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**Program/Course Listing and Information Catalog**

**Volume 1**

2015

**Administration Office: 25 E. Washington Suite 1925, Chicago, IL 60602**

**Training Locations Chicago: 25 E. Washington Suite 1921, Chicago, IL 60602**

**Owner: Dr. Viren Patel (312) 465-2718**

**Governing Board: Monicah Johnson and Jenesis Lopez**

**Disclosure:**

Chicago Career College reserves the right to change program/course content, start dates,

tuition, and to cancel programs/courses. This school was established during the year 2015. The first graduating class is expected July 2015. Complaints against this school may be sent to:

**IBHE**

Complaint Call Line (217)557-7359

Complaint email: [complaints@ibhe.org](mailto:complaints@ibhe.org)

IBHE Website: [www.ibhe.org](http://www.ibhe.org)

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**Licensed By:** **Illinois Board of Higher Education (IBHE)**

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**of quality. Licensure is not equivalent or synonymous with accreditation by an accrediting agency**

**recognized by the U.S. Department of Education.**

**School Policies**

**Chicago Career College** purpose is to sufficiently train its students for entry level positions or aide its students in excelling in careers, relating to dental assisting.

We are committed to customer satisfaction, internal (students) and external (dental practices employing our students. We conduct our business by:

 Clearly, honestly, and accurately representing our services, terms and conditions

 Delivering services as represented

 Communicating in a respectful and courteous manner

 Responding to inquiries and complaints in a constructive, timely way

 Maintaining appropriate security policies and practices to safeguard information

 Assuring truth and fairness in advertising

**Entrance / Eligibility Requirements**

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment at the Chicaog Career College training program based on age, race, gender, disability, or national origin. Applicants must meet the following criteria:

1. Have an interest in the chosen program/course of study

2. Be at least 18 years of age or have written permission of parents or guardians

3. Provide proof of at least a high school diploma or GED

4. Pass a basic entrance exam which includes a manual dexterity test along with a written test.

**Application Process**

Applicants interested in applying for entry into the 11 week chairside assistant program who meets the above entrance/ eligibility may apply by completing the following application process:

1. Have an in-person interview with a school representative

2. Provide proof of entrance/eligibility requirements

3. Submit a signed Enrollment Agreement

**Transferring or Granting of Credit**

No life experiences or previous education and/ or training will apply to the Chicago Career College chairside assistant training program. Chicago Career College makes no claim or guarantee that credit earned will transfer to another institution.

**Language of Training**

All courses are offered only in English.

Chicago Career College  does not offer English as Second Language instruction at this time.

**Tuition and Payment Plans**

**Registration**

A deposit of $200 is due at the time the enrollment agreement is submitted and is applied to tuition costs of $5,500. This $200 deposit is considered a registration fee, which is non-refundable.

**Tuition**

It is required that payment be made in full by or on the orientation date listed on student’s

Enrollment Agreement if no special payment arrangements have been made prior to that date.

Students will not be allowed to attend class if payments are not remitted on time.

**Payment Plans**

Payment plans are implemented based on the student’s financial stand point.

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**Administration Fees**

Chicago Career College charges a 10% Administration Fee for all Credit Card, and Paypal payments.

**Cancellations and Withdrawals**

**Cancellations by Chicago Career College**

Any student who enrolls in the chairside assistant program and the program becomes discontinued by the school shall receive a complete refund of all fees and/or tuition paid.

**Withdrawals**

Students are required to give written notification to Chicago Career College, either in person or by certified mail, of their intention to withdraw from the program. If no cancellation request is made in writing prior to the start date of the program, and the student is absent for more than 3 days of the program without explanation Chicago Career College will then consider the student to have withdrawn. Refunds will be made in accordance with the refund policy.

**Termination**

If a student is terminated for any reason, Chicago Career College will notify the student in writing, either in person or by certified mail. The termination date for refund computation purposes shall be the last date of actual attendance by the student or the start date for the class, unless earlier written notice is received. Refunds will be made in accordance with the Refund Policy.

