notes:**

*\*If you are planning to pursue an Associate's degree.*

**Dental Assisting Certificate and Degree Completion**

*Students completing the Dental Assisting courses outlined above will obtain a Certificate in Dental Assisting. Students may also complete an associate degree by using the same core dental assisting courses in addition to completing the general education requirements and electives for an Associate in Applied Science Degree in Dental Assisting.*



PROGRAM CHANGE FORM

Program Code: DEN CFDAC Program Name: Dental Assisting

Effective Term: F W06

**Directions:**

1. Attach the current program listing from the WCC catalog and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |   |  |
|---|--|
| <input type="checkbox"/> Remove _____ course(s)   | <input type="checkbox"/> Advisors                                  |
| <input checked="" type="checkbox"/> Add <u>1</u> course(s)                                | <input type="checkbox"/> Articulation information                  |
| <input type="checkbox"/> Total program credits: Current credits _____ After changes _____ | <input checked="" type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Program Title (title was _____)                                  | <input type="checkbox"/> Continuing eligibility requirements       |
| <input checked="" type="checkbox"/> Description   | <input type="checkbox"/> Program outcomes                          |
| <input type="checkbox"/> Type of award  | Other _____  |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes:**

Better understanding of the different Pathways for prospective students as well as counselors, admissions personnel, and student outcomes personnel.

**Financial/staffing/equipment/space implications:**

N/A

**List departments that have been consulted regarding their use of this program.**

**Signatures:**

Reviewer	Print Name	Signature	Date
Program Change Initiator	Kathleen Weber	<i>Kathleen Weber</i>	10/21/05
Department Chair	Connie Foster	<i>Connie Foster</i>	10/25/05
Division Dean/Administrator	Granville Lee	<i>Granville Lee</i>	10/22/05
Vice President of Instruction	Roger Palay	<i>Roger Palay</i>	11/2/05

Please submit completed form to the Office of Curriculum and Assessment.

*Rec'd 10/27/05*

# Health

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## Dental Assisting (CFDAC) Certificate

Program Effective Term: Fall 2006

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This program prepares students for dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The program prepares students for both the Dental Assistant National Board examination and the Michigan State Board of Dentistry examination. As a Certified Dental Assistant, students assist in the treatment of patients and participate in all functions of dentistry. As a Registered Dental Assistant in the State of Michigan, students can perform specified intra-oral functions normally performed by a dentist. Successful completion of the required dental radiography courses also gives students Michigan State Board of Dentistry authorization to expose dental radiographs.

Students may enroll in this program in one of three pathways. Pathway I Option A is the format for the student who is not employed in a dental office. Pathway I Option B is the format for the student who is a new dental assistant employee with less than two years of experience in the dental office. Pathway II (ADAEP) is the advanced standing option for the dental assistant with two or more years of experience as a dental assistant who has passed the Dental Assistant National Board (DANB) examination. These pathways are described in detail at <http://www.wccnet.edu/health/dental.php>.

### Applying for Admission to the Program

Application packets may be picked up from the WCC Office of Admissions, or downloaded from the WCC Web site. Applicants will be screened based on the following criteria:

- Submission of a completed application for admission to the Dental Assisting Program
- Date of application to the program
- Washtenaw County residency

### Program Admission Requirements:

All students are required to successfully complete ACS 1035 before registering for courses.

All students must demonstrate proficiency in the English language prior to placement in clinical courses. Please refer to the admissions packet for details.

For Pathways I Options A and B:

Applicants must possess a valid high school diploma or GED to start the program. Applications will be accepted prior to high school graduation or GED completion. It is strongly recommended that the following high school courses or WCC equivalents be completed with a grade of "C" or better:

- One year of high school biology or BIO 101, Concepts of Biology
- One semester of high school word-processing, database, and spreadsheet applications or CIS 100,

Introduction to Software Applications

- Admission to the Dental Assisting program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Dental Assisting program admission packet, which can be obtained from the Office of Admissions. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Dental Assisting program.
- Advanced-standing students must successfully pass the Dental Assisting National Board examination (DANB).
- Pathway I Option B and Pathway II students must be employed in a dental office. The dentist/mentor will need to validate skills in the office and sign off on an agreement form.

### Continuing Eligibility Requirements:

- Program courses are sequential and complemented with appropriate support courses. All courses must be completed with a grade of "C" or better in order to graduate from this program.
- A current CPR card is required prior to enrolling in DEN 130.

