

CATALOG

Dental Assisting School of San Antonio- North

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Director

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MISSION STATEMENT

Everything we do is inspired by our commitment to our students:

- To instill personal responsibilities in oral health care
- To enhance personal worth, self-sufficiency and positive self-esteem
- To provide quality service to the dental profession
- To be one of the best centers of learning in the dental assisting profession

PHILOSOPHY

There are many job opportunities for the qualified dental assistants to assist dentists in the dental profession. Although one desires to be trained in this profession, there may be challenges that prevent them from attending school. It is difficult for most people to attend school on a full-time basis because they have to work to earn a living. The expense necessary to finance schooling in a major college is also another reason most people are discouraged in pursuing further education. We feel that the dental assisting program offered at our school will meet these challenges. The class schedule is designed to accommodate working students. The affordable tuition fee may also solve the financing issues for most prospective students. Prospective students will not be denied on the basis of race, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration).

The Dental Assisting Curriculum is an instructional program providing a thirteen-week Dental Assisting Course consisting of 78 hours of lecture and lab and a 56-hour externship with a practicing dentist. The program utilizes a hands-on educational approach where students learn by doing. The course includes lectures on fundamentals of general dentistry and the basic skills, knowledge and technical proficiency necessary to assist the dentist in the various operative procedures performed in a dental clinic. Completion of the program will allow the student to have enough training to qualify for an entry-level position in a dental office.

Dental Assisting School of San Antonio-North is dedicated to the ideals of developing efficient, effective dental assistants through a competency-based program.

APPROVAL

All States in the U.S. require a license for any educational institution to operate a Post Secondary School. Dental Assisting School of Texas is approved and regulated by the Texas Workforce Commission Career Schools and Colleges.

HISTORY

Dental Assisting School of San Antonio-North is an institution developed as an effort of Matthew Franek and his wife, dental consultant Kimberley Franek. Mr. and Mrs. Franek recognized the need for well-trained, efficient chairside dental assistants and found difficulty in attracting good assistants throughout their years consulting with dentists in their practices. Dental Assisting School of San Antonio-North will help prepare interested persons in becoming part of the dental profession and assuming a position as a well-respected professional.

PHYSICAL FACILITIES

Dental Assisting School of San Antonio-North is located at 128 W Bandera Rd Suite 2 Boerne, TX 78006. There is one dental treatment room equipped with a dental chair, dental unit, and a x-ray unit and x-ray sensor. There is a large classroom, sterilization center and a dental laboratory. The school occupies the total 988 square foot space.

LEGAL ORGANIZATION

Beach Investments is a limited liability company fully owned by Matthew Franek. He owns 100% of the company. Matthew Franek is the only shareholder.

FACULTY AND STAFF

Matthew Franek, Director

Matthew Franek has been the owner of the Dental Assisting School of Texas, located in Kerrville, since 2017. He has also worked as Chief Marketing Office of Franek Consulting for nearly a decade, simultaneously operating Dynamic Dental Strategies for six of those years. While in the capacity of CMO, his primary function was management of the social media outlets and branding for Franek Consulting direct to dental client. As owner operator of DDS Marketing, his expertise was directed towards assisting the dentist to grow his/her practice by gaining new patients. Demographic research along with passive and active marketing will be used to reach the ideal candidate to attend the Dental Assisting School of San Antonio- North with a large focus on social media. From web design to logo and branding, social media to direct mail, Matthew Franek has experienced all that marketing can offer while running a successful business.

Kimberley Franek, Designee/Instructor/Representative

Kimberley Franek, has spent her entire professional career in the dental field. She has been the Director of the Dental Assisting School of Texas, located in Kerrville, since 2017. For over 20 years now, she has helped Dentists focus on patient care while growing their practices as a dental consultant. She is a member of the American Dental Assistants Association and is a Registered Dental Assistant with the Texas Board of Dental Examiners.

Amber Taylor, Instructor/Representative

Amber Taylor is a 2019 graduate of the Dental Assisting School of Texas, located in Kerrville. She graduated top in her class. In 2019, she became Kimberley Franek's assistant and quickly became a huge asset to the dental assisting school. She has previous experience in banking and felt it was time to make a change and focus all of her energy in helping us grow our school. Today she is an Instructor as well as an Enrollment Representative.

Maggie Suddaby-Garcia, Instructor/Representative

Maggie Suddaby-Garcia has been a registered dental assistant since 2006. She attended dental assisting school in San Antonio and was quickly employed by a great dentist that helped to continue growing her passion. She has worn many hats in the dental offices over the years from Sterilization Tech, Lead Dental Assistant, Marketing Director to Office Manager. Her experience makes her an excellent Instructor with the ability to share real life experiences in the dental office.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

1. The School does not accept credit for previous education, training, work experience (experiential learning), or CLEP (College Level Examination Program).
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules
6. Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

TUITION AND FEES

All students enroll for a complete program and pay tuition for the complete program prior to entrance unless other arrangements have been made. Tuition includes books and supplies.

