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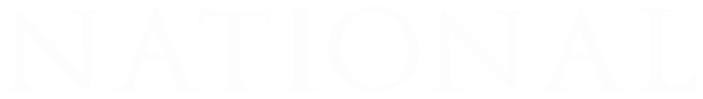
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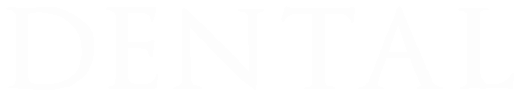
Volume #1

**(800) 704-1505**

[**www.NationalDentalAcademy.org**](http://www.NationalDentalAcademy.org)









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Table of Contents

The following pages reflect the educational objectives and our means of evaluating the attainment of those objectives in our students. Our educational objectives are summarized by:

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Mission Statement

The National Dental Academy aims to provide effective, affordable training that is educational, convenient and practical. We strive for excellence.

School Philosophy

There are many opportunities available for well-trained individuals in the dental profession. It is our desire to train chairside dental assistants to assume the many positions available in the Nation.

General Information

Our facilities include up-to-date dental equipment, clinical training rooms and computer workstations. There are

several working operatories and 1 lecture room with a variety of teaching tools. The course will consist of 1 day a week for 10 weeks, with each day consisting of 4 hours of lecture in the morning and 4 hours of clinical (hands on) in the afternoon, and 1 hour for lunch. Lunch is not provided, however several eating establishments are within a short distance.

Required Study Materials

Each student will be provided with a copy of the following: Concepts in Dental Assisting syllabus

All training equipment, Text Books, tools and materials are provided by National Dental Academy

Administration and Ownership

National Dental Academy has chosen trained professionals for instructors that are actively working in the dental profession. The instructors will link hands on training with Modern Dental Assisting text book concepts.

Owner and Administrator: Bethany Bertrand and Lindsay Wanserski.

Please See the Insert for your States Instructor Info.

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Admissions and Entrance Requirements

Upon admission to the National Dental Academy, each student will be supplied with the necessary equipment and instruction to complete the course and begin working in a dental facility.

See course outline on page 6 & 7 for complete breakdown of each class.

With completion of this course students will be prepared for all tasks required to work as a dental assistant at any dental facility. Upon completing the course we can supply you with certification info and a testing site for your state. They must have basic knowledge in the English language and basic computer skills. Applicants may submit an application for admission in person or by mail. All applications must be submitted no later than 5 days prior to the first session of a term. No late enrollments will be accepted. We will approve applications in person or by letter prior to the first session of a term. This Course does not provide approved Continuing Education Credits, nor do we grant credit for prior education and training. The transfer of credits is up to the institution. We do not accept any type of credit for prior experience or learning.

Grading

All grades for testing will be posted at all the next weeks’ class.

|  |  |  |  |
| --- | --- | --- | --- |
| Testing | Class | Posted | Total possible points |
| Class Participation | All classes | Class 10 | 40 |
| Radiology Quiz | Class 5 | Class 6 | 40 |
| Mid Term Exam | Class 6 | Class 7 | 100 |
| Written Final | Class 10 | Class 10 end of day | 100 |
| Clinical/ Radiology final | Class 10 | Class 10 end of day | 120 |

Grading system; each test or quiz will be worth a total number of points. The number of correct answers will be equated into a percentage. (EXAMPLE)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Points | Correct answers | | Total points | Grade percentage |
| 40 | 36, 4 points per class | | 40 | 90% |
| 40 | 36 | divided by | 40 | 90% |
| 100 | 82 | divided by | 100 | 82% |
| 100 | 90 | divided by | 100 | 90% |
| 120 | 96 | divided by | 120 | 80% |

Total points 400 Class Grade 85%

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Probation, Dismissal and Readmitting

If the students grades fall below 70% and enough time remains in the course for the student to raise their grade the student will be offered a probationary period of 2 weeks to improve the grade. During these two weeks an instructor will help the student raise their grade. The student will be allowed to retest and upon receiving a passing grade we will award them 70%. At the end of the probationary period if the student still does not increase their grade they will be dismissed from the current class and offered the opportunity to retake the course at a future time at a decreased rate.

• A Certificate of Achievement, letter of recommendation, and a dental assisting pin will only be awarded to those students attaining a 70% or above grade average.