**Refund Policy**

Chicaog Career College shall adhere to the following refund policy in the event of notification of withdrawal by the student or termination by Chicago Career College prior to completion of the program. All refunds will be made within 30 days of the cancellation or termination date. Cancellations must be made in person or by certified mail.

Should an applicant/student cancel or is terminated for any reason all refunds will be made

according to the following policy and schedule:

1. All monies will be refunded if the applicant is not accepted by the Chicago Career College or if the

applicant cancels within three (3) business days after signing the Enrollment Agreement.

**An applicant not requesting cancellation by his/her specified starting date will be**

**considered a student.**

2. If a credit card was run to pay for the course, the fees associated with that transaction will

be forfeited.

**3. Cancellation** must be**made in person or by certified mail.**

4. Termination date for refund computation purposes is the last date of actual attendance by

the student, unless earlier written notice is received.

5. Refunds will be made within 30 days of termination or receipt of cancellation notice.

6. Should a student be terminated or request cancellation of this Enrollment Agreement

**after**:

a.) The third (3rd) business day, but before the first class, a refund of all monies paid

(less $100.00 registration fee) will be awarded.

b.) Entering the program of instruction, the refund will be determined by the number

of classes attended.

c.) Completing four (4) classes of instruction the student is not entitled to any refund.

7. If the school cancels a course ( 11 weeks) for whatever reason (class size, etc.), the

student will receive a refund, or the student may apply toward another class at a later

date. The minimum number of enrollees will be ten (10) students.

**Should an applicant/student cancel or is terminated for any reason all refunds will be given**

**according to the following policy and schedule:**

**Time of Withdrawal** **Amount refunded**

After attending 1 class  80% of tuition

After attending 2 classes 60% of tuition

After attending 3 classes 50% of tuition

After attending 4 classes No Refund

**Facilities**

**CHICAGO CAREER COLLEGE**

**Located at**: 25 E Washington St. Suite 1921 / 1925, Chicago, IL 60602

**Phone number:** 312-465-2718 **Email:** [ChicagoDentalCareer@gmail.com](mailto:ChicagoDentalCareer@gmail.com)

**Website:** [www.ChicagoCareerCollege.com](http://www.ChicagoCareerCollege.com)

Chicago Career College Administration office is located in suite 1925. The office is open every Friday 9:00 a.m. until 3:00 p.m. and by appointment. The classroom and lecture for the program will be held at this location as well during scheduled class time. The space is approx. 1400 square feet seats 16- 24 comfortable depending on the set up. The laboratory / clinical portion of the course will be held at the same address suite 1921 (Downtown Dental). The practice is approx. 2250 square feet. There are 5 operatories and 5 exam rooms. Each room is equipped with digital x-ray units. Students will utilize the operatories, exam rooms, x-rays equipment, laboratory, sterilization area, and front desk.

**Dress Code**

Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image you will present to your future employers, customers and visitors. Good grooming and an attractive appearance is very important when working as a healthcare professional. Therefore while attending classes at Chicago Career College students are expected to dress appropriately and behave professional and business like manners at all time. Students are required to wear sneakers and school provided scrubs.

**Rules of Conduct**

Students are expected to conduct themselves in a professional manner and demonstrate respect for intructors and classmates at all times.

Chicago Career College administration reserves the right to terminate any student

guilty of the following:

 Not complying with school rules and regulations

 Creating a safety hazard to other students

 Disobedient or disrespectful behavior to faculty members or other students

 Unsatisfactory academic progress

 Poor attendance

 Unprofessional conduct

 Failure to remit payments when due

 Cheating

 Falsifying records

 Breach of the enrollment agreement

 Entering any school site while under the influence or effects of alcohol, drugs, or

narcotics of any kind

 Carrying a concealed or potentially dangerous weapon

 Sexual harassment

 Harassment of any kind including intimidation and discrimination

Chicago Career College will notify the student in writing of the offense. The student will meet with the School Administartor prior to returning to class. The administrator will determine rather or not the student may continue in the program. If the administrator decides to terminate the student a refund will be given accirding to the refund policy.