<u>Course</u>	<u>Tuition</u>	<u>Admin Fee</u>	<u>Books/Supplies</u>	<u>Total</u>
Dental Assisting	\$4,334.00	\$100.00	\$265.00	\$4,699.00

The administrative fee must accompany the enrollment agreement to secure a space in the program. The total amount of \$4,699.00 must be paid prior to issuance of certificate upon completion of the course. Cancellation and refund policy will follow the same format as discussed in the Catalog and Enrollment Agreement.

Method of Payments: Cash, personal check, money order, Visa/Master card or financial aid provided by Texas Workforce Solutions.

Any students unable to pay the full tuition may arrange for an installment plan. The student must submit a signed enrollment agreement. The issuance of certificate is contingent upon satisfactory completion of the course and payment of the total amount of the tuition.

INSTALLMENT PAYMENTS

To assist any student who is financially not capable of paying the full tuition up front, the school will offer an easy no interest installment plan. The plan will consist of four installments:

1 st installment upon enrollment	\$ 1174.75
2 nd installment on the 4 th week of class	1174.75
3 rd installment on the 8 th week of class	1174.75
4 th installment on the 12 th week of class	1174.75
Total Payment	\$ 4,699.00

LATE PAYMENTS: Installment payments not received 5 days after due date shall incur a five percent (5%) penalty of the amount due.

BOOKS, SUPPLIES AND FEES: There is no refund for any equipment, books and supplies received by the student.

HOLDER IN DUE COURSE STATEMENT:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

ENROLLMENT PERIODS

Students may enroll from one to three months prior to the beginning of a new quarter. Deadline for enrollment is the last business day before the first day of class. No late enrollments will be accepted. A guided tour to the facility and a personal interview is required with the school Director or Representative prior to admission.

OFFICE HOURS

Office hours are 8:00AM to 3:00PM on Wednesdays and by appointment.

ADMISSION REQUIREMENTS

- Applicant must be at least 18 years of age
- Be a graduate of a high school that is regionally accredited or approved by an authorized state educational agency or obtained a high school certificate of General Equivalency Diploma (GED)
- Signed enrollment agreement

- d. Initial installment payment or payment in full must be received
- e. Be a United States citizen

Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex or national origin.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative and registration fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative and registration fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative and registration fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination¹.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation,

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

DENTAL ASSISTING PROGRAM

PROGRAM COURSE OBJECTIVES FOR DENTAL ASSISTING

The dental assistant training program is a course designed to teach the students the skills and working knowledge necessary to assist dentists and hygienists in all chairside procedures. Students that graduate from this program will be able to effectively perform the following procedures:

- Apply current concepts of four-handed chairside assisting
- Manage infection and hazard control protocol consistent with published professional guidelines
- Prepare and dismiss patients
- Pass instruments and supplies to the dentists
- Use suction devices to keep patients mouth clear and dry
- Prepare tray set-ups and materials
- Set-up and sterilize instruments and equipment and maintain treatment area
- Fabricate custom trays
- Prepare dental chart
- Assist and/or apply topical anesthetics
- Apply bleaching agents and fissure sealants
- Take and develop dental x-rays
- Take impressions of patients teeth
- Obtain and maintain accurate patients' medical history
- Provide instructions on oral care and hygiene
- Obtain blood pressure and pulse
- Clean and polish removable trays
- Assist and/or replace removable rubber dam
- Provide pre and post operative instructions prescribed by dentist
- Medical Emergencies, render basic first aid and CPR

PROGRAM SYNOPSIS

The Dental Assisting Curriculum is a 13 week instructional program providing a Dental Assisting Course consisting of 32 hours of lecture, 46 hours of lab, 56 hours of externship for a total of 134 clock hours. The program utilizes a hands-on educational approach where students learn by doing. The course includes lectures on fundamentals of general dentistry and the basic skills, knowledge and technical proficiency necessary to assist the dentist in the various operative procedures performed in a dental clinic. Completion of the program will allow the student to have enough training to qualify for an entry level position as a dental assistant in a dental office. Graduates of the program will be awarded a

