

Area of Interest: Health Sciences

## Dental Assisting (Levels I and II)

Ontario College Certificate

Program Code: 0608X01FWO

1 Year

Ottawa Campus

### Our Program

#### Build your career in oral health.

The Dental Assisting (Levels I and II) Ontario College Certificate program gives you the ability to work professionally, ethically and collaboratively within a healthcare team to provide oral care for clients. Integrating theory and practice, you learn radiography, lab and chair-side skills, oral health education, and the maintenance of a practice environment necessary for work in the field.

Through on-site and off-site dental office experiences, develop dental assisting skills to perform with competence and safety. Provide client care in the Algonquin College dental clinic and experience a 60-hour placement in a private dental office.

This one-year Ontario College Certificate program is accredited by the Commission on Dental Accreditation of Canada. Graduates are eligible to write the National Dental Assisting examination, which requires successful completion to practice Level II Dental Assisting skills in Ontario. You may then apply for certification with the Ontario Dental Assistants Association.

Graduates may find work as a dental assistant in:

- general and specialty practices
- community health settings
- dental sales, or
- dental supply companies

### SUCCESS FACTORS

This program is well-suited for students who:

- Are self-directed.
- Are critical thinkers.
- Are able to manage time and a demanding workload.
- Possess excellent communication and interpersonal skills.
- Are detail-oriented, organized and committed to achieving excellence in their work.

### Employment

Upon successful completion of the NDAEB examination, graduates may find employment as a Level II Dental Assistant in general and specialty practices, community health settings, dental sales and dental supply companies.

### Learning Outcomes

The graduate has reliably demonstrated the ability to:

- Maintain client and personal safety in the practice environment.

- Contribute to the development of a comprehensive client profile by using a variety of data collection methods in collaboration with the client and other healthcare professionals and in compliance with privacy legislation.
- Contribute to the development of a comprehensive plan for oral health services and programs in collaboration with the client and other health professionals.
- Provide oral health services and programs, as identified in the comprehensive plan and as permitted within the scope of practice.
- Contribute to the evaluation and reporting of appropriate aspects of oral health services and programs by using a variety of sources including the client profile.
- Act in a professional and competent manner.
- Maintain client records and manage office procedures in compliance with relevant legislation and regulations.
- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

## Program of Study

Level: 01	Courses	Hours
BIO4329	Anatomy and Physiology	42.0
BIO4335	Microbiology	28.0
DEN4300	Dental Anatomy	28.0
DEN4396	Preclinic Practicum I	42.0
DEN4453	Dental Radiography	42.0
DEN4455	Principles of Dental Assisting	70.0
ENL1813S	Communications I	42.0
Choose one from equivalencies:	Courses	Hours
GED0608	General Education Elective	42.0
Level: 02	Courses	Hours
BIO4327	Oral Sciences	28.0
DEN4321	Radiography Practicum II	28.0
DEN4398	Preclinic Practicum II	84.0
DEN4419	Preclinic Foundations II	28.0
DEN4427	Health History Assessment	28.0
DEN4447	Oral Health Promotion	42.0
DEN4457	Restorative Theory and Practice	54.0
DEN4461	Dental Materials II	70.0
DEN4467	Professional Issues and Ethics	14.0

Level: 03	Courses	Hours
DEN4325	Dental Office Placement	60.0
DEN4377	Client Care Practicum Consolidation	10.0
DEN4399	Client Care Practicum	36.0
DEN4437	Oral Health Promotion Outreach	10.0
DEN4439	Dental Practice Management	15.0
DEN4463	Dental Specialties	22.0

## Fees for the 2023/2024 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at [www.algonquincollege.com/fee-estimator](http://www.algonquincollege.com/fee-estimator).

Further information on fees can be found by visiting the Registrar's Office website at [www.algonquincollege.com/ro](http://www.algonquincollege.com/ro).

Fees are subject to change.

The NDAEB exam fee is \$730 at the time of publication (subject to change). Further information may be obtained by browsing the NDAEB website at <http://www.ndaeb.ca/>.

