



Davis Applied Technology College

A UCAT Campus
 550 E 300 S, Kaysville 84037
 Phone: 593-2500



2012 Dental Office

Catalog Year: 2012

The Program Materials listed below show general resources that you will need to purchase for this program. It is recommended that you wait to purchase these materials until you have received a Program Orientation (this document explains when you need the materials). You should also wait until you begin each course to purchase Course Materials. DATC instructors update curriculum throughout the year and materials and pricing may change without notice. Some textbooks, materials and supplies may be used for multiple courses and are required unless otherwise noted.

| Program Materials | Optional | New | Used |
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| No Materials Required | | | |
| Course Materials | Optional | New | Used |
| <i>BTEC 1520: Business Correspondence</i> | | | |
| Curriculum: BTEC 1520 Business Correspondence | | \$0.60 | |
| Textbook: Cram, Carol M. New Perspectives: Portfolio Projects for Business Communications. Cengage, 2009 ISBN: 1-4390-3746-9 | | \$83.35 | \$60.05 |
| Textbook: Norstrom, Barbara and Mary Vines Cole. Proofreading at the Computer. 2nd ed. South-Western Educational, 2005 ISBN: 0-5387-2856-6 | | \$39.00 | \$28.10 |
| Textbook: Sabin, William A. The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting. Tribute ed. Career Education, 2010 ISBN: 0-0733-9710-5 | | \$83.70 | \$60.30 |
| Material: USB Backup Media (2 GB Minimum) | | \$9.99 | |
| <i>BTEC 1510: Business English</i> | | | |
| Curriculum: BTEC 1510 Business English | | \$0.65 | |
| Textbook: Sabin, William A. The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting. Tribute ed. Career Education, 2010 ISBN: 0-0733-9710-5 | X | \$83.70 | \$60.30 |
| Workbook: Guffy, Mary Ellen. Business English. 10th ed. South-Western College, 2010. ISBN: 0-3247-8974-2 | | \$167.35 | \$120.50 |
| Material: Paper | | \$2.99 | |
| Material: Pen | | \$1.99 | |
| Material: USB Drive | | \$9.99 | |
| <i>BTEC 1110: Computer Literacy</i> | | | |
| Curriculum: BTEC 1110 Computer Literacy | | \$1.10 | |
| Textbook: Fehl, Alec, Judy Mardar, Sandra Rittman, Russel Stolins, and Pamela R. Toliver. Microsoft Office 2010: Essentials with 180-day Software Trial and eLab License Key. Labyrinth Learning, 2011. ISBN: 1-5913-6390-X | | \$115.55 | \$83.20 |
| Material: Headphones | | \$3.99 | |
| Material: USB Backup Media (2 GB Minimum) | | \$9.99 | |
| <i>MEDO 1525: CPR for Health Professionals</i> | | | |
| Other: No Information Available | | | |
| <i>DENA 1030: Dental Assisting Anatomy and Physiology</i> | | | |

