

The Healthcare Assisting and Team Institute

Catalog

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Palm Beach Gardens

FL 33410

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Licensed by the Commission for Independent Education, Florida Department of Education.
Additional information regarding this institution may be obtained by contacting the Commission at
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number
(888)224-6684.

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GENERAL INFORMATION

MISSION

The mission of The Healthcare Assisting and Team Institute is to train students efficiently to be proficient and effective in the field of professional dental assisting. Our program is designed to prepare any motivated individual to get their first job in the dental field. It is our expressed purpose to equip each student with the basic skills necessary to enter the workplace and begin to gather experience. Our many years in the profession qualify us to teach these skills but also allows us to impart our own experiences and lessons to better equip each student to have the confidence needed at their first job.

OBJECTIVES

In support of its mission, the institute's objectives are:

- to train students in the art and science of dental assisting.
- to develop sound clinical judgement in the dental field.
- to equip students with the practical skills necessary to perform professionally in dental work environments.
- to impart to students an attitude of independent thinking and a quest for knowledge.
- to acquaint students with contemporary principles, concepts, technologies, and skills in dentistry.
- to develop a sense of professionalism and leadership in students, including values, ethics, and the necessary judgment to function effectively as a dental assistant.

DISCLOSURE STATEMENTS

- The School is nonsectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.
- Accepting the transfer of credits or credit hours earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits or clock hours earned at this institution will be accepted by another institution of the student's choice.
- The institution does not offer advanced placement based on work experience.
- As a prospective student, you must review this catalog before signing an enrollment agreement.
- It is the policy of the School to always provide a copy of the latest school catalog either in writing or electronically on the School's website to all prospective students. Classes are taught in English. All learning material is in English
- The Dental Assisting and Team Institute, PA is a corporation formed under the laws of the State of Florida doing business as The Healthcare Assisting and Team Institute.
- Andrew Rudnick owns The Dental Assisting and Team Institute, PA

FACILITY AND EQUIPMENT

The Healthcare Assisting and Team Institute is located at 9121 N. Military Trail Suite 209, Palm Beach Gardens, FL 33162. The School has at its disposal state-of-the-art dental equipment and is staffed with experienced instructors who have taught and worked in the dental assisting field for decades. The Healthcare Assisting and Team Institute occupies the ground floor level space and covers approximately 2,500 square feet and is split into two distinct areas, which include a business office with computers, phones, and records, a reception area, four fully equipped treatment rooms, (operatories) sterilization area, an administrative office, one restroom, and a classroom.

The School has access to all instrumentation pertaining to dental surgery, restorative, endodontics, periodontics, prosthodontics, and cosmetic dentistry for seven operatories. Each room is larger than 10 by ten and can easily accommodate 8 students and an instructor. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The School has a small library on campus open to students. Students can access reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours.

Office hours are 8:00 am to 5:00 pm, Monday to Friday.

LIBRARY

The School has a small reference library on campus open to students. Students can access reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. These texts books provide additional information on essential skills and procedures with bibliographical references and indexes and will complement our programs by practically supporting and reinforcing the instruction given in class. Students may check out reference books by completing a "Book Checkout Form." All books and publications are of current use. Access to the Internet is encouraged to research additional sources and up-to-date information.

STATE LICENSURE

The Healthcare Assisting and Team Institute is licensed by the Commission for Independent Education, License 7917.

Additional information regarding the institution may be obtained by contacting:

Florida Department of Education Commission for Independent Education

325 W. Gaines Street, Suite 1414

Tallahassee, Fl. 32399

Telephone No: 850-245-3200/Toll-Free 888-224-6684

ADMISSIONS REQUIREMENTS

This program is open to all persons who meet the following requirements:

- Applicants must present evidence of a high school diploma, certification, or G.E.D.
- Applicants who do not have a high school diploma, high school certification, or G.E.D. and are 17 years of age or older must demonstrate the ability to learn from the instruction

program. Applicants must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.

- Applicants must receive a catalog one week prior to signing an enrollment agreement.
- Applicants must comply with the "Drug-Free" School policy.
- Potential students will be advised that employment in many health occupations necessitates the ability to pass the Florida Department of Law Enforcement (FDLE) Level II FBI Criminal Background Check. Potential students with such problems will be helped with exemption procedures if applicable, and if not, strongly advised to register for programs where employment opportunities will be available.
- Provide evidence of meeting immunization requirements by providing a negative urine drug screening, evidence that you are free of active tuberculosis, and have immunizations for measles, mumps, rubella, and varicella.
- Provide proof of certification in American Heart Association Health Care Provider (B.L.S.) C.P.R.

The School Director is responsible for reviewing and approving an enrollment and ensuring that the applicant has met the proper criteria in accordance with admission standards.

IMPORTANT NOTICE: Pursuant to Section 456.0635, Florida Statutes, you are being notified that effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate, or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or pled guilty or nolo contendere to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

THE APPLICATION PROCESS

The admissions process is as follows:

- 1) Complete an admissions application.
- 2) Complete a personal interview with an admissions representative.
- 3) Tour the school facilities with an admissions representative.
- 4) Submit evidence of High School Diploma/G.E.D. or take a Wonderlic test if necessary.
- 5) Read and sign all required pre-enrollment disclosures.
 - School Catalog with the Program Outline
 - Read the Enrollment Agreement
 - Make financial arrangements to cover tuition and fees

Upon completion of the application process, the School will consider the prospective student's application in totality. Once accepted, the applicant will be responsible for arrangements for tuition payments, signing the Enrollment Agreement, and paying for the criminal background check and registration fees. Once the Enrollment Agreement has been signed, and courses have been determined, the student must attend a comprehensive orientation before the first day of class. Prospective students who were denied admission, and would like to view their file, may submit a written request. Access to view the file will be granted within ten business days of the request.