### Pathway I - Option A

First Semester	(15 credits)
DEN 102	Managing Safe Practice in Dentistry 1
DEN 106	Biomedical Science for Dental Assistants 2
DEN 107	Oral Anatomy 2
DEN 108	Dental Radiography 1

DEN 109	Oral Hygiene	1
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	4

**Second Semester (15 credits)**

DEN 119	Dental Nutrition	1
DEN 120	Oral Diagnosis Theory	1
DEN 128	Dental Radiography Practicum	1
DEN 129	Oral Pathology and Dental Therapeutics	2
DEN 130	Clinical Practice	2
DEN 131	Principles of Dental Specialties	4
BMG 207 or	Business Communication	
ENG 111	Composition I	4

**Third Semester (9 credits)**

DEN 202	Advanced Clinical Practice	2
DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3

**Minimum Credits Required for the Program 39**

**Pathway I - Option B**

**First Semester (6 credits)**

DEN 102	Managing Safe Practice in Dentistry	1
DEN 106	Biomedical Science for Dental Assistants	2
DEN 107	Oral Anatomy	2
DEN 109	Oral Hygiene	1

**Second Semester (9 credits)**

DEN 108	Dental Radiography	1
DEN 110	Basic Clinical Dental Assisting	4
DEN 112	Dental Materials	4

**Third Semester (8 credits)**

DEN 119	Dental Nutrition	1
DEN 120	Oral Diagnosis Theory	1
DEN 129	Oral Pathology and Dental Therapeutics	2
BMG 207 or	Business Communication	
ENG 111	Composition I	4

**Fourth Semester (9 credits)**

DEN 128	Dental Radiography Practicum	1
DEN 131	Principles of Dental Specialties	4
DEN 133	Clinical Practice	2
DEN 202	Advanced Clinical Practice	2

**Fifth Semester (7 credits)**

DEN 204	Advanced Functions	4
DEN 212	Dental Practice Management	3

**Minimum Credits Required for the Program 39**

**Pathway II (ADAEP)**

**DANB Exam (22 credits)**

Elective	Students must successfully pass all three portions of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam prior to entry.	22
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**First Semester**

**(17 credits)**

DEN 204	Advanced Functions	4
DEN 230	Alternative Dental Assisting Education Project	9
BMG 207 or	Business Communication	
ENG 111	Composition I	4

**Minimum Credits Required for the Program 39**

**WASHTENAW COMMUNITY COLLEGE  
PROGRAM CHANGE REQUEST**

(1) Program Title: Dental Assisting (DAC) Program Number: DAC Effective Term: F95

(2) Change Information:

Current Program Course Requirements:			Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
				<p>COURSE DESCRIPTION, PARAGRAPH 2: This certificate program normally takes two years to complete, however, it can be completed in accelerated mode in one year. Program completion leads to Certification, Registration, and a Certificate in Dental Assisting.</p> <p>COURSE DESCRIPTION, PARAGRAPH 3: Change "class" in first sentence to "course"</p> <p>Add sentence to end of paragraph: "A current CPR card is required prior to enrolling in DEN 130A."</p>	
<b>Current Total Credits:</b>			<b>Proposed Total Credits:</b>		
<b>Non-Course Program Requirements:</b>			<b>Non-Course Program Requirements:</b>		
			1) BOS 030 or equivalent (before start of third semester) 2) Current CPR Card 3) H.S. Biology recommended		

(3) Rationale for Proposed Changes:  
 Ensure that correct Program Requirements are listed in the catalog.

(4) Financial/Staffing/Resource Implications of Change

(5) Has this program change been reviewed by all affected instructional departments? yes \_\_\_\_\_ no \_\_\_\_\_

(6) Signatures	Comments	Signature	Date
Program Change Initiator			
Department Chair(s) or Area Director(s)			
Dean(s)		<i>P. [Signature]</i>	6-13-95
VP for Instruction/Student Services		<i>[Signature]</i>	8/11

**WASHTENAW COMMUNITY COLLEGE  
PROGRAM CHANGE REQUEST**

(1) Program Title: DENTAL ASSISTING (DAC) Program Number: DAC Effective Term: F95  
 (2) Change Information:

Current Program Course Requirements:		
Course Number	Course Title	Credit Hours
Current Total Credits:		
Non-Course Program Requirements:		

Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours
	<b>ADD TO DESCRIPTION:</b> Admission into the Dental Assisting Program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Dental Assisting admissions packet, which can be obtained from the Admissions Office.	
Proposed Total Credits:		
Non-Course Program Requirements:		