**Drug Free School & Workplace**

Chicago Career College has a zero tolerance for illegal drugs and alcohol. No student, instructor, employee, or administrator may on school premises under influences of any kind. Any individual suspected to be under the influence of alcohol drugs, or narcotics will be subject to immediate dismissal and / or removal. The individual will be required to meet with the Administrator and the Administrator will determine the course of action.

**Harassment Policy**

Chicago Career College will not tolerate harassment in any form including, age, race, gender, color, religion, national orgin, disability, marital status, social economic status, sexual orientation, and other characteristics protect under state, local or federal, law. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of sexual nature. Such conduct is prohibited in any form on Chicago Career College premises. This policy applies to all students, instructors, employees, and administrators. Examples of prohibited behavior include, but are not limited to:

 Unwelcome sexual flirtation, advances, or propositions;

 Verbal comments related to an individual’s age, race, gender, color, religion,

national origin, disability, or sexual orientation;

 Explicit or degrading verbal comments about another individual or his/her

appearance;

 The display of sexually suggestive pictures or objects in any workplace location

including transmission or display via computer;

 Any sexually offensive or abusive physical conduct;

The taking of or the refusal to take any personnel action based on an employee’s

submission to or rejection of sexual overtures; and

 Displaying cartoons or telling jokes which relate to an individual’s age, race, gender,

color, religion, national origin, disability, or sexual orientation.

If you believe you are being subjected to harassment, report this and any additional incidents or retaliation to the instructor the Administrative office or the instructor if you feel comfortable to do so. Any reported incident will be investigates immediately, thoroughly, and will remain as confidential as possible.

**Unresolved Disputes / Student Complaints**

Students, instructors, and staff are expected to address in person any disagreements or conflict directly with the individual involved first. After this, if no satisfactory resolution can be made, the complainant(s) should meet in the Administrative office. If satisfactory resolution still cannot be made, the complainant(s) may set an appointment by phone to meet with the School Director.

All individuals involved must attend the meeting and present, prior to the meeting, written documentation outlining the complaint and all communication to that point. The School Director will review the documentation, speak with each individual involved, and offer a final resolution.

All communications regarding the complaint must be in writing and all meetings and communications will be documented and kept in the student’s file. Every attempt at satisfactory resolution will be made.

**Student Complaint Policy**

This School is committed to respecting all students and providing a quality educational experience. The objective of the Student Complaint Policy is to ensure that all concerns and complaints are addressed fairly and resolved promptly, Complaints related to this policy are usually the result of behavior that a student feels is unjust, or creates an unnecessary hardship. Students may file complaints, with the program director. You may contact the director via phone, email, or certified mail. This institution is not accredited by a US Department of Education recognized accrediting body. CHICAGO CAREER COLLEGE is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

**Program Director**

Dr. Viren Patel DMD

25 E Washington Suite 1921

Chicago, Illinois 60602

312-465-2718

[ChicagoDentalCareer@gmail.com](mailto:ChicagoDentalCareer@gmail.com)

Students may register a complaint against this school at any time with IBHE.

Illinois Board of Higher Education

431 East Adams Street, 2nd Floor

Springfield, Illinois 62701

Complaint Call Line: (217)557-7359

Complaint email: [complaints@ibhe.org](mailto:complaints@ibhe.org)

IBHE website: [www.ibhe.org](http://www.ibhe.org)

**Program Curriculum**

On the first day of class or at orientation (1-2 weeks prior to class) for each program/course, students will receive an outline of the course curriculum or syllabus, which lists reading assignments and acts as a study guide. The School Director will review the curriculum at the end of each quarter and make recommendations for updates and/or changes that they feel would improve the effectiveness of the program and better prepare the graduating students for a smooth transition into the workplace. During this review new standards and technologies will also be considered to be sure that students are receiving instruction relevant to tasks they will be expected to complete in their new occupation.

**Attendance Policies**

**Absences**

Students are expected to attend all clock hours of program/course instruction. Students must attend 95% of every program/course, in order to earn a certificate of completion or to graduate from the program/course. Failure to meet this requirement will result in termination from the program/course. If emergencies or extraordinary circumstances occur, students are requested to speak with the Center Manager, who will arrange ways to make up the sessions that were missed. There is no additional fee for makeup work if it can be completed during regularly scheduled class hours.