TRANSFER OF CREDIT

The School does not accept the transfer of clock hours/credits received from other schools.

RE-ENROLLMENT

Students who voluntarily withdraw from a program may re-enroll for the next available program. To re-enroll, a student must follow the required admissions procedures. A re-enrollment fee of \$50 will be applied.

SCHEDULE OF TUITION PAYMENTS, FEES, AND CHARGES

The current tuition costs, including fees and all other charges necessary for each course, are:

Program Title	Registration Fee	Text Books	Supplies and Uniforms	Tuition	Total Cost
	Non-refundable	Non-Refundable	Non-Refundable	Refundable	
Entry Level Dental Assistant with EFDA Training	\$100.00	\$250.00	\$150.00	\$3,497.00	\$3,997
Entry Level Dental Office Front Desk	\$100.00	\$300.00	0	\$5,597.00	\$5,997.00

CANCELLATION AND REFUND POLICY

Should the student be terminated or canceled for any reason, all refunds will be made per the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. 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 the initial payment.
3. Cancellation after the third business day but before the first class will result in a refund of all monies paid except the registration fee and background fee not exceeding \$150.
4. A student canceling after attendance has begun, through 50% completion, will result in a Pro-Rata refund computed based on the number of hours completed to the total program hours. There is no refund of the registration fee and the cost of books and supplies.
5. Cancellation after completing more than 50% of the program will result in no refund.
6. The termination date for refund computation purposes is the last date of actual attendance by the student unless an earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of the Cancellation Notice.
8. A student can be dismissed at the Chief Executive Officer's discretion for insufficient progress, nonpayment of costs, or failure to comply with the rules.
9. If the School terminates a program for any reason, the student will receive a 100% refund on monies paid to the School.
10. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

WITHDRAWAL

The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. Refunds will be made within 30 days of termination or receipt of Cancellation Notice. A student can be dismissed, at the discretion of the School Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules. If the School terminates a program for any reason, the student will receive a 100% refund on monies paid to the School. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so. Any student wishing to officially withdraw from the School must notify the School Director in person or send a letter by certified mail. A student who missed School for 5 consecutive days and does not notify the School Director will be considered unofficially withdrawn.

To determine unofficial withdrawal, the School monitors student attendance daily. The withdrawal date will be the last date the student actually attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution s/he will not be returning or the first date the student was to return from leave but did not. All accounts are subject to the School's refund policy based on the withdrawal date.

ACADEMIC POLICIES

Definition of clock hour is one clock hour is equal to 50 minutes of direct instruction and 10- minute break time.

GRADING SYSTEM

Grades are based on class work, written examinations, and evaluation of skills and clinical. If you have difficulty maintaining progress, you will receive individual counseling. The grading scale is as follows:

Grades	Percentage	Quality Points
A =	90 - 100%	4
B =	80 - 89%	3
C =	70 - 79%	2
D =	60 - 69%	1
F =	0 - 59%	0

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of each week. Written numeric grade reports for each subject will be provided to students by the second school day after the course completion.

ACADEMIC PROBATION

A student not making satisfactory progress as defined above will be placed on academic probation for the next week. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more week. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory

Progress for the program at the end of two weeks will be terminated. When a student is placed on academic probation, the School will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After the probation has elapsed, a student whose enrollment was terminated for unsatisfactory progress may re-enroll in a subsequent program within the next six calendar months at no additional cost except the \$50 re-enrollment fee. Such re-enrollment does not circumvent the approved refund policy.

REMEDIAL WORK AND REPEATED COURSES

The School does not offer remedial or make-up work. When a subject class is repeated, the higher grade for the subject class will be considered in determining the student's grade average for the course of study.

ATTENDANCE POLICIES

The School's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. Employers will be very interested in dependability and punctuality when the student moves from education and training into a career. No matter how skilled the person is, an employee is valuable only when present on the job.

A record of attendance is kept for each student and is documented as a part of the student's permanent records. For students to achieve their goals for the successful completion of their program, they are expected to attend all scheduled classes. Student records are available to students upon written request. Regular and punctual attendance to scheduled classes is expected. Students must conduct themselves professionally, showing respect for themselves, instructors, and classmates. Good conduct, courtesy, interest, and regard for others should always be exhibited. During attendance, students are asked to adhere to the program's dress code. If a student misses a class or clinical, the hours recorded for the absence will be the number of hours listed on the schedule. The student is responsible for compliance with attendance standards. A student who is subject to dismissal for attendance for one course, but is in good standing in other courses, may petition the School Director to maintain student status in the other courses rather than be dismissed from the program. If a student is not on an approved leave of absence and is absent for more than five consecutive school days, the student will be dismissed.

TARDINESS

Students should contact the School if they anticipate being exceedingly late. A student who is late three (3) times in succession will be warned. Five subsequent tardies will be subjected to disciplinary action. A student arriving to class late or leaving class early will only receive credit for that portion of the class they attended.

ABSENCES

Excused absences may be granted for any of the following reasons:

- Death in the immediate family (parent, spouse, child, sibling, in-law)
- A physician documented the student's illness
- A physician documented the illness or injury of an immediate family member (parent, spouse, child, sibling, in-law).
- Military duty with documentation.