(3) Rationale for Proposed Changes:

(4) Financial/Staffing/Resource Implications of Change

(5) Has this program change been reviewed by all affected instructional departments? yes \_\_\_\_\_ no \_\_\_\_\_

Signatures	Comments	Signature	Date
Program Change Initiator		<i>Dolly Jankhenic</i>	7/8/95
Department Chair(s) or Area Director(s)		<i>Shylla [Signature]</i>	7-11-95
Dean(s)		<i>[Signature]</i>	8/11
VP for Instruction/Student Services			

date: 8/9/96

# **DENTAL ASSISTING**

## **College Certificate Program: Code DAC**

**Advisors: Betty Finkbeiner, Claudia Johnson**

The Dental Assisting Program offers career training in dental assisting. There are two types of dental assistants: the Certified Dental Assistant (CDA) and the Registered Dental Assistant (RDA). The CDA assists in treatment of patients and actively participates in all functions of dentistry. An examination from the Dental Assistant National Board must be passed to attain this credential. In the State of Michigan, the RDA is qualified to perform specified intra-oral functions normally performed by the dentist, such as placement and removal of rubber dams, placement and removal of temporary crowns, and oral inspection. A Michigan State Board of Dentistry examination must be passed to attain this credential. Both assistants are qualified to work in a variety of settings such as private dental offices, dental schools, the Armed Forces, dental insurance companies and many others. Successful completion of courses in dental radiography also meets the Michigan State Board of Dentistry requirement for either of these assistants to legally expose dental radiographs.

This certificate program normally takes two years to complete, however, it can be completed in accelerated mode in one year. Program completion leads to Certification, Registration, and a Certificate in Dental Assisting.

A prerequisite for this program is the successful completion (with a grade of 'C' or above) of a keyboarding or computer course equivalent to BOS 030: Keyboarding. This prerequisite must be met prior to enrolling in DEN 212. It is also recommended that students have completed a high school biology class (with a grade of 'C' or above) prior to admission to the program. A current CPR card is required prior to enrolling in DEN 130A.

Program courses are sequential and complemented with appropriate support courses. All courses must be completed with a grade of "C" or better in order to graduate from this program.

If an applicant is not a graduate of a high school with English as the language of instruction, verbal and written English competency must be demonstrated by achieving an average score of 80% with scores of not less than 75% on all sections of an English proficiency examination administered by either the University of Michigan English Language Institute (Michigan English Language Assessment Battery, including an oral interview score of three or higher), or the Michigan State University English Language Clinic. All of the following must be included in the assessment examination:

- a. reading comprehension
- b. speaking skills
- c. listening skills
- d. the ability to write clearly, using complete sentences with correct spelling, punctuation, and word usage.

Admission to the Dental Assisting Program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Dental Assisting Program admissions packet which can be obtained from the Admissions Office. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Dental Assisting Program.

Effective Fall 1995

August 17, 1995

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>First Semester</b>		
DEN 102	Infection Control.....	1
DEN 106	Biomedical Science for Dental Assisting.....	2
DEN 107	Oral Anatomy .....	2
DEN 108	Principles of Dental Radiography.....	1
DEN 110	Basic Clinical Dental Assisting.....	4
DEN 112	Dental Materials .....	4
Elective	Restricted Elective .....	<u>3-4</u>
		17-18

<b>Second Semester</b>		
DEN 120	Oral Diagnosis Theory.....	1
DEN 127	Dental Nutrition .....	2
DEN 128	Radiography Practicum.....	1
DEN 129	Clinical Dental Science.....	2
DEN 130A	Oral Diagnosis Practicum I .....	-
DEN 130B	Oral Diagnosis Practicum II.....	-
DEN 131	Principles of Dental Specialties.....	4
PSY 095	Psychology of Patient Management .....	<u>1</u>
		12

<b>Third Semester</b>		
DEN 202	Advanced Clinical Practice .....	3
DEN 204	Advanced Functions .....	3
DEN 212	Dental Practice Management .....	<u>3</u>
		9

**Total Credit Hours for Certificate Program: 38-39**

<b>Restricted Electives</b>	
COM 101	Fundamentals of Speaking
COM 102	Interpersonal Communication
ENG 091	Writing Fundamentals
ENG 100	Communication Skills
ENG 107	Technical Communications
ENG 111	Composition I
ENG 122	Composition II