**PROGRAM OUTLINE - DENTAL
ASSISTING PROGRAM**

WEEK	COURSE	COURSE TITLE	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS
1	DA101	Introduction to Dental Assisting	1.5	0	0	1.5
	DA102	Professional and Legal Aspects of Dental Assisting	1.5	0	0	1.5
	DA103	Anatomy and Physiology	1.5	0	0	1.5
	DA104	Dental Anatomy	1.5	0	0	1.5
		Week Total - 6 Hours				
2	DA105	Disease Transmission	1	0	0	1
	DA106	Infection Control and Management of Hazardous Materials	1	0	0	1
	DA107	Surface Disinfection and Treatment Room Preparation	1	0	0	1
	LA107	Surface Disinfection and Treatment Room Preparation	0	1	0	1
	DA108	Instrument Processing	1	0	0	1
	LA108	Instrument Processing	0	1	0	1
		Week Total - 6 Hours				
3	DA109	Clinical Dentistry	0.5	0	0	0.5
	LA109	Clinical Dentistry	0	1.5	0	1.5
	DA110	Moisture Control	0.5	0	0	0.5
	LA110	Moisture Control	0	0.5	0	0.5
	DA111	The Dental Patient	0.5	0	0	0.5
	LA111	The Dental Patient	0	0.5	0	0.5
	DA112	The Dental Examination	0.5	0	0	0.5
	LA112	The Dental Examination	0	1.5	0	1.5
		Week Total - 6 Hours				
4	DA113	Medical Emergencies in the Dental Office	1	0	0	1
	LA113	CPR Training and Certification	0	3	0	3
	DA114	Pain and Anxiety Control	2	0	0	2
		Week Total - 6 Hours				
5	DA115	Radiation Safety and Production of X-Rays	1	0	0	1
	LA115	Radiation Safety and Production of X-Rays	0	2	0	2
	DA116	Oral Radiography	0.5	0	0	0.5
	LA116	Oral Radiography	0	2.5	0	2.5
		Week Total - 6 Hours				
6	DA117	Preventative Care	0.5	0	0	0.5
	LA117	Preventative Care	0	2.5	0	2.5
	DA118	Coronal Polishing and Dental Sealants	0.5	0	0	0.5

	LA118	Coronal Polishing and Dental Sealants	0	2.5	0	2.5
		Week Total - 6 Hours				
7	DA119	Instruments, Handpieces, and Accessories	0.5	0	0	0.5
	LA119	Instruments, Handpieces, and Accessories	0	2.5	0	2.5
	DA120	Restorative and Esthetic Dental Materials	0.5	0	0	0.5
	LA120	Restorative and Esthetic Dental Materials	0	2.5	0	2.5
		Week Total - 6 Hours				
8&9	DA121	Restorative Procedures	0.5	0	0	0.5
	LA121	Restorative Procedures	0	3.5	0	3.5
	DA122	Impression Materials and Lab Procedures	0.5	0	0	0.5
	LA122	Impression Materials and Lab Procedures	0	5.5	0	5.5
	DA123	Prosthetics and Dental Implants	0.5	0	0	0.5
	LA123	Prosthetics and Dental Implants	0	1.5	0	1.5
		2 Week Total - 12 Hours				
10	DA124	Periodontics	1	0	0	1
	DA125	Endodontics	1	0	0	1
	DA126	Oral and Maxillofacial Surgery	1	0	0	1
	DA127	Pediatric Dentistry	1	0	0	1
	DA128	Orthodontics	1	0	0	1
	DA129	The Job Search	1	0	0	1
		Week Total - 6 Hours				
11	PER101	Practical Exams Review- Charting	0	3	0	3
	PER102	Practical Exams Review- Radiology	0	3	0	3
		Week Total - 6 Hours				
12	PER103	Practical Exams Review- Instrument Transfer	0	3	0	3
	PER104	Practical Exams Review- Instrument Recognition & Suction Tip Positioning	0	3	0	3
		Week Total - 6 Hours				
13	PFE101	Practical Final Exams	3	0	0	3
	FET101	Final Exam-Theories	3	0	0	3
		Week Total - 6 Hours				
	EXT101	Dental Externship	0	0	56	56
		Grand Totals= Curriculum Clock Hours	32	46	56	134

LECTURE SERIES – SUBJECT DESCRIPTION

DA 101 - Introduction to the Dental Assisting - (1.5 hours of lecture)

Students are introduced to the profession of Dentistry and the responsibilities of the dental health team and the areas of the dental office. Students will be able to describe the highlights in the history of dental assisting and dentistry, understand the roles of team members in a dental office and identify areas of the dental office.

DA 102 – Professional and Legal Aspects of Dental Assisting - (1.5 hours of lecture)

Students will learn the ethics governing dentistry and 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 informed consents, regulatory agencies, ethics and laws, and characteristic of a dental assistant. Students will learn characteristics and qualities of a professional dental assistant, understand ethics and laws as well as states Dental Practice Act. Be able to identify professional and regulatory agencies, understand risk management, consent forms and patient records.

DA 103- Anatomy and Physiology- (1.5 hours of lecture)

Students will learn terms used to designate directions in the body, planes and sections of the body, organizational levels of the human body, each body system and its major function. Students will be able to identify landmarks on the face and oral cavity as well as major muscle mastication and facial expressions and state the function of each.

DA 104- Dental Anatomy- (1.5 hours of lecture)

Students will learn the anatomic parts of the tooth and explain the composition of each of the tissues of a tooth. Learn the number systems to designate the name and surfaces of each tooth and will be able to identify the locations of all surfaces of the teeth, name the tooth surfaces and describe the anatomic features of the tooth.