Hardcopy books, supplies and clinical items (uniforms, clinic shoes, lab coat, gowns, exam gloves, masks and protective eyewear) cost approximately \$5,500 (subject to change) for the program duration.

See <https://www.algonquincollege.com/coursematerials> for more information about books.

Select supplies can be purchased at the campus store.

## Admission Requirements for the 2024/2025 Academic Year

### College Eligibility

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$50 (subject to change) will be charged.

### Program Eligibility

- English, Grade 12 (ENG4C or equivalent) with a grade of 65% or higher.
- Mathematics, Grade 11 (MBF3C or equivalent) with 65% or higher.
- Biology, Grade 11 or 12 with a grade of 65% or higher.
- Chemistry, Grade 11 or 12 with a grade of 65% or higher.
- All applicants must complete an assessment of their knowledge and skills through the Test Centre, and pay an exam fee. Results from the Algonquin College Health Program Admissions Test (AC-HPAT) will be utilized to establish minimum eligibility and applicant ranking. The AC-

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- Applicants with international transcripts must provide proof of the subject-specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES).
- IELTS-International English Language Testing Service (Academic) Overall band of 6.5 with a minimum of 6.0 in each band; OR TOEFL-Internet-based (iBT)-overall 88, with a minimum of 22 in each component: Reading 22; Listening 22; Speaking 22; Writing 22; OR Duolingo English Test (DET) Overall 120, minimum of 120 in Literacy and no score below 105.

Not sure if you meet all of the requirements? Academic Upgrading may be able to help with that: <https://www.algonquincollege.com/access/>.

**International Applicants:**

International applicants who meet the program eligibility requirements are required to complete preparatory courses (4-months in duration): Introduction to Canadian Health Studies (ICHS). Students who successfully complete the introduction will then proceed to their original health program of choice. The ICHS requires applicants to submit an academic IELTS score.

Please click this link for more information:

<https://www.algonquincollege.com/healthandcommunity/ICHS/>.

**Accepted applicants must complete ParaMed Requirements:**

- Vulnerable Sector Police Check (annual).
- Clinical/Field Pre-Placement Health Form by week 8 of Program Start Date.
- Immunization for Hepatitis B is required.
- Provide evidence of a current Cardio-Pulmonary Resuscitation Training - C.P.R. Basic Rescuer 'C' Level certification. This requirement must remain current until all program requirements have been met.
- Provide evidence of a current Standard First Aid (13-hour course) certification. This requirement must remain current until all program requirements have been met.
- Provide evidence of Workplace Hazardous Materials Information System (WHMIS) and Ontario Health and Safety Awareness Training certification. These courses meet program requirements and are free to registered students and can be accessed through the Algonquin College website: <https://www.algonquincollege.com/safety-security-services/home/occupational-health-and-safety/health-safety-training-resources/>. These offerings are free to registered students.

**Police Records Check Documentation:**

Though not an admission requirement, applicants must note important information listed below regarding Police Records Check program requirements.

Successful completion of clinical placement is a requirement for graduation from the Dental Assisting program. Agencies that provide placement opportunities may require you to have a clear Police Records Check for Service with the Vulnerable Sector (PRCSVS). Your acceptance for placement is at the discretion of the agency. If you register in the program without a clear PRCSVS and as a result are unable to participate in lab, clinic or placement, you will not be able to graduate.

**Lab, Clinic and Placement Eligibility:**

To be eligible to participate in lab, clinic and placement activities, you must submit proof of a clear PRCSVS, which will be retained on your departmental file and used only for purposes related to your lab, clinic and placement activities.

It is your responsibility to obtain the PRCSVS from your local Police Department prior to the

deadline identified by your Department and to pay any associated costs. It may take 8-10 weeks to obtain this documentation; please submit your application as early as possible.

Should you require further information, contact Lori Morley at [lori.morley@algonquincollege.com](mailto:lori.morley@algonquincollege.com) or 613-727-4723 ext. 5086.

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**Application Information****DENTAL ASSISTING (LEVELS I AND II)**  
**Program Code 0608X01FWO**

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should notify their Guidance Office prior to their online application at <http://www.ontariocolleges.ca/>.