# **DENTAL ASSISTING**

## **College Certificate Program: Code DAC**

**Advisors: Betty Finkbeiner, Claudia Johnson**

### **DENTAL ASSISTING**

The Dental Assisting Program offers career training in dental assisting. There are two types of dental assistants: the Certified Dental Assistant (CDA) and the Registered Dental Assistant (RDA). The CDA assists in the treatment of patients and actively participates in all functions of dentistry. An examination from the Dental Assistant National Board must be passed to attain this credential. In the State of Michigan, the RDA is qualified to perform specified intra-oral functions normally performed by the dentist, such as placement and removal of rubber dams, placement and removal of temporary crowns, and oral inspection. A Michigan State Board of Dentistry examination must be passed to attain this credential. Both assistants are qualified to work in a variety of settings such as private dental offices, dental schools, the Armed Forces, dental insurance companies, and many others. Successful completion of courses in dental radiography also meet the Michigan State Board of Dentistry requirement for either of these assistants to legally expose dental radiographs.

A student may enroll in this program in either a traditional (two year) or an accelerated (one year) mode. Both modes lead to Certification, Registration, and a Certificate in Dental Assisting.

### **APPLYING FOR ADMISSION TO THE DENTAL ASSISTING PROGRAM**

Application packets may be picked up from the WCC Office of Admissions.

1. Complete and submit an application for Admission to the Dental Assisting program
2. Date of application to the program
3. Washtenaw county residency
4. Remaining applicants will be placed on a wait list, and be issued a priority number.  
Admission to future programs will be based on the priority number received

### **PREREQUISITES TO PROGRAM ADMISSION**

1. Applicants must possess a valid high school diploma or G.E.D.
2. It is strongly recommended that applicants also complete the following high school courses or equivalent WCC courses with a grade of "C" or better:
  - one year of high school biology or BIO 101 (Concepts of Biology)
  - one semester of high school keyboarding or BOS 030 or equivalent course
3. If an applicant is not a graduate of a high school in which English is the primary language of instruction, competency in verbal and written English must be demonstrated by achieving an average score of 80%, with scores of not less than 75% on all sections of an English proficiency examination administered by either the University of Michigan English Language Institute (Michigan English Language Assessment Battery, including an oral interview score of three or higher), or the Michigan State University English Language Clinic. All of the following must be included in the assessment examination:
  - reading comprehension
  - speaking skills
  - listening skills
  - the ability to write clearly, using complete sentences with correct spelling, punctuation, and word usage.

Effective fall1995

September 6, 1995

- Admission to the Dental Assisting Program is contingent upon students declaring that they have +specific physical and cognitive abilities. These requirements are detailed in the Dental Assisting Program admissions packet, which can be obtained from the Admissions Office. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Dental Assisting program.

**CRITERIA FOR CONTINUING PROGRAM ELIGIBILITY**

- Program courses are sequential and complemented with appropriate support courses. All courses must be completed with a grade of “C” or better in order to graduate from this program.
- Students must successfully complete a keyboarding or computer course equivalent to BOS 030 (Keyboarding) prior to enrolling in DEN 212 (Dental Practice Management).

Course Number	Course Title	Credit Hours
<b>First Semester</b>		
DEN 102	Infection Control.....	1
DEN 106	Biomedical Science for Dental Assisting.....	2
DEN 107	Oral Anatomy.....	2
DEN 108	Principles of Dental Radiography .....	1
DEN 110	Basic Clinical Dental Assisting .....	4
DEN 112	Dental Materials .....	4
Elective	Restricted Elective .....	<u>3-4</u>
		17-18
<b>Second Semester</b>		
DEN 120	Oral Diagnosis Theory.....	1
DEN 127	Dental Nutrition .....	2
DEN 128	Radiography Practicum .....	1
DEN 129	Clinical Dental Science .....	2
DEN 130A	Oral Diagnosis Practicum I.....	-
DEN 130B	Oral Diagnosis Practicum II.....	-
DEN 131	Principles of Dental Specialties .....	4
PSY 095	Psychology of Patient Management .....	<u>1</u>
		12
<b>Third Semester</b>		
DEN 202	Advanced Clinical Practice.....	3
DEN 204	Advanced Functions.....	3
DEN 212	Dental Practice Management .....	<u>3</u>
		9

**Total Credit Hours for Certificate Program: 38-39**

**Restricted Electives**

COM 101	Fundamentals of Speaking
COM 102	Interpersonal Communication
ENG 091	Writing Fundamentals
ENG 100	Communication Skills
ENG 107	Technical Communications
ENG 111	Composition I
ENG 122	Composition II