DA 105- Disease Transmission- (1 hour of lecture)

Students will learn to compare and contrast the types of pathogens, explain the concept of the chain of infection and identify differences in infection types and describe viral and bacterial infections that are major concerns to dental professionals

DA 106- Infection Control and Management of Hazardous Materials- (1 hour of lecture)

Provide an overview of the roles and responsibilities of the Centers for Disease Control and Occupational Safety & Health Administration when it comes to workplace safety and infection control in dentistry

DA 107- Surface Disinfection and Treatment Room Preparation- (1 hour of lecture)

Students will describe classifications of instruments, equipment and surfaces that are used to determine the type of posttreatment processing.

DA 108- Instrument Processing- (1 hour of lecture)

Students will identify the seven steps of processing dental instruments

DA 109- Clinical Dentistry- (1/2 hour of lecture)

Describe the design and purpose of the clinical area of the dental office and identify the standard dental equipment located in the clinical area of a dental office.

DA 110- Moisture Control- (½ hour of lecture)

Students will understand the two basic types of rinsing procedures used in dentistry and demonstrate how to perform a mouth rinse. They will understand evacuation and isolation techniques.

DA 111- The Dental Patient- (1/2 hour of lecture)

Students will understand the role of the dental assistant in providing quality patient care. They will understand the patient record, medical history, taking vitals and HIPAA.

DA 112- The Dental Examination- (1/2 hour of lecture)

Students will understand the components of a dental examination including the variety of examination techniques used in dentistry

DA 113 - Medical Emergencies in the Dental Office - (1 hour of lecture)

Understanding the standard of care for handling medical emergencies in the dental office. Describe the assigned roles of dental office staff members during a medical emergency.

DA 114- Pain and Anxiety Control- (2 hours of lecture)

Understand the importance of pain and anxiety control in dentistry and learn the techniques for this.

DA 115 – Radiation Safety and Production of X-Rays - (1 hour of lecture)

Students will learn the basic principles of X-Ray. The operating principle of the X-Ray Machine is also discussed. Topics also include types of film exposures and film processing errors.

DA 116 - Oral Radiography - (1/2 hour of lecture)

The students will have an in-depth review of subjects likely to be encountered on the state specific radiographic written examination. A good grasp of this subject will greatly enhance the student's likelihood of passing the written examination.

DA 117- Preventative Care- (1/2 hour of lecture)

Students will learn the goals of preventative dentistry and be able to name the components of a comprehensive dental program.

DA 118- Coronal Polishing and Sealants- (1/2 hour of lecture)

Understand the difference between coronal polishing and prophylaxis, the equipment used for dental hygiene procedures and the purposes for placement and application of dental sealants.

DA 119- Instruments, Handpieces and Accessories- (1/2 hour of lecture)

Students will learn the parts of hand instrument design and be able to define the function of each as well as accessory instruments, dental handpieces and burs.

DA 120 – Restorative and Esthetic Dental Materials - (1/2 hour of lecture)

Students will learn various materials used in dentistry. Topics include cavity varnishes and liners, dental cements, surgical cements/periodontal dressing, glass ionomer cements, composites, sealants and dental amalgams.

DA 121- Restorative Procedures- (1/2 hour of lecture)

Students will understand the process and principles of tooth preparation as well as the importance of the matrix system for Class III and Class IV restorations.

DA 122- Impression Materials and Lab Procedures- (1/2 hour of lecture)

Students will understand the different types of impressions, impression trays and bite registrations. They will also understand the uses of the diagnostic casts and dental models.

DA 123 – Prosthodontics and Dental Implants - (1/2 hour of lecture)

Complete restoration, or the replacement, of one or more teeth in a dental arch. The students will learn the different types of fixed prosthodontics restorations.

DA 124 – Periodontics - (1 hour of lecture)

Deals with the prevention and treatment of periodontal diseases which is the most common cause of tooth loss. The students will learn the causes of periodontal disease, symptoms, examination procedures and treatment.

DA 125 – Endodontics - (1 hour of lecture)

More commonly referred to as Root Canal Therapy. The students will learn the steps in a root canal procedure and the different instruments and materials required.

DA 126 - Oral and Maxillofacial Surgery - (1 hour of lecture) Involves with removing of teeth, treating jaw fractures, bone and tissue grafts and removal of tumors and cysts and reconstruction of oral and dental deformities. The students will learn the various procedures and instruments use in oral surgery.

DA 127 - Pediatric Dentistry - (1 hour of lecture)

Specialty limited to the dental care of children. The students will learn the special requirements prior to treatment of children. Topics include informed consent from guardians, behavioral management of children during treatment and the common pediatric dental procedures.

DA 128 – Orthodontics - (1 hour of lecture)

Prevention and correction of dental and oral deviations. The students will learn the various types and causes of malformations and malocclusions and how they are corrected.

DA 129 – The Job Search - (1 hour of lecture)

Fundamentals of Resume writing. The students will learn how to write effective resumes. Students may present resumes to the instructors during office hours for comments and corrections as well as learn interview skills.