Applications for Fall Term and Winter Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants please visit this link for application process information:  
<https://algonquincollege.force.com/myACint/>.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723



TTY: 613-727-7766  
Fax: 613-727-7632  
Contact: <https://www.algonquincollege.com/ro>

## **Additional Information**

The program has two intakes, one in September and one in January. The January intake continues through the summer and ends in October.

Please be advised that classes can be scheduled during weekday evenings and on Saturdays.

### **Academic Year Schedule:**

#### **September Program Start:**

Level 01: September - December

Level 02: January - April

Level 03: May - June

#### **January Program Start:**

Level 01: January - April

Level 02: May - August

Level 03: September - October

Students should be aware that if a course is in a failing position at the end of the term, a Supplemental Privilege (FSP) may be granted, if warranted. FSP evaluations will be scheduled for the week prior to the start of the next term. Students must be available for FSP evaluations during this time period.

Students apply to the National Dental Assisting Examining Board (NDAEB) in the second term of the program to declare their intent to write the national credentialing exam. Graduates from the program must write and pass the NDAEB examination to practise as a Level II Dental Assistant in Ontario.

Links for professional information for the National Dental Assisting Examining Board (NDAEB) can be found at <http://www.ndaeb.ca/> or for the Ontario Dental Assistants Association <http://www.odaa.org/>.

## **Contact Information**

### **Program Coordinator(s)**

- Tonia Peachman-Faust, <mailto:peachmt@algonquincollege.com>,

## **Course Descriptions**

### **BIO4327 Oral Sciences**

Knowledge of applied sciences of the oral cavity facilitates understanding of oral health and disease. During the dental histology and embryology portion of this course, students are introduced to the reproductive system and prenatal development of the face and oral cavity. Students will build on their knowledge of head and neck anatomy to assist in the provision of intraoral procedures. During the oral pathology portion of this course, students are introduced to descriptive terminology associated with oral lesions. Oral disease processes, common developmental disturbances of orofacial structures and their treatment considerations are examined.

Prerequisite(s): BIO4329 and BIO4335 and DEN4300  
Corerequisite(s):none

### **BIO4329 Anatomy and Physiology**

General knowledge of the human body provides students with a foundation for understanding pathological processes and conditions encountered in the dental profession. Students learn underlying principles of the human body by studying structure and function of the main body systems. Emphasis is placed on head and neck structures through examination of anatomical models and interactive mediums.

Prerequisite(s): none  
Corerequisite(s):none

**BIO4335 Microbiology**

Knowledge of various microorganisms, their biological behaviour and interactions with the host, are essential to the understanding of infection control and disease development within the practice of dental assisting. Students recognize disease causing microorganisms, normal microbial flora of the oral cavity, the basis of antimicrobial actions and general principles relevant to epidemiology. Students learn evidence-informed infection control practices for safe handling and use of instruments, equipment and the dental environment.

Prerequisite(s): none  
Corerequisite(s):DEN4396

**DEN4300 Dental Anatomy**

Knowledge of dental terminology is the foundation for understanding and learning the content of other dental-related courses. Students learn dental anatomy, functional relationships of dental structures and representation of hard and soft tissue components of the client's chart. Students practise recording oral conditions on charting forms.

Prerequisite(s): none  
Corerequisite(s):none

**DEN4321 Radiography Practicum II**

Production of diagnostically useful radiographs requires careful image exposure and processing techniques. Through laboratory practice on manikins, students apply the basic concepts of radiography theory to the production and critique of adult periapical, bitewing and occlusal radiographs. Radiographic techniques are assessed during simulated exercises on an adult client. Safety precautions required in the operation of dental x-ray equipment are emphasized.

Prerequisite(s): DEN4300 and DEN4453  
Corerequisite(s):none

**DEN4325 Dental Office Placement**

The opportunity to integrate and apply knowledge associated with the clinical responsibilities of a Level II dental assistant is necessary to prepare students for employment. Through community dental office experiences, students develop interpersonal skills and collaborative relationships with the dental team that facilitate delivery of client-centered care. The expectation to perform dental assisting skills competently and safely in the practice environment is emphasized. Students document their experiences through reflective practice journal writing.