**Late Arrivals or Leaving Class Early**

Arriving late or leaving early will be treated as absences. Missed coursework is to be made up by conferring with the instructor of the class. There is no additional fee for makeup work if it can be completed during regularly scheduled class hours.

**Leaves of Absence**

Students may have to suspend their training due to extenuating circumstances. This request must be made in writing, prior to beginning the leave of absence. If this should occur, the student may request re-admission from the School Director for a future program/course date. All training must be completed within a twelve month period from the original start date. If satisfactory arrangements have been made, no additional tuition is charged.

**Unsatisfactory Progress**

If a student receives a grade of less than 75%, on more than one exam he/she will be notified by the School Director. The student will be required to attend individual assistance during office hours at no additional fee. The Instructor and the School Director will make recommendations of ways to raise the grade. If the student is not able to get his/her average above 75% before the 5th class, he/she can either continue to take the course for no credit or withdraw and return at another time if he/she demonstrates the drive to succeed. Tuition will be refunded in accordance with the school’s Refund Policy.

**Grading**

An average grade of 75% is required in order to satisfactorily complete each program/course. Class work is graded as follows:

Excellent 90 – 100

Good 80 – 89

Fair 75 – 79

Failing Below 75

Lab work is graded on a pass/fail basis. Competency in each task assigned must be demonstrated to the instructor for the student to pass the lab. All written assignments will be graded and returned to the student to use as study aides for the Midterm and Final Exams. If at any time the student’s average drops below 80%, the School Director will notify the student in person. If the student should drop below 75%, the student will be asked to make an appointment with the School Director to discuss his/her options.

**Graduation**

Students will receive a Certificate of Completion upon satisfactory completion of all program/course requirements. In addition there must be no outstanding balances owed to the school.

**Records**

Student records will be maintained permanently by the school, and computer files will be backed up regularly. The student’s Certificate of Completion shall act as proof of program completion. The school’s Administration Office can provide a copy of the student’s certificate in the event the certificate is lost or damaged. Transcripts will be maintained as a permanent record and shall be provided when requested as long as the student has satisfied all financial obligations currently due and payable to the school.

**Changes Made by the School**

If the school cancels or changes a program/course or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all money paid by the student.

**Housing**

No housing arrangements are available.

**Student Records**

Student records maintained by the school are available upon written request. No records will be made available to employers, prospective employers, or other schools without a written request made by the student.

**Family Educational Rights and Privacy Act**

CHICAGO CAREER COLLEGE complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All student records are confidential.

**Placement**

Neither enrollment in CHICAGO CAREER COLLEGE, nor completion of any of its programs/courses guarantees employment. Employment skills are integrated throughout the program. The final class focuses on resume writing, job search skills, and interview techniques. Students may request counseling and career information from the School Director. Chicago Career College will provide its graduates with placement assistance and job leads upon graduation, but cannot guarantee job placement or employment.

**Faculty and Administration**

**School Administrator**:

Dr. Viren Patel

**Instructors:**

Monicah Johnson RDH

Jenesis Lopez DA

[ChicagoDentalCareer@gmail.com](mailto:ChicagoDentalCareer@gmail.com)