LAB SESSIONS– SUBJECT DESCRIPTIONS

LA107- Surface Disinfection and Treatment Room Preparation (1 hour of lab)

Discuss surface barriers as well as demonstrate placing and removing surface barriers. Students will be able to clean rooms and disinfect according to agency standards.

LA108- Instrument Processing (1 hour of lab)

Perform “ideal” instrument processing, understand all methods of sterilization as well as identify the three forms of sterilization monitoring.

LA109- Clinical Dentistry (1.5 hour of lab)

Demonstrate the transfer of instruments between the clinical assistant to the dentist, understand proper positioning of the dental team as well as the clock concept of operating zones.

LA110- Moisture Control (.5 hour lab)

Students will understand the two basic types of rinsing procedures used in dentistry and demonstrate how to perform a mouth rinse. They will understand evacuation and isolation techniques. Students will learn to use a dental dam.

LA111- The Dental Patient (.5 hour lab)

Students will learn to take vital signs, review medical history and maintain a patient dental record.

LA112- The Dental Examination (1.5 hours of lab)

Identify charting symbols, abbreviations and classifications used during the patient exam. Understand how to record dental treatment and the procedure to record the completed dental treatment.

LA113 – CPR Training and Certification - (3 hours of lab)

Students are taught how to administer Cardio Pulmonary Resuscitation. Training will be conducted by representatives of the local American Red Cross or Fire Department. Upon completion of this training students will be awarded Certificates of Completion.

LA115- Radiation Safety and the Production of X-Rays (2 hours of lab)

Students will learn how to take x-rays properly using the safety protocols

LA116- Oral Radiography (2.5 hours of lab)

Students will learn the three types of intraoral views, components of film based radiography as well as infection control. They will understand processing techniques as well as mounting.

LA117- Preventative Care (2.5 hours of lab)

Students will learn how to educate patients on oral hygiene as well as nutrition.

LA118- Coronal Polishing and Dental Sealants (2.5 hours of lecture)

Students will learn how to place sealants and how to perform coronal polishing.

LA119- Instruments, Handpieces and Accessories (2.5 hours of lecture)

Students will learn the parts of hand instrument design and be able to define the function of each as well as accessory instruments, dental handpieces and burs.

LA120- Restorative and Esthetic Dental Materials (2.5 hours of lecture)

Students will learn the dental materials used in restorative dentistry, understand the criteria that must be met before a dental material is brought to the market and be able to describe the basic properties required of dental materials to be used within the environment of the oral cavity.

LA121- Restorative Procedures (3.5 hours of lecture)

Students will assemble a matrix band and universal retainer.

LA122- Impression Materials and Lab Procedures (5.5 hours of lecture)

Students will learn how to take impressions, bite registrations as well as fabricate dental models.

LA123- Prosthetics and Dental Implants (1.5 hours of lecture)

Students will understand the specific types of fixed prosthetics and the differences in crowns, inlays, onlays and veneers. They will be able to identify the types of dental implants and the surgical procedures for implantation.

PER101- Practical Exams Review - Charting (3 hours of Lab)

Students will review 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.

PER102- Practical Exams Review - Radiography (3 hours of Lab)

Students will review basic x-ray techniques. They will also review how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs.

PER103- Practical Exams Review - Instrument Transfer (3 hours of Lab)

Students will review the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. Finally, students will review proper instrument transfer techniques used in four-handed dentistry.

PER104- Practical Exams Review - Instrument Recognition & Suction Tip Positioning (3 hours of Lab)

Students will review the various dental instruments, how they are organized to the tasks they are to perform and separated onto trays. Students will review high velocity suction used in four-handed dentistry which provides control of fluids in the patient's mouth. Review in proper positioning of the suction tips for efficiency and patient comfort.

PFE101- Practical Final Exam - (3 Hours)

The students will be asked to perform mock clinical procedures using other students. They will be graded on instrument passing, suction tip positioning, instrument identification, physical anatomy of skull, tooth numbers and structures, and injection sites. A percentage of the grade obtained by the student in the practical exams will be used to obtain the overall final grade.

FET101- Final Exams - Theories - (3 Hours)

It is a final assessment of the student's knowledge and understanding of all the subjects covered during the entire course. A percentage of the grade obtained by the student in the final exams will be used to obtain the overall final grade.

EXT101- Dental Externship - (56 hours)

Students will undergo fifty- six (56) hours of on the job training in the office of a practicing dentist to further enhance their hands-on experience. This training could be conducted in the school premises or in the offices of other participating dentists.