Prerequisite(s): DEN4321 and DEN4457  
Corerequisite(s):DEN4377 and DEN4399 and DEN4439 and DEN4463

**DEN4377 Client Care Practicum Consolidation**

Ongoing reflection and discussion of clinical practice and decision-making skills through peer evaluations and case studies, contributes to improvement in the provision of client care. Topics address issues of time management, evaluation, management of documents, chart audits and the quality of client care. Students explore strategies to prepare for writing the National Dental Assisting Board exam.

Prerequisite(s): DEN4467  
Corerequisite(s):DEN4399

**DEN4396 Preclinic Practicum I**



Dental assistants must be able to anticipate, function proficiently and apply concepts of time management when working in a clinical dental environment. Application of theoretical concepts in a clinical setting is a primary focus. Integration of knowledge occurs through guided role-playing activities, procedure simulations, reflective practice, practical and online tests. Application of evidence-informed infection control practices, safe handling and use of instruments and equipment is emphasized.

Prerequisite(s): none

Corerequisite(s): BIO4335 and DEN4455

### **DEN4398 Preclinic Practicum II**

The opportunity to apply knowledge of Dental Assisting Level II intra oral skills is required for national certification. Development of competencies is demonstrated in a supervised clinic setting through manikin simulations, practise on partners and self-reflections. Using a collaborative process, the need to provide optimal care and maintain professional standards and safety is emphasized.

Prerequisite(s): DEN4396

Corerequisite(s): BIO4327 and DEN4419 and DEN4427 and DEN4461

### **DEN4399 Client Care Practicum**

An opportunity to apply knowledge, skills and judgement in the provision of Level II dental assisting oral care services, allows for progression from working on manikins to caring for child clients. Under supervised conditions in the Algonquin College Dental Clinic, students provide preventive oral care services to clients aged six (6) through sixteen (16).

Prerequisite(s): BIO4327 and DEN4321 and DEN4398 and DEN4427 and DEN4467

Corerequisite(s): DEN4377

### **DEN4419 Preclinic Foundations II**

Level II dental assistants provide client-centered care in a collaborative team environment. Evidence-based information related to the provision of intraoral procedures and client care management techniques is explored. Students learn the importance of using a systematic approach through the application of the process of care model. Methods to promote comprehensive recording keeping, professional behaviour and safety in the clinical setting are emphasized.

Prerequisite(s): DEN4300 and DEN4453 and DEN4455

Corerequisite(s): DEN4398

### **DEN4427 Health History Assessment**

The knowledge required to understand and interpret a comprehensive health history is essential for dental assistants to facilitate safe and effective client care. Students learn basic principles of pharmacology and characteristics of commonly used pharmaceutical agents associated with dental practice. An overview of regularly prescribed medications and their associated oral manifestations are also explored. Students research a variety of drug resources used in the dental setting.

Prerequisite(s): none

Corerequisite(s): DEN4398

### **DEN4437 Oral Health Promotion Outreach**

Dental assistants play an important role in the promotion of oral health through communication, behaviour change and teaching and learning strategies to achieve optimal oral health. Students experience the challenges and rewards of working with a community target group by planning and delivering an oral health-related presentation.

Prerequisite(s): DEN4447

Corerequisite(s): none

**DEN4439 Dental Practice Management**

Dental assistants require a working knowledge of aspects of a dental practice related to dental reception, dental insurance, billing and practice management. Through online research, guest presentations, group discussions and activities, students explore the responsibilities and realities of business operations such as office policies, computer systems, documentation management and health and safety in a dental practice.

Prerequisite(s): DEN4419 and DEN4457  
Corerequisite(s): DEN4325

**DEN4447 Oral Health Promotion**

Dental assistants require specialized knowledge and skills to effectively communicate the specific information necessary for client oral self-care. Through in class discussion, role-play and projects, students explore the unique oral health needs, use of oral aids, nutrition, preventive and educational strategies required for various individuals. Students gain knowledge of community and dental public health organizations and the assessment of diverse at-risk populations. A focus on lesson planning, mass media messaging and presentation techniques prepare students to create a community oral health outreach intervention.

