

Registration Form

Jefferson State Community College
The Center for Community and Corporate Education
2601 Carson Road
Birmingham, AL 35215
205-856-7710

Name _____

Social Security Number _____

Home Address _____

E-mail _____

Employer _____

Work Phone _____ Home Phone _____

Payment Method: () Check _____

(Amount)

() Credit Card: VISA, MasterCard, Discover (circle one)

Account Number _____ Expiration Date _____

I certify that Jefferson State Community College, Department of Business Operations/Financial Services, has permission to bill my credit card in the amount of \$1199.00 for Dental Assistant.

Signature of Card Holder

() Company Sponsored (P.O.# _____)

Billing Address _____

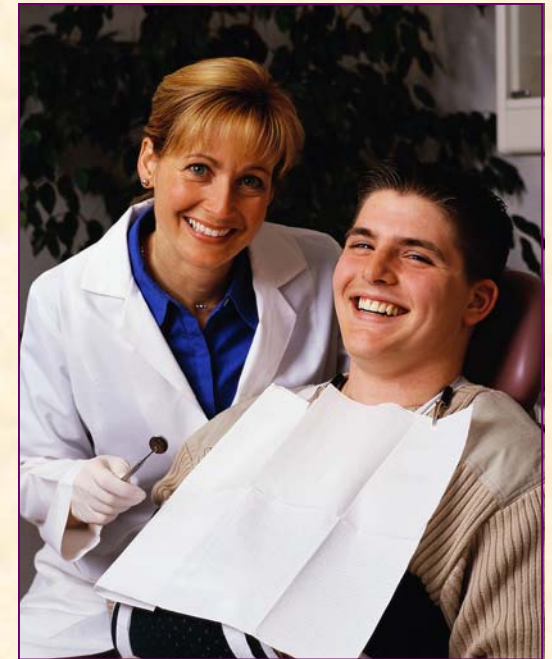
Signature of Manager Who Approved Training

Authorization for Billing if Applicable

**Get Started
Today!**



**Dental
Assistant
Program**



Center For Community and Corporate Education
George Wallace Hall, Room 202
2601 Carson Road
Birmingham, Al 35215

Registration: 205-856-7710

Fax: 205-856-7782

E-mail: workforcedev@jeffstateonline.com

Website: www.jeffstateonline.com

Jefferson State Follows equal opportunity admission policies and employment practices. College facilities are accessible to the handicapped.

**The Center for Community
and Corporate Education**

Dental Assistant Program

Dental Assistant Program

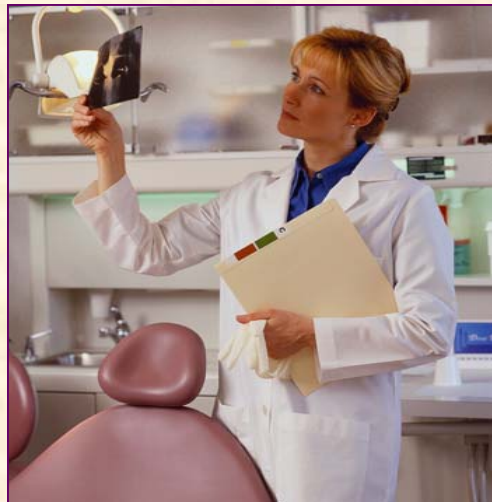
Interested in working in a dental office? Dental Assistant is one of the top most-growing careers of today. This comprehensive 22 session Dental Assistant Program uniquely prepares students for entry level positions in one of the fastest growing health care fields – Dental Assistant. This program will teach you the skills needed to work in a dental office as an entry-level dental assistant, receptionist, front office assistant or back office assistant. The main goal of this course is to familiarize the student with all of the areas of dental assisting. This class will include both theory and hands-on training that will allow students to become familiar with dental instruments and how to prepare them for the patients. It will provide the student with the professional skills that are necessary to excel as a Dental Assistant in the practice.



The Dental Assistant Course Includes:

- The role of a dental assistant.
- Infection control and sterilization.
- Patient care and charting.
- Terminology and tooth anatomy.
- Instrument and hand piece identification.
- Radiology techniques and developing radiographs.
- Four handed dentistry.
- Composite and amalgam fillings.
- Crown and bridge.
- Partial dentures.
- Oral surgery, root canal treatment, and toothache investigation.
- Preventative dentistry and oral hygiene instruction.
- Preparing a resume with interview techniques and career opportunities.

**** Each week, one night of class is held on campus. The other class night will be held at the office of our dental partner.**



Registration Process

Requirements for Eligibility: High school diploma or GED

Fees

Course Fee (Due Upon Registration).....\$1199

*Textbook.....\$155 approx

* Textbook price subject to change.

Complete the Center for Community and Corporate Education Registration Form that is on the back and return it to us via:

- > Mail
- > Fax
- >E-mail
- >Walk In

Jefferson State Community College

The Center for Community and Corporate Education
2601 Carson Road
Birmingham, AL 35215
Phone: (205) 856-7710
Fax: (205) 856-7782

Email: workforcedev@jeffstateonline.com
Web: www.jeffstateonline.com/ccce

Payment

Payment is due at the time of registration. Please note that registration is not complete until course fees are paid in full. Payment may be made by VISA, MasterCard, Discover, check, money order, cash, or company-sponsored purchase order/documentation. Please deliver cash payments in person to Jefferson State's Center for Community and Corporate Education, George Wallace Hall, Room 202, 2601 Carson Road, Birmingham, Alabama. Make checks and money order payable to Jefferson State Community College.

Refunds/Withdrawals

Jefferson State reserves the right to cancel any course for any reason, including insufficient enrollment. If JSCC cancels a course for which a student is registered, the student will automatically receive a full refund. If the date and/or time of the course is changed by JSCC, the student may request a refund by completing a "Withdrawal Form" within three business days following the date change notification. Jefferson State will not issue full or partial refunds for classes which have been cancelled, nor dismissed early due to inclement weather or other circumstances beyond our control. To withdraw and receive a refund after registering, students must submit a completed "Withdrawal Form" to the Center for Community and Corporate Education at least ten days in advance of the first day of class. Refunds are less an administrative fee of five percent (5%) of the refund amount. Students who register less than ten days in advance to the first day of class, waive their rights to a refund except for insufficient enrollment. The "Withdrawal Form" may be found at www.jeffstateonline.com.