LEAVE OF ABSENCE

A student requesting a Leave of Absence must do so in writing. The letter must state the reason for the Leave of Absence and the required time. The decision shall be at the sole discretion of the School Director if the leave of absence does not exceed 60 days or the student returns to the exact point in the program the student left. A student, who does not return at the end of their Leave of Absence, will be considered to have withdrawn from the program. Tuition charges for the time of attendance will be calculated according to the standard refund policy published on the student's enrollment contract. If a student is on leave for medical purposes, the student must present a statement from their physician permitting return to School.

DISMISSAL

A dismissed student has a right to appeal through the grievance procedure. The Healthcare Assisting and Team Institute reserves the right to dismiss any student from the program for any of the following reasons:

- Failure to make satisfactory progress
- Missing more than 20 percent of instruction time
- Not maintaining the minimum grade point average
- Not meeting financial responsibilities to the School
- Violation of probationary status
- Non-compliance with the rules and regulations of the School
- Engagement in any illegal or criminal act such as possessing firearms and/or other weapons, theft, vandalism of school property, possession or use of drugs on school premises, or any other violation of state laws.
- Any conduct that brings discredit or embarrassment to the School

The School Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the School's refund policy.

STUDENT SERVICES AND INFORMATION

Faculty and staff at the schoolwork along with the individual student to aid in making the duration of the program comfortable. All available resources are utilized to the fullest to assist the student in attaining their career goal. Student Services offers personal assistance and financial advising.

ORIENTATION

A new student is oriented to the School's facilities, policies, and procedures before the start of the program. A new student will receive a written course outline and a list of competencies required for successful completion of each course no later than the first class meeting.

Completion of the application process and administrative matters are also taken care of at that time.

PLACEMENT ASSISTANCE SERVICES

The School Director liaises between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industries. However, no employment information or placement assistance provided by the School should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Maintaining employment once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search depends upon the applicant's confidence, willingness, and preparedness. Students and graduates are encouraged not to restrict their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the School's assistance may be an entry-level position.

EMPLOYMENT DISCLAIMER

The staff and faculty are committed to assisting graduates in finding gainful employment but cannot guarantee employment to any student, recent graduate, or alum of the School.

ACADEMIC COUNSELING

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available for one hour each week to provide student counseling. Staff members will be available in the administration office during business hours. A student may contact either an instructor or the School Director if one needs academic counseling services during business hours.

FINANCIAL ADVISING

Payment plans may be customized as needed to help students meet their financial obligations to the School. Plans of payment will usually be designed so that the last payment is due on or before the issuing of diplomas.

STUDENT CONDUCT

Prospective employers seek employees of integrity, commitment, advocacy, reverence, and stewardship of individuals who will be a positive addition to their organization. Learning to communicate, listening, coping with stress, problem-solving, participating in teamwork, self-discipline, and appropriate dress code are expected standards of conduct required of all students on campus and at clinical sites

Students must behave off school premises in a manner that reflects favorably upon their association with the School. Therefore, all students must obey all federal, state, and local laws. If any student fails to comply with these requirements, to the School's satisfaction, the School may, in its sole discretion, suspend or terminate the student. Students must treat the School's equipment and facilities with proper care and concern. Any student who intentionally or carelessly defaces or damages any school property (as determined by the School) will be subject to disciplinary action and may be held liable for repair or replacement of such property.

Any student terminated for violating this conduct section may petition the School Director, in writing, for reentry into the next available class of the student's program. Final determination related to reentry will be at the School's sole discretion.

SMOKING, FOOD AND BEVERAGE

To protect the health and safety of all persons, no smoking is allowed in the School - designated smoking areas will be addressed during orientation. Food and beverages are only allowed in the designated areas. No food or beverages are allowed in the classrooms, skills laboratories, or library.

DRESS CODE

All students are required to wear name badges and uniforms from The Healthcare Assisting and Team Institute. The uniform is embroidered with the school logo. All students must wear athletic tennis shoe or nursing clog in a distinguishable color for classroom hours and externship. Shoes must be in new or like-new condition. Clean socks must be worn. All students are required to maintain the highest level of hygiene. No artificial nails, natural colors, tattoos must be covered with an all-white undershirt, tattoo sleeve, or makeup, natural hair color (no loud colors), minimum jewelry, small round earrings, no visible piercings, no tongue or belly piercings, nails ¼ inch length from the nail bed, no chipped or peeling polish.

DRUG-FREE POLICY

For the protection and welfare of all students and staff, the School has established the following drug-free policy. All students are hereby notified:

- 1) That the unlawful manufacture, distribution, possession, or use of a controlled substance in the School is prohibited;
- 2) That violations of this prohibition will result in discharge or other appropriate actions;
- 3) That as a condition of enrollment, each student agrees that they will abide by the terms of the above statement and will notify the School Director of any criminal drug statute conviction for a violation occurring in School no later than five days after such conviction;
- 4) All employees and students must certify that, as a condition of enrollment or employment, they will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;
- 5) This policy complies with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

LIABILITY

The Healthcare Assisting and Team Institute assumes no responsibility for loss or damage to personal property or injury that may occur while on the campus grounds.

STUDENT RECORDS

All student documentation and records are held in strict confidence as accorded by law. It is also an ethical policy of The Healthcare Assisting and Team Institute to do so. Student records will be safely retained indefinitely by this institution.

STUDENT COMPLAINT/GRIEVANCE POLICY

All grade disputes must be made within two weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue between the instructor and the student, the student may contact the School Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The School Director shall review the case and determine the appropriate decision. This decision shall be made within seven days upon receipt by the Administration of the student's written complaint.