Prerequisite(s): none  
Corerequisite(s): DEN4398

**DEN4453 Dental Radiography**

The nature and principles of x-radiation and methods to safely produce diagnostically useful radiographs are essential to being a Healing Arts Radiation Protection (HARP) Act approved operator. Students learn the basic principles and steps in the production of x-radiation. The study of radiographic techniques leads to an introduction of radiography interpretation of tooth structures, surrounding tissues, common dental materials and conditions. Through laboratory practice on manikins, students apply the basic concepts of radiography theory to the production of bitewing radiographs. Students critique radiographs in order to develop the ability to recognize and prevent technique errors. Safety precautions required in the operation of dental x-ray equipment are emphasized.

Prerequisite(s): none  
Corerequisite(s): DEN4300

**DEN4455 Principles of Dental Assisting**

Dental assistants are required to be team oriented and current in their clinic knowledge and skills. An understanding of the characteristics of common direct dental materials is essential to ensure successful application. A variety of theoretical and practical activities prepare students for the provision of client care. Students focus on clinical concepts and procedures essential for the safe and effective delivery of care by a chairside dental assistant, and for maintaining a professional clinic environment. Dental assistants are required to safely manipulate and consistently produce clinically acceptable dental materials. Through practical laboratory activities, students develop the ability to manipulate commonly used direct restorative materials in a safe, efficient and environmentally conscious manner.

Prerequisite(s): none  
Corerequisite(s): DEN4396

**DEN4457 Restorative Theory and Practice**

Consolidation of chairside dental assisting skills occurs through hands-on assisting with basic restorative procedures performed by registered dental practitioners at the Algonquin College Dental Clinic. Students relate the theory of restorative dentistry and dental materials to clinical restorative procedures. Professional interactions with clinicians and clients occur with emphasis on preparedness, infection control and a collaborative team approach. Through reflective practice, discussion of individual experiences and case studies, students learn to improve problem solving,

anticipation and prioritization in dental assisting practice.

Prerequisite(s): DEN4396 and DEN4453 and DEN4455

Corerequisite(s): DEN4321 and DEN4427

### **DEN4461 Dental Materials II**

A foundation in materials and techniques related to general and specialty dental practice prepares the dental assistant to work in a diverse range of settings. Students explore the materials and procedures related to endodontic, implant and orthodontic dental specialties. In class discussion, projects and hands on activities allow students to investigate techniques and instruments. Through practical laboratory activities, students develop the ability to manipulate commonly used laboratory materials, fabricate oral appliances and create orthodontic records in a safe, efficient and environmentally conscious manner.

Prerequisite(s): DEN4455

Corerequisite(s): DEN4398

### **DEN4463 Dental Specialties**

A foundation in procedural and management aspects of client care in dental specialty environments prepares the dental assistant to work in a diverse range of settings. In class discussion, projects and hands on preclinical activities allow students to investigate techniques, instruments and procedures related to a variety of specialties, such as pedodontic, prosthodontic, orthodontic, periodontic, endodontic and oral surgery specialties.

Prerequisite(s): DEN4461

Corerequisite(s): none

### **DEN4467 Professional Issues and Ethics**

Dental assistants must comprehend and adhere to the legal and ethical responsibilities required of a healthcare professional. The history and evolution of the dental assisting profession is reviewed, examining their role as an oral healthcare provider and member of the dental team. Students learn about professional issues and ethics related to employment standards, professional ethics and the Dental Assisting Code of Ethics.

Prerequisite(s): DEN4455

Corerequisite(s): none

### **ENL1813S Communications I**

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students focus on meeting the requirements of effective communication. Students practise writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

Prerequisite(s): none

Corerequisite(s): none

### **GED0608 General Education Elective**

For this course, students will have the opportunity to choose one from a group of general education electives. The options will include courses which cover the following broad topic areas: Aesthetic Appreciation, Civic Life, Personal Development, Social Understanding, Understanding Science, Understanding Technology, and Work and the Economy.

Prerequisite(s): none

Corerequisite(s): none