• Records

• A copy of the student’s grades, attendance and payment receipts will be kept on school premises for 6 years. HIPPA rules do apply. If a student or employment agency requests a copy, a copy will be given with written consent of the student.

Conduct

Each student will behave in a mature and professional manner while attending classes. National Dental Academy has the right to suspend or dismiss a student(s) who engages in destructive conduct, dishonesty, the consumption of alcohol before or during class, the use of illegal drugs, or engaging in activity deemed to be overly disruptive to others in the class.

• NO cheating will be allowed.

• All exams are given on an in house basis and will NOT be allowed to leave the premises.

• Any attempt at cheating will be grounds for dismissal.

• NO student is allowed to take home any written questions or answer sheets.

• Clinical apparel will be required. Medical scrubs and tennis shoes should be worn to each session.

• We will not allow any misuse of sharp instruments or tools. Destruction to equipment or on site property will result in dismissal.

• Arguing, horseplay, threatening or intimidating people with abusive or vulgar language is not allowed. A student caught lying or stealing will be removed from the premises and this will also result in dismissal.

• Smoking is not allowed in or near the building.

• No cell phones or use of cellular devices is allowed while class is in session.

• If a student is more than 10 min late we will allow the student to join the class if they alert the instructor ahead of time. (See Attendance for further instruction)

• Failure to notify the instructor prior to missing a class will be considered an unexcused absence.

• Any student dismissed for conduct reasons will not be allowed to retake the course

Student Complaints

Complaints are dealt with immediately in a private interview with instructor or director, and or any other involved party(s). Please call Bethany Bertrand at 800-704-1505 If you are unable to resolve your complaint please see the Insert with your specific States contact information.

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Attendance

National Dental Academy has 10 classes and requires all students to attend all of them. All students will be checked in prior to the start of class. If a student should be ill and cannot make it into 1 of the classes a phone call prior to the session is required. If the student is missing a class for any other reason the student will need to contact an

instructor and explain why they are not able to make it. Only 1 absence is allowed. This 1 class will need to be made up during the 10 week course and the student will be responsible for the material and course work covered that day. The student will study the missed material in the syllabus and textbook reading assignments and the instructors will answer any questions the morning before the next class or during the lunch hour of the next class. The instructors, time permitting, will assist the student with mastering the missed clinical skills during the remainder of the course. If the absence is on a testing day the student will be required to take the test prior to the next class in the morning or on the lunch hour while observed by an instructor. It is highly recommended that the student not be absent for any of the classes due to the concentrated learning structure of the course. Except for family emergencies and serious illness, students should plan on attending all classes. If more personal time is necessary the student should request a leave of absence, and the student will be allowed to rejoin if there is availability at the next session. All attendance records will

be kept on the school premises during the course.

Tuition and Financial Arrangements

The tuition includes all of the following: $4995.00

• Course syllabus containing all lecture notes to minimize note taking and maximize the learning experience.

• Use of all training and visual aids, materials and dental supplies used in the clinical training.

• Use of all equipment and instrumentation during the course of the study.

• Job referral and employment advisory services. We will help write a resume and give a letter of recommendation, and assist in identifying potential employers.

• Certificate of Achievement, Dental Assistant pin, and a letter of recommendation outlining your training and experience will be awarded to all students who have attained a 70% or above grade average.

• Actual clinical experience working with / on classmates. CPR certificate and 10 disk CD/DVD of all lectures.

Refunds and Withdrawals

• A full refund will be made of all deposits or payments, if cancellation is made within three business days of enrollment.

• If withdrawal is made after the 3 business day cancellation period but before class 2 all but 100.00 will be refunded within 40 days after withdrawal.

• For withdrawal during Class 2 through 6, a prorated refund of the balance paid will be made. No refunds will be given after class 6.

• Those students wishing to withdraw for illness or personal reasons may apply again when the next term begins with no penalty. If the student chooses not to take a refund but instead take the course over, they may do so by starting at the beginning of the next term or resuming in the classes that they left off at in the next course. We recommend that students start from the beginning.

• Any student that is returning to a course after withdrawal or being dismissed must meet with an instructor prior to admission to the course to discuss any issues pertaining to their withdrawal or dismissal and to assist the student in passing the new course. Any student that was dismissed for conduct reasons will not be allowed to retake this course.