When such differences arise, miscommunication or misunderstanding is a major contributing factor. For this reason, we urge students and staff to communicate any problems directly to the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. They may do so if a student wishes to file a written complaint. All written complaints will be resolved within 10 days and sent to the student in writing.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the

Commission for Independent Education, Florida Department of Education

325 West Gaines Street, Suite 1414,
Tallahassee, FL 32399-0400,
Toll-free telephone number is (888) 224-6684.

The institution forbids any type of sexual harassment by its employees or students towards other employees, job applicants, students, or prospective students. Any student who feels discriminated against must file a complaint with the School Director.

PROGRAM DESCRIPTION

ENTRY-LEVEL DENTAL ASSISTANT WITH EFDA TRAINING

This program is designed to prepare individuals for entry-level jobs as dental assistant. Graduates may find suitable employment with general dental practices and in the offices of dentists including Endodontists, Periodontists, Orthodontists, Prosthodontists, Pediatrics, and Oral Surgeons. This program includes instruction in sterilization and disinfection procedures as stated in rule Chapter 64B5- 25, Florida administrative code, and instruction in the dental practice at an administrative code related to dental auxiliaries.

The program is designed for the novice who has no training in dental procedures. Instruction is provided with lecture in the classroom, demonstrations in an on-site dental office, and hands-on experience in the dental laboratory and X-ray equipment. The curriculum will give the students the academic and hands-on training necessary to become an integral part of a dental office.

Upon completion, the graduates will apply for an EFDA certificate from the Florida Board of Dentistry and be qualified to obtain an entry-level position as a dental assistant in a dental office.

Occupational Objective: The program will prepare a student to work as a Dental Assistant. 31-9091 Dental Assistants

Program Outcome Competencies: After completing this program, the student will be able to perform the following:

- Demonstrate knowledge of the dental health care delivery system and dental health occupations.
- Describe the legal and ethical responsibilities of the dental health care worker.
- Demonstrate an understanding of general anatomy and physiology and apply wellness and disease concepts.
- Recognize and respond to emergencies.
- Demonstrate knowledge of blood-borne diseases, including HIV/AIDS.
- Use dental terminology.
- Identify structures and explain functions and pathologies of dental and general head and neck anatomy.
- Identify principles of microbiology and disease prevention and perform infection control procedures.
- Identify, describe, maintain and utilize dental instruments and equipment.
- Record patient assessment and treatment data.
- Identify the functions of pharmacology and anesthesia as they relate to dentistry
- Identify properties and uses and manipulate dental materials.
- Perform chairside assisting for general dentistry and specialty procedures.
- Describe principles and perform techniques of preventive dentistry.

PROGRAM OUTLINE

Course Number	Course Title	Lecture Hour	Lab Hours	Clinical Hours	Total Hours
HC101	HIV/AIDS Awareness and Prevention Class ONLINE	2	0	0	2
HC102	CPR Training and Certification	0	2	0	2
DA101	Introduction and the Professional Dental Assistant ONLINE	2	0	0	2
DA102	Dental Ethics and Jurisprudence ONLINE	2	0	0	2
DA103	Infection Control ONLINE	1	2	0	3
DA104	General Anatomy & Physiology and Disinfection ONLINE	4	1	0	5
DA105	Dental Radiography Basics and X-Ray Techniques ONLINE	3	4	0	7
DA106	Human Dentition ONLINE	1	0	0	1
DA107	Histology ONLINE	1	1	0	2
DA108	Tooth Morphology ONLINE	1	1	0	2
DA109	Dental Caries and Preventative Dentistry ONLINE	2	2	0	4
DA110	Head and Neck Anatomy and The Oral Cavity ONLINE	2	0	0	2
DA111	Dental Charting ONLINE	1	3	0	4
DA112	Occupational Health and Safety ONLINE	2	0	0	2
EXAM	MIDTERM EXAM ONLINE	3	0	0	3
DA113	Oral Pathology ONLINE	2	0	0	2
DA114	Dental Materials- Cements and Impression Materials ONLINE	1	0	0	1
DA115	Alginate Impressions	0	2	0	2
DA116	Lab Materials, Techniques, and Procedures ONLINE	1	1	0	2
DA117	Sealants, Whitening, and Coronal Polishing ONLINE	1	2	0	3
DA118	Pediatric Dentistry ONLINE	1	2	0	3
DA119	Fixed and Removable Prosthodontics ONLINE	2	3	0	5
DA120	Anesthesia and Pain Control ONLINE	1	1	0	2

A121	Medical Emergencies in the Dental Office ONLINE	1	0	0	1
DA122	Endodontics ONLINE	2	2	0	4
DA123	Orthodontics ONLINE	2	2	0	4
DA124	Periodontics ONLINE	2	2	0	4
DA125	Oral & Maxillofacial Surgery ONLINE	2	2	0	4
INT 101	Observation Day	0	0	8	8
INT 102	Participation Day	0	0	16	16
DA127	Exam Prep	1	1	0	2
EXAM	FINAL EXAM & PRACTICAL EXAM	2	4	0	6
EMP 101	Employment Strategies ONLINE	4	0	0	4
EMP 102	Interview Technique and Leadership ONLINE	2	2	0	4
	TOTAL:	54	42	24	120

COURSE DESCRIPTIONS

HC101 HIV/AIDS Awareness and Prevention Class (2 lecture hrs.)

Students learn the importance of dentistry and how the profession became what it is today. Students learn that their intent as an Assistant is to promote and provide excellence in dentistry and additional dental team members add contributing roles. Students will be able to identify and define those who contribute to the dental profession. Students learn the role of the dental assistant as a professional. Students appreciate that appropriate communication is key to successful interaction with the patient, dentist, and dental team.

Prerequisites: None

HC102 CPR Training and Certification (2 lab hrs.)