**AdministrativeOffice:**

25 E. Washington Suite 1925

Chicago, IL 60602

**Training Facilities:**

25 E. Washington Suite 1921

Chicago, IL 60602

**CHICAGO CAREER COLLEGE Entry Level Dental Assistant Program/Course Listing**

**Chairside Dental Assisting**

About the Field

Dental assistants are responsible for a wide variety of tasks, both clerical and clinical, such as providing assistance with patient care, office duties, and laboratory procedures. Working as a dental assistant can be challenging and fast-paced work because of the diversity of job responsibilities. The dental assisting field generally requires physical work, moving throughout the office, and standing on one's feet for long periods of time. Successful candidates should be in good physical health because they are in close contact with the public. Dental assistants are in charge of setting up for exams by sterilizing or disinfecting instruments and preparing tray setups for each exam. They get the patient ready for the exam and help to make him/her comfortable, retrieve patient files, and prepare the patient for treatment. Dental assistants are responsible for taking and developing x-rays, making teeth impressions, and mixing the substances needed to clean the teeth or for fillings. During the exam, the assistant works chair side with the dentist, handing them instruments as needed and using suction to clear the patient's mouth of excess saliva as the dentist works. Upon completion of the exam the assistant will instruct the patient on postoperative and general oral health care. Finally, the assistant will re-sterilize and maintain all the equipment and material after the examination. Additionally the assistant may be required to make additional appointments for patients, maintain patient records, accept payments, keep inventory of supplies used within the practice, and to reorder supplies as necessary. According to the U.S. Department of Labor, because of rapid employment growth and substantial replacement needs, there should be good job opportunities for dental assistants nationally. Dental assistants can seek certification as provided by the "Dental Assistant National Board" (DANB), a membership organization, as a Certified Dental Assistant after meeting work experience requirements. For more information on certification, contact DANB directly by visiting their website (www.danb.org) or by calling 1-800-FOR-DANB. No state licensing or certification is required for an entry-level dental assistant to work in the state of Illinois.

**Goals and Objectives**

Chicago Career College realizes that there is a high demand for dental assistants. Practitioners are often forced to hire individuals with little or no training and experience and then provide them with on-the-job training. Chicago Career College has created a training program to meet the demands of the dental community. Our goal is to prepare students to go from the classroom to the workplace quickly by providing them with the hands on training needed to work in a dental practice. It is the objective of Chicago Career College to provide training that focuses solely on the fundamental skills and knowledge required to work in a dental office. We strive to offer dental assistant training that allows an individual to complete training and seek employment in the shortest amount of time possible. Students are instructed in an actual dental office so they become familiar with the work environment before their first day of work as a dental assistant.

**Classroom Format & Training Facility**

Classes will be held on Saturdays from 8:00 A.M. – 12:00 P.M. and 1:00 P.M. – 5:00 P.M. Lectures and Labs will rotate between the mornings and afternoons depending on the subject matter. Lectures will usually follow up with a lab. The program is 11 weeks in succession for a total of 88 clock hours.

Classes are held in a modern and state of the art, functioning dental practices. This gives the student hands-on experience in all areas of dental assisting. Lecture portions of the course are held in the administrative areas which are equipped with multimedia equipment and seats 16-24 comfortably. Students will review slides and ask questions as needed. Clinical/lab portions of each class will be held in a clinical/laboratory setting in an actual dental practice near each school location, giving the student hands on instruction in a functioning dental practice. Instructors will divide students into groups and rotate those groups in operatories, sterilization, laboratory, or treatment rooms as necessary.

**Learning Materials**

The following text is required for the course, and is included in the tuition.

**Modern Dental Assisting 10th Edition**

**By Debbie S. Robinson, CDA, MS and Doni L. Bird, CDA, RDH, MA**

**Equipment Provided**

Classes are held in a modern state of the art dental office with the latest equipment. The school provides each student with (1) pair of scrubs, protective eye wear, typodonts of human dentition (to be returned upon course completion), mirror and explorer (to be returned upon course completion), and student models of his/her dentition. Each student receives all disposable equipment and supplies needed to perform tasks. Students work in a treatment or specialty rooms in small groups so that each student has the opportunity to use the required tools and equipment in each room. If the student decides to withdraw from the program/course, typodonts, mirrors and explorers, and all unused materials must be returned to the location office. The cost of protective eyewear and any reusable materials or equipment not returned to the administration office will be withheld from the refund amount and retained by Chicago Career College to cover the cost of replacement.

**Teaching Devices**

* Fully equipped dental operatories and/or treatment rooms
* X-ray technology
* Sterilization equipment
* Fully equipped dental laboratory
* Fully equipped office including computer, photocopy machine, fax, multiple phone lines

**Audio/Visual Aids**

* DVD presentations of over 750 training images
* Power Point Presentations

**Tuition & Maximum Class Size**

The total cost of the course is $4200.00, including texts and all required course materials. Of that cost, $200.00 is a deposit, due at the time Enrollment Agreement is submitted, $100.00 of which is non-refundable three (3) business days after signing Enrollment Agreement. It is required that payment be made in full one (1) week prior to the first day of class if no special payment arrangements have been made prior to that date. Cost subject to change without notice.