COURSE EVALUATION/GRADING SYSTEM

During the course of the session, there will be Tests, Homework, Final Exam, and Clinical Exams (Practical). Externship evaluation will also be included in the determination of the final grade. Exams not taken during scheduled times will be given a score of zero (0). The results of these tests will be grouped into four areas of achievement namely; Tests, Homework, Final Examination, and Internship/Externship. Each of these areas are assigned weight factors of 50%, 20%, 20%, and 10% consecutively for a total of 100%. The final grade is obtained by adding the results of the weight factors multiplied by each of the corresponding averages of the areas under consideration. Whatever total is obtained by this procedure is the final grade. This numerical grade will be converted into a grade letter equivalent using the table below:

Grading System

Grade Letters	Score	GPA
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
F	69 and below	Failure
I		Incomplete
W		Withdrawal
W-M		Withdrawal Military

A grade of "I" is Incomplete which means that the student has not completed all graduation requirements such as internship/externship or has not paid his/her financial obligations to the school. This grade will remain in his/her record until all requirements are satisfied. A grade of "W" means that it is a withdrawal and will remain as such until he/she has re-enrolled to complete the requirements of the course. A W-M means Withdrawal-Military and the student has options to be reinstated as described in the section on Refund Policy for Students Called to Active Military Service.

POLICY ON SATISFACTORY PROGRESS:

- a. Satisfactory progress is defined as having a grade of C, a GPA of 2, 70% or better.
- b. Satisfactory attendance is defined as having near perfect attendance, arrive on time for class, return promptly to class after scheduled breaks, participate actively in class on assigned tasks.
- c. Grading period: Grades shall be tabulated on the 4th, 7th, and 9th weeks of class. The frequency of tabulation will take place every 3.5 weeks.
- d. There will be three progress evaluations. The first evaluation will be conducted after the 4th week of class, the second will occur after the 7th week and the third will be on the 9th week. Students who have attained a grade average of 70% or above, on the first evaluation, would attain satisfactory progress. Those who attained less than 70% will be counseled and advised to improve their grades. If no improvement has occurred on the second evaluation, the students will be placed on probation. They will be given two chances to be removed from probation by taking make-up tests on the failing subjects. The first make-up test will be given after the 7th week and if there is no improvement, another will be given after the 9th week. If a student still fails to bring his overall average to 70% after the two make-up tests, the student will be terminated.

e. Terminated students can be re-admitted after one complete session. A session is defined as a full 13-week course period. See class schedule.

f. The first progress report will be given at the end of the 4th week, the second progress report will be given at the end of the 7th week and the third after the 9th week. Final grades will be issued after the final exams and upon completion of the externship program.

g. The progress reports will be given verbally and in writing. A counseling session will be scheduled for those who have grades of less than 70%.

h. There are two categories of withdrawal. The first one is withdrawal brought about by a call to military service. The second is non-military related. Refund policies are handled differently from each other. For military withdrawals, see the section in this Catalog, "Refund Policy for Students Called to Active Military Service

Incomplete Policy:

Under Texas Education Code, Section 132.061 (f) A student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. The student shall be permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

KNOWLEDGE OF RULES AND REGULATIONS

The school reserves the right to require a student to withdraw from the school for just cause, defined as any cause deemed detrimental to the school or other students, as determined by the school Director. Students violating the conduct standards may be suspended by the school Director. A suspended student may apply for reinstatement after a minimum of 1 grading period. See Catalog for readmission policies.

INTERNSHIP/EXTERNSHIP

The student will spend 56 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 hands on work experience prior to graduation. The 56-hour internship/externship program must be completed concurrently with the course. The student may start the program after completing at least two full weeks of the course. This will give the student enough introductory knowledge of the dental profession to benefit from the internship experience. The student may complete their hours in house, or with a preceptor approved by the school. The student must complete the 56 hour requirement prior to the end of the 13 week course to satisfy the graduation requirement.

CONDUCT STANDARDS

Smoking, use of drugs, alcoholic beverages, vulgar behavior, or use of profanity in the school premises are strictly prohibited. Failure to comply will be grounds for suspension and/or termination. If a student is suspended for conduct violations the student must follow the re-admission procedure outlined in the Student Catalog if the student wishes to join the next scheduled session.

DRESS CODE

Students are to wear scrubs and nametag provided by the school and closed toe shoes during class. Use of jewelry that may interfere with clinical activities are not allowed such as - dangling earrings, long necklaces, large rings, bracelets, etc.

GRADUATION REQUIREMENTS

Students may graduate and earn a certificate of completion in Dental Assisting with the following conditions:

- Successful completion of the dental assisting program
- An overall grade point average of 70% or greater
- Externship requirements are completed

- All financial obligations are satisfied

TEXAS DENTAL ASSISTING REGISTRATION

The Texas Board of Dental Examiners will no longer use the three exam process to become a registered dental assistant. The new process requires a MANDATORY COURSE approved by the Texas Board of Dental Examiners. The student will have to complete this course from an approved provider and pass the competency exam in order to be registered with the Board. This will enable that student to take x-rays at the dental office. **Effective 09/01/06, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners. An Approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.**

PLACEMENT ASSISTANCE

Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. Our Instructors will provide leads for job opportunities.

The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. However, **no guarantee of employment can be made.**

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

ATTENDANCE

Developing professional habits during training will enable the students to be better prepared to meet employer's expectations regarding regular and punctual attendance. It is important that good work habits are developed as part of the training. Attendance is recorded on a daily basis.