Students learn the importance of dentistry and how the profession became what it is today. Students learn that their intent as an Assistant is to promote and provide excellence in dentistry and additional dental team members add contributing roles. Students will be able to identify and define those who contribute to the dental profession. Students learn the role of the dental assistant as a professional. Students appreciate that appropriate communication is key to successful interaction with the patient, dentist, and dental team.

Prerequisites: None

DA101 Introduction and the Professional Dental Assistant (2 lecture hrs.)

Students learn the importance of dentistry, and how the profession became what it is today. Students learn that their intent as an Assistant is to promote and provide excellence in dentistry, and that additional dental team members add contributing roles. Students will be able to identify and define those who contribute to the dental profession. Students learn the role for the dental

assistant as a professional. Students appreciate that appropriate communication is key to successful interaction with the patient, dentist, and dental team.

Prerequisites: None

DA102 Dental Ethics and Jurisprudence (2 lecture hrs.)

Students will learn the ethics governing dentistry and how to apply ethical principles in the dental office. They will learn the various governmental agencies entrusted with the regulation of the dental profession to ensure and protect the public from incompetent and unethical practices. Topics include malpractice, patient records, reporting, and dental law. Prerequisites: None

DA103 Infection Control (1 lecture hrs./ 2 lab hrs.)

Students are trained to maintain a safe workplace. Students learn about disease transmission in the dental office and how to prevent infection. They learn the right way to handle hazardous materials in compliance with all standards of the Occupational Safety and Health Administration (OSHA) regulations, including the hazard communication standard that is required by the employer to provide a safe work environment for all employees.

They will learn the importance of safety equipment in infection control to ensure that the process of infection control will be adequate.

Prerequisites: DA101/102

DA104 General Anatomy & Physiology and Disinfection (4 lecture hrs./1 lab)

Students study the body's systems and structures and how they interact. Anatomy focuses on the physical arrangement of parts in the body while physiology is the study of the inner functioning of cells, tissues, and organs. general anatomy and physiology The dental assistant students must learn and practice proper infection control through disinfection of workspace and equipment. They will learn proper disinfection and sterilization of instruments and equipment.

Prerequisites: DA 103

DA105 Dental Radiography Basics and X-Ray Techniques (3 lecture hrs./4 lab hrs.) Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be asked to take x-rays, and developing and mount radiographs. Dental assistant students are trained in aseptic techniques, radiation hygiene, and maintenance of quality assurance and safety and obtain a proper understanding of exposure and processing techniques. They learn the physics and biological effects of ionizing radiation and comprehend the ALARA principle, and the use of the lead apron with cervical collar for the patient's safety each time an x-ray is taken. The dental assistant students learn to label and store patient x-rays properly to prevent loss and thus the need for retaken x-rays.

Prerequisites: DA 104

DA106 Human Dentition (1 lecture hrs.)

Students will learn the names and locations of teeth in the human dentition. They will learn their functions, how they relate to each other, common system of tooth numbering, and patterns of tooth eruption.

Prerequisites: DA 105

DA107 Histology (1 lecture hrs./1 lab hrs.)

It is important for the entire dental team to be able to communicate the structure and function of the oral cavity. Therefore, it is important for the dental assistant student to understand the structure and function of dental tissues, and the oral cavity that surrounds the teeth.

Prerequisites: DA 106

DA108 Tooth Morphology (1 lecture hrs./1 lab hrs.)

By understanding tooth morphology, it will better prepare the dental assistant to record accurately for the dentist or hygienist and will make a vital contribution to those individuals to make a more accurate diagnosis. Therefore, the dental assistant student will learn to be able to identify each tooth form from its anatomical levels.

Prerequisites: DA 107

DA109 Dental Caries and Preventative Dentistry (2 lecture hrs./2 lab hrs.)

Students will learn the different kinds of dental caries, including the different types of bacteria that cause them. They will learn the caries process, the importance of saliva related to tooth decay, and methods of intervention. Students learn to be effective in preventive dentistry and that as dental assistants, they must first care for their teeth properly and practice good nutrition. Students will become knowledgeable about the oral disease process and will learn how to educate the public in the prevention of oral disease. Students will learn how to aid patients in maintaining their teeth and gums.

Prerequisites: DA 108

DA110 Head and Neck Anatomy and the Oral Cavity (2 lecture hrs.)

As a vital team member, the dental assistant student will be able to recognize factors that may influence the general physical health of the patient. The understanding of landmarks of the oral cavity, as well as being able to describe head and neck anatomy as it relates to location of structure and function, will enable the dental assistant student to recognize the abnormal and realize that for this reason, accuracy is especially important when completing the patient's dental chart.

Prerequisites: DA 109

DA111 Dental Charting (1 lecture hrs./3 lab hrs.)

Students will learn how to document the present dental conditions of the patient and the dental services to be rendered. This serves as a legal record of the patient. The students are taught and asked to prepare a dental chart using appropriate symbols and abbreviations.

The dental assisting student will also learn the importance of accurate charting and interpretation for financial and billing purposes, diagnosis, and consultation. Students learn that the health condition of a dental patient must be private, confidential, and updated at each visit and to treat a patient effectively, the patient's chart should include personal history, medical information, dental history, clinical observation, clinical evaluation, and vital signs.

Prerequisites: DA 110

DA112 Occupational Health and Safety (2 lecture hrs.)

Students will learn about regulatory and advisory agencies, dental office waste management, dental unit waterlines safety, and ergonomics in the dental office. They will learn about how to decrease their risk for work-related injuries.

Prerequisites: DA 111

MIDTERM EXAM 3 hrs.

Prerequisites: DA 112

DA113 Oral Pathology (2 lecture hrs.)