**Tuition Refund Schedule**

If a student chooses to withdraw or is terminated from this program/course for any reason, refunds will be made in accordance with the school’s Refund Policy. Tuition is refunded on a pro rata basis for the remainder of the program/course not attended out of the total 84 clock hours (10 1/2 – 8 hour classes), less costs of uniform and any materials that are not reusable or equipment not returned to the administration office. The schedule below reflects the amount of tuition refunded if the entire tuition is paid prior to the start of the program/course:

**Time of Withdrawal** **Amount refunded**

After attending 1 class  80% of tuition

After attending 2 classes 60% of tuition

After attending 3 classes 50% of tuition

After attending 4 classes No Refund

For students taking advantage of one of Chicago Career College ‘s payment plans, the refund shall be the difference between the total refund due from the schedule above and the amount owed for the program/ course in remaining installments. For example, if the student would be due $1925 and still owed $1120, the adjusted refund amount would be $805.

**Program Clock Hours**

170 Clock Hours Total

Our classes provide an overview of and introduction to the topics taught. The objective of each class is to provide students with the vocabulary used in the dental office, demonstrate the tasks performed in the office, and to allow students to practice these skills. These classes are short and are not intended to cover the subject matter in-depth. Each class is 4 hours in length and one clock hour equals 50 minutes of lecture or lab. The sequence of classes is shown below. The pre-requisite for each class is satisfactory completion of the one preceding it.

**Class Number: #Lecture Hours/#Lab Hours, Name, & Description**

**Class #1A** – Morning: 2/2

*Role of the Dental Assistant, the Dental Office, the History of Dentistry, Head and Tooth Anatomy*

The student is introduced to the role of the dental assistant as part of the dental team and is oriented to the physical set-up of a dental office. The session includes introduction to the anatomy of teeth and their surrounding structures and the names of individual teeth. The student is given an overview of selected anatomical structures of and in the human skull as they relate to clinical dentistry.

**Class #1B –** Afternoon: 1/3

*Dental Treatment Specialists and Insurance, Tooth Terminology, and Patient Charts*

The component dental treatment disciplines and the types of patient dental insurance are defined and discussed. The student learns the descriptive terminology of tooth surfaces and the 6 classifications of cavities and the use of and need for patient charts and charting.

**Class #2A** – Morning: 1/3

*Dental and Oral Anatomy, Dental Exam and Charting*

This session includes demonstration and student handling of most commonly used hand instruments and their variations. Included are: hand pieces, burs, excavators, mirrors and explorers, carvers and files, and operative dentistry instruments. Students are introduced to dental office rooms and equipment, treatment rooms, sterilization and supply areas, laboratory, darkroom, reception, and other rooms including central vacuum and compressor.

**Class #2B –** Afternoon: 1/3

*Assistants Role in Dental Exam and Charting*

The instructor demonstrates everything about charting and a dental exam. This includes all forms needed for an exam; plus how to use this information in a chart.

**Class #3A – Morning: 1/3**

*Dental Instruments*

*Steps to Instrument Setup & Care*

**Class #3B** – Afternoon: 1/3

*OSHA, HIV, Sterilization, Cements, Liners and Waxes*

In this session students learn the definition of sterilization, methods, guidelines, patient medical history, infection control, prevention of contamination, the use of protective eyewear, masks, and gloves, and barriers to infection, with specific attention to HIV, its methods of transmission and prevention in the treatment of the HIV infected patient. In addition, verification of infection, disinfection, care of treatment room, handling and disposal of hazardous waste, handling soiled instruments, hand pieces, burs and water and air syringes are presented. Who, what, and why of OSHA is discussed. Students learn the purpose and types of cements. The session also covers the types and uses of cavity liners and varnishes. Types and uses of waxes are also presented. Students will handle and mix the associated cements, cavity liners, varnishes and handle and manipulate the various waxes.