Students must not miss more than **six hours** which is equivalent to two three-hour class periods. If this limit is exceeded, the student will be terminated. Student's whose enrollments are terminated for violation of the attendance policy may not be re-admitted before the start of the next program session. The student must follow the readmission procedure outlined in the Student Catalog if the student wishes to join the next scheduled program session. Arrangement has to be made by the student with the school staff to make-up for absences.

Students must arrive on time for all scheduled classes. Any time out of class (tardy for more than 30 minutes) will be treated being absent from school.

Satisfactory attendance is defined as not missing more than six hours of class, arrive on time for class, return promptly to class after scheduled breaks, participate actively in class on assigned tasks.

STUDENT READMISSION

It is at the Director's discretion to approve or disapprove the readmission of any student suspended for any reason. Upon approval, student must re-apply and start at the beginning of the next academic session.

CHANGE OF STUDENTS STATUS/LOA

A student who has been approved for a voluntary leave of absence (LOA) will be readmitted to the next academic session at the point that he or she left at no additional expense. A school director may grant a leave of absence after determining that good cause is shown. A student may be on leave of absence for a total of 30 calendar days.

ORIENTATION

Orientation shall be conducted on the first day of class. The following topics will be discussed:

- Introduction of instructors
- Tour of the facilities
- Program Syllabus
- Grading System
- Externship Requirements
- Graduation Requirements

- Attendance
- School Rules and Regulations
- School Policies and Procedures
- Dress Code/Conduct
- Parking

RECORDS

The school keeps on file the academic records of each student. These include class attendance, test scores, grades and internship/externship evaluation.

GRADE REPORTS

A certificate of completion upon graduation will be granted the student and a transcript of record will be issued to the student upon request as long as all financial obligations are satisfied.

MAKE-UP WORK OF SUBJECTS

No more than 5% of the total course time hours for a program may be made up.

Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

SCHOOL CALENDAR :

2022 Schedules (class is held one day per week)

Spring Session: March 30-June 22

Summer Session: June 29-September 21

Fall Session: September 28- December 21

****Additional sessions subject to availability and requests**

A class that falls on a holiday will be re-scheduled at a convenient time that is mutually agreeable to the instructors and the students.

Holidays

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Christmas Day

New Years Day

CLASS SCHEDULE

Classes are on Mondays, Tuesdays, Wednesdays, Thursdays, Fridays or Saturdays 8:00am- 3:00pm or 9:00am – 4:00pm (includes 1 hour lunch)

Weekly Class Schedule and Lesson Plan

Week	Time	Day No	Topics
1	8:00am	1	Orientation and Lecture #1 - DA101- Introduction to Dental Assisting
	To		(15 minute break between lectures)
	11:00am		Lecture #2- DA102 Professional and Legal Aspects of Dental Assisting
	12:00pm	1	Test #1- Chapter 1 & 2
	To		Lecture #3- DA103 Anatomy and Physiology
	3:00pm		(15 minute break between lectures)
			Lecture #4- DA104 Dental Anatomy
2	8:00am	2	Test #2 - Scope: DA103 and DA104
	To		Lecture #5- DA105 Disease Transmission
	11:00am		(15 minute break between lectures)
			Lecture #6- DA106 Infection Control and Management of Hazardous Materials
			Lecture #7- DA107 Surface Disinfection and Treatment Room Preparation
	12:00pm	2	Test #3- Chapter 5 & 6
	To		Lecture #8- DA108 Instrument Processing
	3:00pm		Lab #1- LA107 Surface Disinfection and Treatment Room Preparation
			(15 minute break between labs)
			Lab #2- LA108 Instrument Processing
3	8:00am	3	Test #4- Chapter 7 & 8
	To		Lecture #9- Clinical Dentistry
	11:00am		Lecture #10- Moisture Control
			(15 minute break between lectures and lab)
			Lab #3- LA109 Clinical Dentistry
			Lab #4- LA110 Moisture Control
	12:00pm	3	Test #5 Chapter 9 & 10
	To		Lecture #11- LA111 The Dental Patient
	3:00pm		Lecture #12- LA112 The Dental Examination