Oral pathology is the study of diseases in the oral cavity. It is important for a dental assistant to recognize the difference between normal and abnormal oral conditions. The students will learn about different oral diseases and conditions, and how to recognize them. They will learn about how different diseases manifest in teeth, gums, lips, and tongue. They will learn about how to recognize symptoms of disorders that can occur from behaviors such as bulimia, oral piercings, and drug use.

Prerequisites: DA 112

DA114 Dental Materials- Cements and Impression Materials (1 lecture hrs.)

Students will learn about different dental cements and their uses. They will learn how to prepare and remove dental cements. Students will learn about different impressions taken for dental procedures, and when they are used. They will learn how to properly prepare materials, decide which trays to use, and how to take patients' impressions.

Prerequisites: DA 113

DA115 Alginate Impressions (2 lab hrs.)

Students will learn about irreversible hydrocolloid impression materials, the most common of which is alginate. They will practice mixing and preparing impressions, and taking impressions. They will learn proper setting, evaluating, and storing of impressions.

Prerequisites: DA 114

DA116 Lab Materials, Techniques, and Procedures (1 lecture hrs./1 lab hrs.)

Students will learn what must be performed by the dental assistant in the laboratory. They will learn the equipment found in the labs, and the materials used to perform certain lab procedures. They will be able to achieve competency in dental laboratory procedures such as mixing dental plaster, making models, and constructing trays. Topics include safety in the lab, and infection control in the lab setting.

Prerequisites: DA 115

DA117 Sealants, Whitening, and Coronal Polishing (1 lecture hrs. /2 lab hrs.)

In this course, the dental assisting student will learn about how teeth are whitened, and bleaching techniques; coronal polishing techniques; placing enamel sealants; as well as specific advanced tasks that require increased skill and responsibility.

Prerequisites: DA 116

DA118 Pediatric Dentistry (1 lecture hrs./2 lab hrs.)

Pediatric Dentistry is the specialized area of dentistry that focuses on treating infants, children, adolescents, and adults with special needs. Emphasis is placed on prevention, early detection, and treatments, in a manner that is specialized for pediatric patients. Students will learn how to assist the dentist with procedures in a pediatric dental setting. Prerequisites: DA 117

DA119 Fixed and Removable Prosthodontics (2 lecture hrs./3 lab hrs.)

Students will learn the differences between fixed prosthodontics (crown and bridge) and removable prosthodontics (partial or full dentures), and when it is appropriate to use them in a patient's treatment plan. They will learn how to assist in the preparation of restorations. They will learn how to properly assist the dentist in various procedures involving fixed or removable prosthodontics.

Prerequisites: DA 118

DA120 Anesthesia and Pain Control (1 lecture hrs./1 lab hrs.)

Students will learn the proper use of anesthesia in the dental practice. Students are taught how to load syringes, proper passing techniques, and safe recapping techniques. Because most procedures require some form of anesthesia, the dentist may select one or a combination of methods to control pain, depending on the patient and the procedure to be completed. The dental assistant is responsible for preparing, safely transferring, and caring for the anesthetic syringe and accessories. During this time, the students learn how to apply the topical anesthetic, and possible patient reactions. In addition, the students learn to follow the dentist's directions for the Administration of sedation and monitoring requirements.

Prerequisites: DA 119

DA121 Medical Emergencies in the Dental Office (1 lecture hrs.)

Students learn that the even though the number of emergencies is not high in a dental office, the dental assistant must always observe the patient and prepare to deal with emergencies. Emergencies may also happen to the dentist or to other dental team members. When an emergency arises, the dental team must react automatically. Any hesitation at such a time may cost a life. The assistant has a vital role in the prevention of emergencies and emergency care. Students will learn how to deal with medical emergencies in the dental office.

Prerequisites: DA 120

DA122 Endodontics (2 lecture hrs./2 lab hrs.)

Students will learn endodontics (root canal) procedures, and the various materials and instruments used. Students learn that that endodontics is the branch of dentistry that deals with the diagnosis and treatment of diseases of the pulp and periapical tissues. Students learn and practice procedures that include diagnosis, root canal treatment, and periapical surgery. The endodontist is assisted by dental assistants, who perform traditional assisting responsibilities in addition to expanded duties specific to endodontics.

Prerequisites: DA 121

DA123 Orthodontics (2 lecture hrs. 2 lab hrs.)

Students will learn orthodontics procedures, and the various materials and instruments used. Students learn that that orthodontics is the branch of dentistry that deals with the diagnosis and treatment of dental and facial irregularities. Students learn and practice procedures for assisting an orthodontist. The orthodontist is assisted by dental assistants, who have some autonomy in performing "hands-on" skills.

Prerequisites: DA 122

DA124 Periodontics (2 lecture hrs./2 lab hrs.)

Periodontics is the specialty involved in the diagnosis and treatment of diseases of the supporting tissues in the oral cavity. Students will learn the types of periodontal diseases and conditions, and the types of procedures used in treatment. They will become familiar with the instruments used in a periodontal practice. They will learn how to assist in periodontal charting and surgeries.

Prerequisites: DA 123

DA125 Oral and Maxillofacial Surgery (2 lecture hrs./2 lab hrs.)

Oral and Maxillofacial Surgery is involved in the diagnosis and surgical treatment of diseases, injuries, and defects affecting both hard and soft tissues in the head and neck. Students will receive

a basic overview of oral surgery. A surgical assistant is one of the most important members of the surgical team, and extensive knowledge is required. Often, after obtaining a general dental-assisting certificate, assistants interested in oral surgery can receive further training in a specialized program or in on-the-job-training. In this class, students will learn basic surgical assisting techniques.

Prerequisites: DA 124

DA126 Exam Prep (1 lecture hrs. 1 lab hrs.)