**Class #4A** – Morning: 1/3

*Dental Instruments and Materials*

Four-handed dentistry is presented including operating zones, suction/evacuation, saliva ejectors, retractors, air and water syringes, exchanging of instruments (assistant to dentist and dentist to assistant), and bur replacement. Isolation techniques are presented and include use and placement of cotton rolls and gauze. The definition and reason for use of rubber dams is presented along with associated equipment and how to place and remove. Students role-play by rotating through each position acting as the dentist, assistant, and patient and performing the procedures taught.

**Class #4B** – Afternoon: 4/0

**Dental Materials**

*Types of materials*

**Class #5A –** Morning: 1/3

*Restorative Procedures and Impressions*

Porcelain/metal crowns, gold crowns, and inlays on articulators and on models are used for “touch and feel” demonstrations. Students learn about indications for use of crowns and bridges and component parts. Bridges and crowns are presented including types, role of laboratory, protocol and role of dental assistants in each step. Uses of impression materials used for fixed restorative procedures are presented. Students will handle and mix all associated materials.

**Class #5B** – Afternoon: 1/3

*Lab for Restorative Procedures and Impressions*

**Class #6A** – Morning: 1/3

*Four Handed Assisting & Moisture Control*

Four-handed dentistry is presented including operating zones, suction/evacuation, saliva ejectors, retractors, air and water syringes, exchanging of instruments (assistant to dentist and dentist to assistant), and bur replacement. Isolation techniques are presented and include use and placement of cotton rolls and gauze. The definition and reason for use of rubber dams is presented along with associated equipment and how to place and remove. Students role-play by rotating through each position acting as the dentist, assistant, and patient and performing the procedures taught.

**Class #6B** – Afternoon: 0/4

*Moisture Control and Lab*

**Class #7A** – Morning: 4/0

*Radiology Theory, Safety, and Practice*

Students learn the history and background of radiology and radiation physics. They are instructed on radiation and measurement. They also learn the purposes of x-rays as a diagnostic tool, with their risks and benefits. Detailed description of the effect of radiation exposure to the human body and the protocols for patient and dental assistant safety are stressed.

**Class #7 B**– Afternoon: 3/1

*Intraoral Radiography*

Students learn the methods of intraoral film taking via the paralleling, bisecting angle, bitewing and occlusal techniques. They learn how to establish an exposure sequence and how to prepare the operatory before seating the patient and how to position the patient in the chair and how to position the patient with special needs. The students learn the anatomical landmarks of the upper and lower jaws and how to mount films after the developing process. Students learn the effects of film processing on the quality of a radiograph and they learn the most commonly used film holders. They learn the composition of the dental x-ray film, the film packet and how an image is created when the film is exposed by an x-ray beam. They learn about the effects of film speed and the types of dental film they learn dental x-ray film processing via the manual and automatic methodologies.

**Class #8A** – Morning: 4/0

*Expanded functions of dental assistants*

**Class #8B** – Afternoon: 2/2

*Expanded functions of dental assistants lab*

**Class #9A** – Morning: 1/3

*People and Dentistry, Employment Skills, and Job Interview Techniques*

Students learn how to deal with the people in the dental office. Includes understanding patient attitudes, reassuring the patient, personal appearance, dress codes, personal attitudes, and dental office do’s and don’ts. Job interview techniques are presented including describing the type of job the dental assistant is seeking and what they offer the employer, locating employment opportunities, constructing a resume, interviewing skills, how to answer questions, and salary negotiation. Students practice a mock job interview from the telephone response to a one-on-one interview

**Class #9B** – Afternoon: 1/3

Dental Assisting Practical Lab

**Class #10A** – Morning: 1/3

*First Aid and CPR Certification*

Before Giving Care, CPR, Abdominal Thrusts & Back Blows

Students learn cardiopulmonary resuscitation, Heimlich, and Basic Life Support skills in a 4-hour training session that will result in being certified in CPR. Certification is for both child and adult CPR.

**Class #10B –** Afternoon: 1/3

CPR

**Class #11** – Morning: 4/0

Review (2.5 Hours) & Final Exam (1.5 Hours