			(15 minute break between lectures and lab)
			Lab #5- LA111 The Dental Patient
			Lab #6- LA112 The Dental Examination
4	8:00am	4	Test #6 Chapter 11 & 12
	To		Lecture #13- Medical Emergencies in the Dental Office
	11:00am		Lecture #14- Pain and Anxiety Control
			(15 minute break between lectures)
	12:00pm	4	CPR Training and Certification
	To		(15 minute break during training)
	3:00pm		
5	8:00am	5	Test #7 Chapter 13 & 14
	To		Lecture #15- LA115 Radiation Safety and Production of X-Rays
	11:00am		(15 minute break between lecture and lab)
			Lab #7- LA115 Radiation Safety and Production of X-Rays
	12:00pm	5	Lecture #16- LA116 Oral Radiography
	To		Lab #8- LA116 Oral Radiography
	3:00pm		(15 minute break between lecture and lab)
6	8:00am	6	Test #8 Chapter 15 & 16
	To		Lecture #17- LA117 Preventative Care
	11:00am		(15 minute break between lecture and lab)
			Lab #9- LA117 Preventive Care
	12:00pm	6	Test #9 Chapter 17
	To		Lecture #18- LA118 Coronal Polishing and Dental Sealants
	3:00pm		(15 minute break between lecture and lab)
			Lab #10- LA118 Coronal Polishing and Dental Sealants
7	8:00am	7	Test #10 Chapter 18
	To		Lecture #19- LA119 Instruments, Handpieces and Accessories
	11:00am		(15 minute break between lecture and lab)
			Lab #11- LA119 Instruments, Handpieces and Accessories
	12:00pm	7	Test #11 Chapter 19
	To		Lecture #20- LA120 Restorative and Esthetic Dental Materials
	3:00pm		(15 minute break between lecture and lab)

			Lab # 12- LA120 Restorative and Esthetic Dental Materials
8	8:00am	8	Test # 12 Chapter 20
	To		Lecture #21- LA121 Restorative Procedures
	11:00am		Lecture #22- LA122 Impression Materials and Lab Procedures
			(15 minute break between lectures)
			Lecture #23- LA123 Prosthetics and Dental Implants
			Lab #13- LA123 Prosthetics and Dental Implants
	12:00pm	8	Lab #14- LA121 Restorative Procedures
	To		(15 minute break during lab)
	3:00pm		
9	8:00am	9	Lab #14- LA121 Restorative Procedures (continued)
	To		Lab #15- LA122 Impression Materials and Lab Procedures
	11:00am		(15 minute break during lab)
	12:00pm	9	Lab #15- LA122 Impression Materials and Lab Procedures (continued)
	To		(15 minute break during lab)
	3:00pm		
10	8:00am	10	Test #13 Chapter 21-23
	To		Lecture #24- LA124 Periodontics
	11:00am		Lecture #25- LA125 Endodontics
			Lecture #26- LA126 Oral and Maxillofacial Surgery
			(15 minute break between lectures)
	12:00pm	10	Test #14 Chapter 24-26
	To		Lecture #27- LA127 Pediatric Dentistry
	3:00pm		Lecture #28- LA128 Orthodontics
			Lecture #29- LA129 The Job Search
			(15 minute break between lectures)
11	8:00am	11	Test #15 Chapter 27-29
	To		PER101- Practical Exams Review- Charting
	11:00am		(15 minute break during review)
	12:00pm	11	PER102- Practical Exams Review- Radiology
	To		(15 minute break during review)
	3:00pm		

12	8:00am	12	PER103- Practical Exams Review- Instrument Transfer
	To		(15 minute break during review)
	11:00am		
	12:00pm	12	PER104- Practical Exams Review- Instrument Recognition & Suction Tip Positioning
	To		(15 minute break during review)
	3:00pm		
13	8:00am	13	PFE101- Practical Final Exam
	To		(15 minute break during exam)
	11:00am		
	12:00pm	13	FET101- Final Exam Theories
	To		(15 minute break during exam)
	3:00pm		Graduation

FAMILY EDUCATIONAL PRIVACY ACT

All students enrolled at the school shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The procedure for reviewing records and subsequently correction or deleting portions of the records may be received from the school Director.

DISABILITIES

In accordance with the Americans with Disabilities Act, the school does not discriminate on the basis of disabilities. Persons with disabilities should contact the school to determine if their capabilities will enable them to meet the requirements for graduation.

TRANSCRIPTS

All requests for transcripts must be requested and signed in writing by the student. No transcript shall be issued unless all academic, internship/externship requirements are completed and financial obligations satisfied. There will be no charge for the first request of copy of student's transcript, a \$5 charge will be assessed for each additional requests. A federal or state agency which periodically required a transcript in order to determine a student's progress is exempt from this fee.

GRIEVANCE PROCEDURE

The school Director will be available to discuss any problems or complaints brought forth by any student. If the matter remains unresolved after conferring with the school Director, the following steps will be taken:

- Submit a written description of the complaint to the School Director
- Within ten days of the written complaint, the School Director will appoint a Review Board consisting of the School Director, the School Registrar, the Lead Clinical Instructor and two students. The School Director will serve as Chairman.
- Within five days, the School Director will convene to discuss the problem and interview the complainant.
- Within ten days of the meeting, the Board will render its decision. The Board's decision is final.
- If the student is not fully satisfied with the Board's resolution of the complaint, he/she may choose to submit a grievance with the Texas Workforce Commission. The student must contact the Texas Workforce Commission for procedures in filing a complaint.

**Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, TX 78778-0001**

“Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.”

“The information contained in this Catalog is true and correct to the best of my knowledge”

Matthew Franek, Director