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| Bundle: Bird, Doni L., Debbie S. Robinson and Linda Bartolomucci Boyd. Modern Dental Assisting: Text, Workbook and Boyd: Dental Instruments. 10th ed. Saunders, 2011 ISBN: 1-4377-2733-6 | | \$165.65 | \$119.30 |
| Curriculum: DENA 1030 Dental Assisting Anatomy and Physiology | | \$1.65 | |
| <i>DENA 1500: Dental Assisting Clinical Lab Procedures I</i> | | | |
| Bundle: Bird, Doni L., Debbie S. Robinson and Linda Bartolomucci Boyd. Modern Dental Assisting: Text, Workbook and Boyd: Dental Instruments. 10th ed. Saunders, 2011 ISBN: 1-4377-2733-6 | | \$165.65 | \$119.30 |
| Curriculum: DENA 1500 Dental Assisting Clinical Lab Procedures I | | \$2.15 | |
| <i>DENA 1040: Dental Assisting Clinical Procedures I</i> | | | |
| Bundle: Bird, Doni L., Debbie S. Robinson and Linda Bartolomucci Boyd. Modern Dental Assisting: Text, Workbook and Boyd: Dental Instruments. 10th ed. Saunders, 2011 ISBN: 1-4377-2733-6 | | \$165.65 | \$119.30 |
| Curriculum: DENA 1040 Dental Assisting Clinical Procedures I | | \$1.95 | |
| <i>DENA 1410: Dental Assisting Clinical Procedures II</i> | | | |
| Bundle: Bird, Doni L., Debbie S. Robinson and Linda Bartolomucci Boyd. Modern Dental Assisting: Text, Workbook and Boyd: Dental Instruments. 10th ed. Saunders, 2011 ISBN: 1-4377-2733-6 | | \$165.65 | \$119.30 |
| Curriculum: DENA 1410 Dental Assisting Clinical Procedures II | | \$1.65 | |
| <i>DENA 1200: Dental Assisting Clinical Procedures Overview</i> | | | |
| Curriculum: DENA 1200 Dental Assisting Clinical Procedures Overview | | \$1.60 | |
| Textbook: Boyd, Linda R. Bartolomucci. Dental Instruments: A Pocket Guide. 4th ed. Saunders, 2011 ISBN: 1-4377-2385-3 | | | |
| Textbook: Dofka, Charline. Dental Terminology. 3rd ed. Delmar Cengage Learning, 2012 ISBN: 1-1330-1971-4 | | | |
| <i>DENA 1020: Dental Law and Ethics</i> | | | |
| Curriculum: DENA 1020 Dental Law and Ethics | | \$2.80 | |
| Textbook: Irlbacher-Girtel, Geraldine and Guy Girtel. Dental Office Administration. Lippincott Williams & Wilkins, 2009 ISBN: 0-7817-9160-X | | \$77.75 | \$56.00 |
| <i>DENA 2070: Dental Office Administrative Procedures I</i> | | | |
| Curriculum: DENA 2070 Dental Office Administrative Procedures I | | \$5.70 | |
| Textbook: Iribacher-Girtel, Geraldine and Guy Girtel. Dental Office Administration. Lippincott Williams & Wilkins, 2009. ISBN: 0-7817-9160-X | | \$77.75 | \$56.00 |
| <i>DENA 2080: Dental Office Administrative Procedures II</i> | | | |
| Curriculum: DENA 2080 Dental Office Administrative Procedures II | | \$8.40 | |
| Textbook: Irlbacher-Girtel, Geraldine and Guy Girtel. Dental Office Administration. Lippincott Williams & Wilkins, 2009 ISBN: 0-7817-9160-X | | \$77.75 | \$56.00 |
| <i>DENO 2090: Dental Office Administrative Procedures III</i> | | | |
| Other: No Information Available | | | |
| <i>DENO 2200: Dental Office Site Observation</i> | | | |
| Other: No Information Available | | | |
| <i>DENA 1450: Dental Radiology</i> | | | |
| Bundle: Bird, Doni L., Debbie S. Robinson and Linda Bartolomucci Boyd. Modern Dental Assisting: Text, Workbook and Boyd: Dental Instruments. 10th ed. Saunders, 2011 ISBN: 1-4377-2733-6 | | \$165.65 | \$119.30 |
| Curriculum: DENA 1450 Dental Radiology | | \$1.95 | |