Students review the curriculum and practice possible tests and then go over the practical examinations.

Final Examination and Practical Examination (2 lecture hrs./4 lab hrs.)

Prerequisites: DA 125

INT 101 Observation Day 8 Clinical Hours

Internships are extremely valuable in the development of making students job-ready in twelve (12) weeks. Each student must shadow a practicing dental assistant (instructor) for one (1), eight (8) hour day to experience what an actual day as a dental assistant requires. These observation days are best scheduled between before the Mid Term Exam, but must be completed by the end of the program.

INT 102 Participation Days 16 Clinical Hours

Students will also be required to complete two (2), eight (8) hour participation day to ensure the students ability to perform practical dental assisting skills. These participation days will be scheduled before the final exam.

FINAL EXAM & PRACTICAL EXAM 6 hrs.

DA127 Employment Strategies(2 lecture hrs.)

This course designed to assist students in securing employment. Students are taught the importance of maintaining a positive attitude and finding employment that will best suit individual needs and that allows for the best possible situation for the dental assistant, employer, and the patients. Students are shown how to make sure that expectations of the job are identified and then how to meet and exceed those expectations by planning in advance. National certification for dental assistants is discussed and although not mandatory in every state, it assures the patients and the dentist that the assistant has the basic knowledge and background to perform as a professional on the dental team.

Prerequisites: Completion of the program

DA128 Interview Technique and Leadership (2 lecture hrs.)

This course builds on DA 127 by showing how attitude and effort as well as body language and we search assist in securing a position within the dental profession. Students will review and practice common interview questions and discuss what employers want from an employee. Students will practice telephone interviews while mock live interviews will be held and students instructed on how to dress and conduct themselves in a professional manner. Students will also learn how to develop a strategic leadership style and implement and communicate effectively.

Prerequisites: Completion of the program

Internship Policy:

Observation and Participation Days are graded. The Observation Day is an eight-hour week- day session and is worth 15 points. The Participation Day is two eight-hour week-day session and is

worth 40 points. Observation and Participation Days must be completed prior to FINAL EXAM & PRACTICAL EXAM and must be scheduled with the instructor during designated time slots. During these days, the student must complete all tasks on the Observation or Participation Day Forms and submit all necessary documents to the instructor for grading. Students are expected to follow office policies when attending these days (ex: dress code, cell phone policies, etc.).

Scheduling:

Observation and Participation Days must be scheduled in accordance with the provided scheduling form presented by the instructor on the first day of class. If the student is unable to attend the scheduled time, he/she must contact the instructor at least 24 hours prior to scheduled time to reschedule. The student must call the office to cancel/reschedule and may only reschedule one time. Both student and instructor must provide flexibility to work with one another's schedules. In case of an emergency and not within the 24-hour notice period, the student must contact the instructor and provide written documentation at the following class. If a student is a "no show", they will automatically receive a zero for their grade.

ENTRY-LEVEL DENTAL OFFICE FRONT DESK

The entry level dental office front desk program is designed to train all aspects of the front desk position at a dental office. Course objectives are to develop strong communication and organizational skills, learn efficient problem solving, promote motivational team building, develop critical thinking abilities and work productively.

Our front desk program instructs critical dental office management skills including training on popular dental software programs such as Dentrix and Eaglesoft, patient record management, dental terminology and procedures, interpreting dental radiography and financial management, patient balance and insurance coding and billing.

PROGRAM OUTLINE

Course Number	Course Title	Clock Hours
DA01	Orientation To The Profession ONLINE	6
DA02	Dental Anatomy & Physiology ONLINE	6
DA03	Dental Charting ONLINE	6
FDA01	Front Desk Administration Duties & Communication In Dental Office ONLINE	6
FDA02	Infection Control & Disease Transmission/OSHA & Patient Record Management (Eaglesoft/Dentrix) ONLINE	6
FDA03	Dental Terminology, Procedures & Radiography (Eaglesoft/Dentrix) ONLINE	6
FDA04	Dental Computer Software: Dentrix	6
FDA05	Dental Computer Software: Dentrix Continued	6
FDA06	Dental Computer Software: Eaglesoft	6
FDA07	Dental Computer Software: Eaglesoft Continued	6
FDA08	Dentrix & Eaglesoft Review	6
FDA09	Patient Service & Patient/Dental Office Relation Development & Maintenance & Financial Management	6
FDAXI	Externship	80
TOTAL:		152

COURSE DESCRIPTIONS

DA 01- Orientation to the Profession 6

A general overview of the dental profession is given including a discussion of professional associations, dental specialties, and the role of the dental assistant and front desk personnel in the general dental office. Dental ethics is reviewed emphasizing the dental assistant's obligation to observe established principles. A comparison is made between ethics and jurisprudence.

DA 02- Dental Anatomy & Physiology 6

This course is designed to provide the student with an understanding and knowledge of dental anatomy as well as function. The individual characteristics of dental anatomy are studied as well as the human dentition and supporting structures.

DA 03- Dental Charting 6

This course is designed to acquaint the student with the methods and symbols used in the dental office to properly record all needed and existing treatment. The classification of cavities is discussed, and students practice preparing dental charts using appropriate symbols and abbreviations.

FDA 01 - Front desk duties and communication in the Dental Office 6

Definition and responsibilities of dental office management, dental auxiliaries and responsibilities, Rules and policies: professional attitude, teamwork, confidentiality, legal responsibilities and ethics of dental personnel (example: HIPAA).

Students learn elements of communication with patients and the dental team, including verbal and nonverbal communication in the dental office, techniques for successful communication, telephone skills for managing calls and proper vocabulary and scheduling. Written communication in the dental office is practiced with regards to patients and professionalism. Students will learn how to prevent communication barriers.

