

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
ADULT EDUCATION DEPARTMENT
SPRING 2013 CONTINUING EDUCATION COURSES

DENTAL ASSISTANT

Career Objective: The dental assistant is a multi-skilled member of the dental health team, dedicated to assisting the dentist with all phases of dentistry. Dental Assistants may perform any of the following tasks:

- seating patients in the treatment area
- passing requested instruments to the dentist during dental procedures
- sterilization and preparation of instruments
- taking impressions of teeth for study models
- polishing clinical crowns
- exposing and developing X-rays
- providing assistance in the office with tasks such as appointment scheduling, record keeping, telephone management, and billing
- ordering supplies
- serve as office manager or receptionist, greeting patients and introducing patients to the dental practice
- manage the business aspect of dentistry including bookkeeping, accounting, and money management
- manage patient records, filing, and recall systems
- assist the dentist directly at chairside with operative, oral surgery, orthodontic, and a wide range of other procedures
- provide oral hygiene instructions, preventive dentistry & dietary counseling
- take x-rays, impressions, and apply fluoride and sealants
- assist with patient management by working with a wide range of population groups
- perform laboratory functions such as pouring & trimming models, constructing custom trays and fabricating temporary crowns and bridges
- assist with implementation and documentation of current infection control standards

Career Opportunities: Students enroll in this program to seek post-completion employment in positions typically held by a dental assistant. This program is designed to prepare completers to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the Lebanon County CTC Adult Education Department will assist students with job placement, finding a job is the individual responsibility of the student. The LCCTC does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Certifications: This program is intended, among other things, to help eligible students prepare for the National Dental Assistant Exam. However, the LCCTC cannot guarantee a student's eligibility either to take the exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or the LCCTC itself having appropriate accreditation or

licensure. Externship/clinical sites may themselves require a criminal background check or medical examinations.

Course Overview: A comprehensive, nine-month program that trains highly skilled and qualified students who are prepared to take the Dental Assistant National Board Exam. This program integrates lecture and lab work, with clinical opportunities available to eligible students. Admission requirements include a copy of a high school diploma/GED and \$35 non-refundable application fee. Upon acceptance, students are required to pass background checks, a physical, and submit a \$150 down payment.

Monday-Thursday 4:00-9:00 PM 910 Hours

Tuition: \$7,150

Uniforms, books, and other associated costs not included

Financial Aid is Available to those that qualify

Next Class Begins: July 2013

Course Topics

DA101 -- Dental Assisting I

An introduction to the dental profession. Topics include: professional ethics, Pennsylvania dental-law, the members of the dental health team (their education, duties, credentials, and professional organizations); the principles and performance of four-handed operative dentistry; the use and care of equipment and instruments; storage, manipulation, and use of dental materials; sterilization and disinfection; and promotion of wellness. Laboratory practice supplements lecture topics.

DA102 -- Dental Assisting II

Topics include but are not limited to: materials used in the specialty areas; placement and removal of rubber dam; fabrication of temporary crowns, custom trays, athletic mouth guards/fluoride and bleaching trays; final impression materials; denture (partial and full) repairs; placing/finishing/polishing temporary and permanent restorations; and instrument sharpening.

DA201 -- Dental Radiology I

The theory, history, science, and procedures of dental radiography. Topics include: hazards of dental radiation; placement and exposure techniques; film equipment; processing techniques (manual, automatic and digital); mounting, labeling, and filing radiographs; and sterilization and disinfection. The course also includes radiology laboratory sessions that require the student to expose, process, mount, evaluate, and file full-mouth series radiographs.

DA202 -- Dental Radiology II

A continuation of DA 111, Dental Radiology I, provides further experience with radiographs through the use of the bisecting technique, panoramic radiographs, occlusal and lateral oblique exposures. The use of the intraoral camera is practiced for educating the patients/clients about dental needs. The student learns to further differentiate between diagnostic and non-diagnostic radiographs, causes and prevention of errors, and identify anatomical landmarks

DA301 -- Dental Anatomy and Physiology

The study of the development, form and function of teeth (permanent and primary dentition) and supporting tissues. Included are the bones and muscles of the head; nerves, blood and lymph supply to the head and neck; salivary glands and sinuses.

DA302 -- Dental Specialties

The study of the physiology and pathology of the oral cavity as it relates to the eight dental specialties. The dental specialties are Endodontics, Maxillofacial and Oral Surgery, Periodontics, Orthodontics, Pediatrics, Oral Pathology, Prosthodontics, and Public Oral Health. The study of each specialty includes definition of the specialty oral conditions, health and disease conditions, laboratory techniques, instrumentation, materials used, and the dental assistant's responsibilities in each specialty. Additional areas of instruction include Pharmacology as they relate to each of the specialty areas.