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Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture will be followed by an afternoon of clinical, “hands on” training in our state-of-the-art practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. Details of the student’s extensive clinical training are outlined below. The course will consist of 10 days, with each day consisting of 4 hours of lecture in the morning and 4 hours of clinical in the afternoon, with 1 hour for lunch.

**DA 101 8Hrs (Chap 1)**

General introduction to terminology and equipment.

Dental Theory and Terminology

A. Dental and oral anatomy, tooth identification and numbering system

B. Instrument nomenclature and identification for all aspects of General Dentistry

C. Dental terminology

D. Equipment operation, chair positioning, assistant equipment usage

E. Treatment options available, depending on oral conditions

**DA 102 8Hrs (Chap 2, 8)**

Four-handed dentistry, aspiration, instrument transfer, isolation (dry field), patient positioning, hand piece maintenance methods. Job interview techniques.

Four-Handed Dental Assisting

A. Instrument transfer techniques, chair-side assisting and patient suctioning

B. Chair-side doctor-patient-assistant positioning

C. Tub and tray systems of instruments and materials

Job Interview and Placement Assistance

A. Proper image, dress, resume, and how to prepare for the job interview itself

B. Difficult questions you may face - how to answer them

C. Do’s and don’ts during the interview, what to expect

**DA 103 8Hrs (Chap 3)**

Radiology theory and practice of intraoral and extra oral x-ray techniques, x-ray safety and darkroom procedures.

Radiology

A. X-ray theory and technique, use of Rinn© holders and other methods

B. Intraoral, bitewing, panoramic and endodontic exposure methods

C. Developing x-rays using the automatic processor

D. Darkroom care and maintenance

E. X-ray identification, interpretation, safety and precautions

**DA 104 8Hrs (Chap 4)**

Amalgam and composite materials and instruments and materials, making temporary restoration and wax bites. X-ray Quiz

D. Familiarity and use of instruments and materials in assisting for:

1. Operative Dentistry-amalgam and composite restorations

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**DA 105 8Hrs (Chap 5)**

Cements and liners, alginate impressions (upper arch), model pouring and trimming.

Cements and Liners

A. Introduction to various cements and liners used in dentistry

B. Practice mixing cements and liners

Impressions and Model Trimming

A. Impression materials and practice in their uses:

alginates, poly vinyl siloxane, etc. B. Model pouring and trimming

**DA 106 8Hrs (Chap 6)**

Mid Term Exam Oral Surgery and periodontal instruments and materials and alginate impressions (lower arch)

and sterilization methods.

Sterilization Techniques

A. Sterilization theory and terminology, autoclave operation

B. Instrument and equipment sterilization / disinfection C. Treatment room disinfection and asepsis techniques D. Hand piece care and maintenance

Familiarity and use of instruments and materials in assisting for:

1. Oral Surgery/Periodontal- instruments, procedures and post-op protocol

**DA 107 8Hrs (Chap 8)**

Endodontic and orthodontic instruments, materials and procedures

1. Endodontic- instruments, medicaments and materials: how and why they are used

2. Endodontic x-rays

**DA 108 8Hrs (Chap 7)**

Crown and bridge instruments and materials, making temporary restorations, and wax bites.

Making temporaries and wax bites

• Taking impressions with Arch tray’s, Triple

tray’s and Quad tray’s

• Size and fit aluminum shell crown

• Fabricating an acrylic temporary crown

• Using the wax tray material to fabricate a wax

bite

**DA 109 8Hrs (Chap 9)**

Office Management, front desk operation, appointments, billing and insurance. OSHA regulations as it applies to dental assisting.

Receptionist - Front Desk Office Management

A. Phone techniques and appointment book control

B. Billing: accounts receivable and accounts payable, collections

C. Filing insurance forms and pre-treatment estimates

D. Insurance terminology

E. Review for Final Exam

**DA 110 8Hrs (Chap 10)**

FINAL EXAM AND PRACTICAL EXAM, pedodontic assisting, course review, final written exam and practical clinical exam. Graduation and awarding of certificates and pins.

A. Group Discussion over Pediatric patients in the practice and office policy towards undesirable behavior

B. Final exam written/practical.

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