

BRIGHTEN YOUR FUTURE

Today's
DENTISTRY
ASSISTING SCHOOL



COURSE CATALOGUE

*The following pages
reflect the educational
objectives and our
means of evaluating
the attainment of those
objectives in our students.*

*Today's Dentistry
Assisting School
educational objectives
are summarized by:*

Mission Statement

Today's Dentistry
Assisting School 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.



TODAY'S DENTISTRY ASSISTING SCHOOL

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Administration and Ownership

Today's Dentistry Assisting School 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.

Owners and Administrators:

Joseph Kunick, DDS
Adam Markham, DDS

Administrative Coordinator:

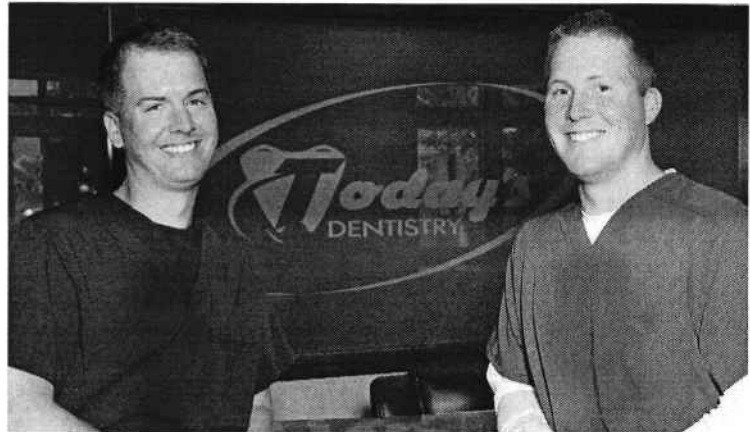
Cari Buyeske

Financial Coordinator:

Dana Weisenberger

Instructor:

Cari Buyeske



*Above right: Joseph Kunick, DDS
and Adam Markham, DDS*

*Right: Cari Buyeske and
Dana Weisenberger*



General Information

Our facility includes state-of-the-art dental equipment, clinical training rooms and computer workstations. There are seven working operatorys and one lecture room with a variety of teaching tools. The course will consist of 1 day a week for 11 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 (not provided). The course is a total of 88 hours. There will be no sessions June through August, and all national holidays. See website for start dates.

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, materials and scrubs are provided by Today's Dentistry Assisting School.



Admissions and Entrance Requirements

Upon admission to Today's Dentistry Assisting School, 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 pages 6, 7 & 8 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. Applicants 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 7 business 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 receiving 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 5	40
Mid Term Exam	Class 6	Class 7	100
Written Final	Class 11	Class 11 end of day	100
Clinical/ Radiology final	Class 11	Class 11 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%



Probation, Dismissal and Readmitting

If the student's 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. School transcripts will be kept permanently. 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. Today's Dentistry Assisting School 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. Any 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 minutes 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.



Attendance

- Today's Dentistry Assisting School holds 11 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 class 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.
- One unexcused absence (no show) can be made up during the subsequent week, however, two no shows terminates your participation in the program and tuition will be reimbursed on a pro-rated formula (see refunds and withdrawals). Re-admittance to a future class may be considered.
- Only 1 absence is allowed. This 1 class will need to be made up during the 11 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.

Student Complaints

Complaints are dealt with immediately in a private interview with instructor or director, and or any other involved party(s). If you are unable to resolve your complaint, contact the Education Approval

Board (EAB). CAP
Program

EAB P

201 W. Washington Avenue
3rd Floor
Madison, WI 53703
eab.state.wi.us
608-266-1996

4822 Madison yards way
P.O. Box 8366
Madison, WI 53705

<http://dsps.wi.gov>

608-266-3185



Tuition and Financial Arrangements

The tuition for the dental assisting course of study offered by Today's Dentistry Assisting School is:

\$ 3,450.00

The tuition includes all of the following:

- 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 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.
- CPR training and certification
- 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 and opportunities to shadow and/or assist at Today's Dentistry.