DA401 -- Dental Office Practice

Prepares the student for the various business-office aspects of dental practice. Topics include patient psychology, communication skills such as telephone technique and correspondence, maintenance of patient records, appointment control, recall systems, bookkeeping, filing, preparation of insurance forms, and maintaining supply inventories.

DA501 -- Dental Clinical Experience (Externship)

A first practical experience. Student will be assigned an externship at a working dental office for the second half of the course. Student will be required to perform all duties legally allowed in the state of Pennsylvania and as required by the supervising dentist.

MEDICAL ASSISTANT

Career Objective: The objective of the Medical Assistant Certificate Program is to provide students with the knowledge, technical skills and work habits required to pursue an entry-level position in the medical assistant field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in performing routine administrative and clinical tasks to keep health care delivery settings running efficiently and smoothly. Duties for completers of the program may include answering telephones, greeting patients, calling in prescriptions to a pharmacy, scheduling appointments, making medical histories, recording vital signs, preparing patients, assisting the physician during examinations, collecting and preparing laboratory specimens, performing basic laboratory tests, sterilizing medical instruments, instructing patients about medical and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, drawing blood, preparing patients for x-rays, taking electrocardiograms, removing sutures, and changing dressings. Instruction occurs in classroom, laboratory, and clinical settings.

Career Opportunities: Students enroll in this program to seek post-completion employment in positions typically including medical assistant, patient care assistant, and medical office receptionist. This program is designed to prepare completers to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the Lebanon County CTC Adult Education Department will assist students with job placement, finding a job is the individual responsibility of the student. The LCCTC does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Certifications: This program is intended, among other things, to help eligible students prepare for the American Association of Medical Assistants (AAMA) Certified Medical Assistant (CMA) exam. However, the LCCTC cannot guarantee a student's eligibility either to take the exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or the LCCTC itself having appropriate accreditation or licensure. Externship/clinical sites may themselves require a criminal background check or medical examinations.

Course Overview: A comprehensive, nine-month program that trains highly skilled and qualified students who are prepared to take the Dental Assistant National Board Exam. This program integrates lecture and lab work, with clinical opportunities available to eligible students. Admission requirements include a copy of a high school diploma/GED and \$35 non-refundable application fee. Upon acceptance, students are required to pass background checks, a physical, and submit a \$150 down payment.

Monday-Thursday 4:00-9:00 PM 910 Hours

Tuition

Total Course (910 Hours): \$7,150

Individual Modules (100 Hours): \$1,250.00

Uniforms, books, and other associated costs not included

Financial Aid is Available to those that qualify

New Classes Forming for April 2013 Now!

Course Topics

MA101- Allied Health Industry and Fundamentals

In this course, students are taught an overview of academic strategies, law and ethics, math fundamentals, introduction to pharmacology, infection control and vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Course Runs: Tuesday, April 2, 2013-Thursday, May 2, 2013 100 Contact Hours

MA102- Allied Health Careers and Communication

In this course, students are taught an overview of English fundamentals, computer applications, medical terminology, anatomy and physiology, human behavior and communications, medical emergencies, including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Course Runs: Monday, May 6, 2013-Thursday, June 6, 2013 100 Contact Hours

MA103- Medical Front Office

In this course, students are taught front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students are also taught skills in performing insurance coding for proper application to insurance billing systems, awareness of theories in relation to the office reception area, and preparing the office for the business day. Students have the opportunity to gain an understanding of office emergencies and how to handle them. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Course Runs: Monday, June 10, 2013-Thursday, July 18, 2013 100 Contact Hours

MA104- Musculoskeletal, Digestive, and Respiratory

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Course Runs: Monday, July 22, 2013-Thursday, August 22, 2013 100 Contact Hours

MA105- Nervous, Sensory, and Endocrine

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are allowed to gain

competency in a variety of clinical and laboratory procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Course Runs: Monday, August 26, 2013-Thursday, September 26, 2013 100 Contact Hours

MA106- Circulatory, Immune, and Lymphatic

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In this module, students have the opportunity to gain knowledge and technique in correctly performing an electrocardiogram (ECG or EKG) diagnostic test. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Course Runs: Monday, September 30, 2013-Thursday, October 31, 2013 100 Contact Hours

MA107- Integumentary, Urinary, and Reproductive

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Course Begins: Monday, November 4, 2013-Thursday, December 13, 2013 100 Contact Hours

Externship- Medical Assistant Practicum I

This practicum is designed to provide practical, on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 210-hour practicum program at a work site connected with their field of study, which normal includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Course Begins: Monday, December 16, 2013 210 Hours Required