

DENTAL ASSISTING DEPARTMENT - PROGRAM OVERVIEW

Thank you for your interest in our Dental Assisting Program. When you are accepted into the program, the following information will assist you in planning for an exciting and challenging year of study. It is imperative that you read this overview, sign and date the attached sheet of paper. This verifies that you have read and understand the information in this document. Failure to return the signed sheet will delay your admission.

This 10-month program begins each August and students complete their coursework the last week of June. In the first term, classes are from 8AM to 5PM Monday through Thursday and from 8AM to 2PM on Friday. We recommend you not work during this term because of the amount of time you need to devote to classes and studying. Lecture classes are scheduled in the mornings and laboratory or clinical sessions are in the afternoons. At the end of October the Broward Dental Research Clinic, who is affiliated with the Dental Assisting Program, begins operation. You will be working with dentists and patients from the surrounding community, thereby gaining practical experience while learning your profession. In addition to this experience, you will be assigned to dental offices and Nova Southeastern School of Dental Medicine for externships.

In the second term, classes are from 8AM to 4:30PM Monday and Wednesday, 12:30PM to 4:30PM Tuesday and Thursday and 8AM to 2:30PM on Friday. Like the first semester, lecture classes are scheduled in the mornings and laboratory or clinical sessions are in the afternoons. The dental office and Nova Southeastern externship program will continue. Tuesday and Thursday mornings are reserved for taking the required English course ENC 1101 and SPC 1024 Speech course, if you have not already completed them. These courses are not prerequisite courses, however they must be completed prior to you completing and graduating from this program. We encourage you to take these courses before entering the Program.

The majority of the third term is an Externship in which you will work for three weeks in a general dental office and three weeks in a specialty office of your choice. This will give you the experience and opportunity to decide in which type of dental practice you wish to seek employment. You are expected to adhere to the hours of the dental extern office. There is also one class on campus.

In June, the national certification examination is given. Upon successful completion of this examination, you are entitled to write the initials CDA (Certified Dental Assistant) after your name. Completion of the Dental Assisting Program certifies you in the expanded functions that are recognized by the State of Florida. This includes certification in dental radiography.

Your education will prepare you for a position as a professional dental assistant working as a member of the dental health team. Job opportunities are numerous and we will assist you in obtaining a position.

As a dental assistant you will be expected to perform in the business office and therefore, you will need to be computer literate. You are not required to take a computer course but may find it beneficial to do so. There are computers available in the Learning Resources Laboratory to practice your skills.

In choosing a career in Dental Assisting, you will be directly involved with the health of other human beings. Professional attire and personal grooming are important, not only to the dental profession, but to the public as well. You will be a representative of the dental team and must

be an example to those with whom you come in contact. Therefore, regulations about uniforms and personal grooming are necessary and are to be followed.

Uniforms are worn to dental assisting lecture, laboratory, and clinical classes. The Faculty will select uniforms and arrangements will be made for you to purchase them during the first week of classes. Hair is worn off the face, neck and collar in an acceptable style. Nails are short with clear polish, if desired. Acceptable jewelry is:

- plain wedding band, if married
- pierced earrings that meet these specifications:
 - studs of spherical design that are 6mm or less (no hoops or loops)
 - gold, silver, pearl, diamond or colored gemstone
 - maximum of one earring in each ear lobe.

The total cost of the Program for an in-state student is **approximately \$3,500 - \$4,000**. This is not due at one time, but is spread over the three terms. The first term is the most expensive (approximately \$1,800). Tuition is about \$1,000, uniforms about \$200, books and supplies \$300 and about \$300 miscellaneous for the required physical examination, etc. Financial assistance, such as loans and scholarships are available. (954-201-6574)

Prior to starting the program you are required to take the state mandated 75 contact hours **Health Career Core, HCP 0130** and 20 contact hours of courses through the Health Sciences Continuing Education Department (954-201-6768). The 20 contact hours include **CAE 0382 - AIDS, CAE 0476 - TB/OSHA, CAE 0299 - CPR (BCLS-C), and CAE 0474 - Domestic Violence**. We recommend that you take HCP 0130 right away as this course is valid for ten years. We recommend that you take the other courses once you have received your acceptance letter. You must present copies of your certificates at the Program Orientation held in mid- late August. These requirements **MUST** be met in order for you to work on patients during the first semester of the program. Prior to graduation from dental assisting you are required to take the following credit courses: **English ENC 1101 and Speech SPC1024**.

A grade ten (10) level of the TABE Basic Skills Test must be achieved prior to graduating from the program. It is recommended you complete this after being accepted into the program and prior to starting the classes. There is a reading language and math part to this test. Please ask Health Science Admission for information on this. You may also get information from Broward College Testing Center in Building 19 Central Campus, 954-201-6984.

In addition to this, you must submit in a completed Medical History and Physical Examination Form prior to the start of the program. This form will be mailed to you with your acceptance letter or directives will be given to you to access this on line at www.broward.edu. The form must be completed according to the directions on the form. It is necessary to have the completed form in order to participate in clinical and laboratory sessions. Please take extra care that each item on this form is completed and addressed as instructed. If this is not done, the form is considered incomplete. It will be returned to you. This will delay your admission.

If you have any questions, you may call 954-201-6904. We are here to assist you and make your dental assisting program as interesting and worthwhile as you choose it to be. REV. 4/2009

*Questions about admissions status must be directed to the Health Science Admissions office at 954-201-6111.

**Questions regarding the program or this document can be directed to the Associate Dean at 954-201-6904

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BROWARD COMMUNITY COLLEGE

STUDENT SIGN OFF SHEET

In order for your application to be considered complete, this document must be signed and returned to:

**BROWARD COMMUNITY COLLEGE
CENTER FOR HEALTH SCIENCE EDUCATION
OFFICE OF ADMISSIONS
3501 SW DAVIE ROAD, BUILDING 19
DAVIE, FL 33314**

Applicant information: Please print clearly

Name: _____

Address: _____

I have read and understood all of the information that is contained in this DENTAL ASSISTING PROGRAM OVERVIEW document.

Applicant signature

Date