Refunds and Withdrawals

CANCELLATION AND REFUND POLICY: Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (\$100 fee).
- Cancellation after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing 60% of the program will result in no refund.
- Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.



Today's Dentistry Assisting School 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 11 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.

Please see the Course Outline below. DA (Dental Assisting) 101 means: 1st class, the number of hours per class and the chapter from the book that you will be working on during that class period.

DA 101 8HRS CHAPTER 1

General introduction to dental terminology and equipment

- Dental and oral anatomy, tooth identification, and tooth numbering system
- Instrument nomenclature and identification for all aspects of general dentistry
- Dental terminology
- Equipment operation, chair positioning
- Specialties in Dentistry

DA 102 8HRS CHAPTER 2

Four-handed dentistry, aspiration, instrument transfer technique, isolation technique, handpiece maintenance

- Instrument transfer techniques, chair-side assisting skills
- Chair-side doctor-patient-assistant positioning
- Tub and tray systems
- Sterilization theory and terminology (autoclave operation)
- Treatment room disinfection and asepsis techniques
- Hand piece care and maintenance

DA 103 8HRS CHAPTER 3

Radiology theory and practice of intraoral and extra oral x-ray techniques, and dark room procedures

- X-ray theory and technique, use of film and digital technology
- Intraoral bitewing, panoramic, periapical and endodontic exposure methods
- Developing x-rays using the automatic processor, dark room maintenance
- X-ray identification, interpretation, safety and precautions

DA 104 8HRS CHAPTER 4

Amalgam and composite materials and instruments, making temporary restoration and wax bites

- Familiarity with instruments and materials in operative dentistry
- Amalgam and composite restoration procedures; chair-side techniques
- Alginate impressions



DA 105 8HRS CHAPTER 5

Cements and liners, alginate impressions, model pouring and trimming, X-RAY QUIZ

- Introduction to various cements and liners used in dentistry
- Practice mixing cement and liner materials
- Model pouring and trimming
- Orthodontics
- Invisalign

DA 106 8HRS CHAPTER 6

Oral surgery and periodontal instrument

MID-TERM EXAM

- Bleaching tray fabrication
- Oral surgery instruments, procedures and post-operative protocol
- Periodontal disease and related procedures

DA 107 8HRS CHAPTER 7

Crown and bridge instruments, materials and procedures, temporary restorations and wax bites

- Taking impressions with arch trays, triple trays and quad trays
- Fabricating an acrylic temporary crown
- Bite registrations

DA 108 8HRS CHAPTER 8

Endodontic instruments, materials, and procedures, endodontic x-rays, job interview techniques

- Endodontic materials and medicaments, instruments and post-operative protocol
- Intraoral endodontic x-ray techniques
- Resume clinic, interview preparation and placement assistance; proper image, resume and cover letter instruction

DA 109 8HRS CHAPTER 9/10

Office management software, front desk operation, appointment scheduling, insurance billing, OSHA regulations as it applies to dental assisting.

- Accounts receivable and accounts payable, collections
- Phone etiquette
- Insurance terminology and forms
- Pediatric and orthodontic dentistry
- Dental software and appointment scheduling (mock schedule management)



DA 110 8HRS CPR

CPR training and examination, open clinic for final exam review, project completion, resume and interview work

- CPR training
- Course Review
- Clinic practical review
- Clinic project completion

FINAL-WRITTEN EXAM AND PRACTICAL EXAM

Final exam, clinical and x-ray practical exams, graduation and presentation of certificates and pins

ADDITIONAL INFORMATION

- Today's Dentistry Assisting School does not guarantee employment of its graduates at completion of the course. However, preparation for the interviewing process is provided.
- Employment opportunities are shared and kept updated throughout the course as well as after graduation.
- Students are supplied with information needed to obtain a Certified Dental Assistant (CDA) certificate.