FDA 02- Infection Control and Disease Transmission/OSHA and Patient Record Management 6 In this course students learn different levels of infection control and the importance of

maintaining sterilization methods. Students will learn methods of disease transmission are examined and importance OSHA in a dental office, the use of proper protective equipment, barriers to infection throughout the dental office and prevention of contamination. The potential for spreading disease in a dental setting is examined as well as protection procedures in relation to AIDS education and management.

This session will also teach the student to interact with the patient in a professional, lawful manner and to promote patient loyalty. Rules of patient confidentiality and the HIPPA Privacy Act are learned. Students become familiar with types of patient forms and information paperwork; and learn patient chart development and maintenance, filing procedures, storing patient files and transferring patient records. Students practice management of recall appointments and scheduling list, new patient and referral lists and office production and collections.

FDA 03 - Dental Terminology, Procedures and Radiography 6

This course provides the student with understanding and knowledge of tooth anatomy, surfaces and identification using the Universal/National System. Students clinically identify and compare the physical characteristics of human dentition and use appropriate terminology to identify landmarks of the teeth and within the oral cavity. Students will learn different types of x-rays, to identify teeth and anatomical and restorative radiographic landmarks and interpret radiography and dental charts. Dental instruments and procedures are learned in regards to interacting and scheduling the patient.

FDA 04- Dental Computer Software: DENTRIX 6

Students apply their knowledge of dental anatomy, procedures and office management to learn one of the most highly utilized computer software programs in the dental industry: Dentrrix.

Students learn how to produce and interpret dental charting and clinical notes, maintain patient records, treatment plan preparation, manage insurance benefits and claims and maintain payment record using dental software.

FDA 05- Dental Computer Software: DENTRIX (CONTINUED) 6

Continuation of learning Dentrrix computer software.

FDA 06 - Dental Computer Software: EAGLESOFT 6

Students apply their knowledge of dental anatomy, procedures and office management to learn one of the most the most highly utilized computer software programs in the dental industry: Eaglesoft. Students learn how to produce and interpret dental charting and clinical notes, maintain patient records, treatment plan preparation, insurance benefits and claims and maintain payment record using dental software.

FDA 07 - Dental Computer Software: EAGLESOFT (CONTINUED) 6

Continuation of learning Eaglesoft computer software.

FDA 08- Dentrrix & Eaglesoft Review 6

Students will be given the opportunity to review the Dentrrix and Eaglesoft software systems in a question and answer format. Half of the day will be used to review Dentrrix and the other half Eaglesoft.

FDA 09 - Patient service and patient/dental office relation development and maintenance and Financial Management (EAGLESOFT/DENTRIX SOFTWARE) 6

The students learn the importance of first-impression and how to focus on the patient, tending to their comfort, concerns and needs. Students practice positive interaction with patients to promote patient satisfaction and loyalty. The importance of informing patients of cost, treatment, and details are discussed, as well as, maintaining recall appointments and patient flow. Also appointment schedules: types, advantages, and features, scheduling for various dental staff, maintaining the schedule and how to efficiently schedule appointments is discussed in detail.

Students look further into maintaining patient accounts and computer bookkeeping systems. Guidelines of accounts receivable and payable are learned including account payments and adjustments, collection and payments plans, and monthly billing statements are learned. Students become familiar with dental insurance including types of insurance, ADA procedure codes, creating and submitting insurance claims, pre-estimates and explanation of benefits, fee schedules and insurance payments.

FDA XI -ENTRY LEVEL FRONT DESK Externship 80

The student will spend 40 hours in a dental office. This opportunity is offered to the student for practical application of all skills learned while in school. Although the student receives no remuneration, this experience provides actual work experience prior to graduation.

REQUIREMENT FOR GRADUATION

To graduate a student must:

- Successfully completed the courses required in the training program with a minimum of "C" or major qualification.
- Maintained at least a minimum of 85% of attendance.
Finish paying tuition in full
- Having returned any magazine or books that were taken from the library.
 - Complete all externship hours for the total of 120 hours

Upon completion, graduates will receive a Diploma.

Class Schedules

7.5 hours a week classroom hours

Classes Tuesday, Wednesday, Thursday Friday and Saturday

Class begins 9:00 am ends 4:30 pm

9:00-10:30 am lecture 10:30-4:30 labs

- Attention will be given to individual student learning, a slower pace or additional time will be spent to ensure each student learns in the way best for them and to gain confidence in skills.

Course Numbering System

DA = Dental Assistant courses

HC= Healthcare courses

FDA=Front Office Dental Assistant

INT = Internship

EXAM= Midterm and final examinations

SCHOOL HOLIDAYS

New Year's Day

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day

Independence Day' observed

Winter Holidays will last from December 23, 2024 until January 3, 2025

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving Day

Additional holidays or school closures may be declared at the discretion of the School Director.

ACADEMIC CALENDAR 2024

All dates subject to change based on student availability

Start date	Schedule End Date
6/16/24	8/18/24
8/1/24	9/19/24
8/24/24	10/5/24
10/7/2024	12/2/24

ADMINISTRATIVE STAFF

Andrew Rudnick, D.M.D. School Director

D.M.D. from University of Pennsylvania, Philadelphia, PA FL DN 14987

Autumn Hunter Admissions

EFDA Dental Assistant

FACULTY

Autumn Hunter Dental Assistant Instructor

Dental Assistant, Academy of Dental Assistants EFDA 2001 Radiology 2001

Andrew Rudnick, D.M.D. Dental Assistant Instructor

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