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| Textbook: Iannucci, Joen and Laura Jansen Howerton. Dental Radiography: Principles and Techniques. 4th ed. Saunders, 2011 ISBN: 1-4377-1162-6 | | \$73.95 | \$53.25 |
| <i>DENA 1550: Dental Radiology Lab</i> | | | |
| Bundle: Bird, Doni L., Debbie S. Robinson and Linda Bartolomucci Boyd. Modern Dental Assisting: Text, Workbook and Boyd: Dental Instruments. 10th ed. Saunders, 2011 ISBN: 1-4377-2733-6 | | \$165.65 | \$119.30 |
| Curriculum: DENA 1550 Dental Radiology Lab | | \$2.70 | |
| Textbook: Iannucci, Joen and Laura Jansen Howerton. Dental Radiography: Principles and Techniques. 4th ed. Saunders, 2011 ISBN: 1-4377-1162-6 | | \$73.95 | \$53.25 |
| <i>DENA 1010: Dental Terminology</i> | | | |
| Curriculum: DENA 0000 Program Orientation | | \$0.80 | |
| Curriculum: DENA 1010 Dental Terminology | | \$3.20 | |
| Textbook: Dofka, Charline. Dental Terminology. 3rd ed. Delmar Cengage Learning, 2012 ISBN: 1-1330-1971-4 | | | |
| <i>BTEC 1015: Financial Operations for Health Care</i> | | | |
| Bundle: Kaliski, Burton S., Robert Schultheis, and Daniel Passalacqua. Keeping Financial Records for Business. 10th ed. South-Western Educational Publishing, 2005 ISBN: 0-5384-4153-4 | | \$94.70 | \$68.20 |
| Curriculum: BTEC 1015 Financial Operations for Health Care | | \$0.70 | |
| Textbook: Pasewark, William R. Calculators, Printing and Display. 5th ed. Thomson/South-Western Educational Publishing, 2011. ISBN: 0-8400-6535-3 | | \$45.70 | \$32.90 |
| Material: Calculator | | \$4.00 | |
| Material: Paper: Accounting Pad (four column with memo space) | | \$5.79 | |
| Material: Pencil | | \$0.20 | |
| <i>WSKS 1500: Job Seeking Skills</i> | | | |
| Curriculum: WSKS 1500 Job Seeking Skills | | \$0.00 | |
| Textbook: Hanna, Sharon L., Doug Radtke and Rose Suggett. Career by Design: Communicating Your Way to Success. 4th ed. Prentice Hall, 2008. ISBN: 0-1323-3090-3 | | \$57.60 | \$41.50 |
| <i>BTEC 1005: Keyboarding I</i> | | | |
| Curriculum: BTEC 1005 Keyboarding I | | \$0.25 | |
| Textbook: Ellsworth, Barbara G. Keyboard Mastery. Ellsworth Publishing Company, 2008. ISBN: B-002P-POMC-Y | | \$40.95 | \$29.50 |
| <i>MATH 1000: Math I</i> | | | |
| Curriculum: MATH 1000 Math I | | \$0.35 | |
| Textbook: Software: ALEKS Validation Code (6 weeks) | | \$39.99 | \$28.80 |
| Material: Paper | | \$2.99 | |
| Material: Pencil | | \$0.20 | |
| <i>MEDA 1300: Psychology for Healthcare Professionals</i> | | | |
| Curriculum: MEDA 1300 Psychology for Healthcare Professionals | | \$4.20 | |
| Textbook: Adams, Cynthia H. and Peter Jones. Therapeutic Communication for Health Professionals. 3rd ed. McGraw Hill, 2010 ISBN: 0-0734-0208-7 | | \$97.35 | \$70.10 |
| <i>ACCT 1310: QuickBooks for the Non-Accountant</i> | | | |
| Curriculum: ACCT 1310 QuickBooks for the Non-Accountant | | \$0.75 | |
| Textbook: Sleeter, Doug. QuickBooks Fundamental (Version 2008). The Sleeter Group, 2008. ISBN: 1-9324-8734-4 | | \$120.95 | \$87.10 |

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| Material: Headphones | | \$3.99 | |
| Material: USB Backup Media (2 GB Minimum) | | \$9.99 | |
| <i>BTEC 1132: Word Processing Applications I (MS Word 2010)</i> | | | |
| Curriculum: BTEC 1132 Word Processing Applications I (MS Word 2010) | | \$0.55 | |
| Textbook: Microsoft Official Academic Course. Microsoft Word 2010 with MOS Practice Test and Exam Redemption Code: Exam 77-881. Wiley Publishing, 2011. ISBN: 1-1181-9751-8 | | \$185.00 | \$133.20 |
| Material: USB Drive | | \$9.99 | |
| <i>WWSK 1400: Workplace Relations</i> | | | |
| Textbook: Hanna, Sharon L., Doug Radtke and Rose Suggett. Career by Design: Communicating Your Way to Success. 4th ed. Prentice Hall, 2008. ISBN: 0-1323-3090-3 | | \$57.60 | \$41.50 |
| Textbook: WWSK 1400 Workplace Relations | | \$0.00 | |