



**OceanPointe
Dental Academy of Nevada**

**1301 Bertha Howe Ave Ste 5
Mesquite, Nevada 89027**

Phone : (702)-344-5711

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NAC 394.381(6)(a)

2024-2025 Catalog

Effective dates 5/30/2024

NAC 394.381(6)(I)

Licensed to operate by Commission of Post-Secondary Education

Introduction

The OceanPointe Dental Academy focuses on providing hands-on training that students will use in a career as a dental assistant. The school is a Las Vegas based institution that focuses exclusively on the dental assistant field. As a result, OceanPointe Dental Academy provides students with the required training and skills for an entry- level position in the dental assistant field.

Ownership - NAC 394.381 (6)(b)

The school is owned by OceanPointe Dental Academy of Nevada LLC. The officer of the school is Dr. Theresa Woolridge- Ofori DDS.

Overview

Dr. Woolridge-Ofori is proud to provide her patients with the best in dental technology, treatment options and patient comfort. She lives in a small community and likes to get to know her patients and treat them like friends. Dr. Woolridge-Ofori enjoys giving her patients personal attention. As the mother of three, she understands the value of gentleness and patience and will always take the time the patient needs to explain her findings and treatment recommendations, so they feel both well cared for and well informed.

Dr. Woolridge-Ofori is a graduate of Howard University College of Dentistry, one of the best dental programs in the Country. She completed a general practice residency at the Cleveland VA, in Cleveland, Ohio. She has practiced dentistry for over 10 years and has attended numerous postgraduate courses. A native Texan, Dr. Woolridge- Ofori is married to Dr. Edward Ofori and has three young children, two boys and a girl, who keeps her busy when she's not in the office.

Faculty Members - NAC 394.381(6) (b) & NRS 394.465

- Dr. Theresa Woolridge-Ofori, DDS - Owner/School Director/Instructor
- Candice Sonny, CDA - Administrator/Instructor
- Shelly Brown, RDH – Instructor

School Location/Facility and Equipment - NAC 394.381 (6) (i)

The school is located at 1301 Bertha Howe Avenue, Suite 5, Mesquite, NV 89027. The OceanPointe Dental Assisting Academy of Nevada, (Mesquite Campus) has 5 fully equipped dental operatories. Each operatory has a doctor and assistant chair, along with a patient chair. The office is equipped with digital x-ray units with sensors, panoramic x-ray machine, dental soft tissue laser, intraoral camera in each room and a digital scanner for impression taking. The facility also has Zoom whitening technology, diagnodent, perio-probe, and curing lights. The school has a dedicated sterilization area equipped with an autoclave sterilizer, statim, ultrasonic cleaner, Quattro Care. The dental laboratory has q lathe polishing wheel, model trimmer, triad curing system, lab hand piece, and lab vibrator. The office is currently a paperless facility utilizing Eaglesoft dental software for practice management. There is a fully equipped computerized business office which consists of computers, photocopy, and a fax machine. There is a multi-lined phones system and modern front office furnishings. The reception area has a

beverage station, wall mounted TV, and private patient restroom. Our course room is large enough to accommodate up to 20 students with a pull-down projector screen for instruction and lecture presentations. The school occupies a total of 2200 square feet of space. The office sits in a medical complex adjacent to the hospital. There is ample parking, and several medical offices. There is easy ingress and egress to the school. Class size is limited to 15 students per instructor. There are adequate sterilization and x-ray facilities to accommodate students.

Business Hours - NAC 394.381 (6)(c)

Administrative Office hours are Monday through Thursday 8:00 am – 5:00 pm, Fridays 8am-12pm (Excluding holidays)

School and Lab Hours: Tuesdays 6:00pm-10:00pm, Thursdays 6:00pm-10:00pm

Observed Holidays

New Year's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Day

Non-Discrimination Policy – NAC 394.381(9)

OceanPointe Dental Academy is open to all persons who meet entrance requirements, regardless of age, race, color, religion, national origin, disability, sex, sexual orientation, or gender identity or expression.

Entrance Requirements - NAC 394.381 (6)(d) & NAC 394.607

- A person who satisfies the following criteria may be admitted to the program:
- A graduate of a high school that is regionally accredited or approved by an authorized state educational agency; or has obtained a high school certificate of General Equivalency Diploma (GED). Admission is contingent upon submission of a copy of a high school diploma or GED which must be submitted before commencement of the program.
- Must be at least 17 years of age. If under 18, must have a parent's signature on the Enrollment Agreement.
- Has had an on-campus interview with the instructor.

Credit for Previous Training - NRS 394.449

Credit for previous education and training will not be accepted at OceanPointe Dental Academy.

Nevada Student Refund Policy - NRS 394.449

Requirements of policy for refunds by postsecondary educational institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:

(a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

(b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his or her enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student,

→ whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

5. As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:

(a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or

(b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes,

→ unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

(Added to NRS by [1985, 989](#); A [1989, 1460](#); [1995, 325](#); [2005, 635](#); [2015, 341](#); [2021, 517](#))

Right to Cancellation

Students have the right to cancel this enrollment agreement for three days from the date of signing the agreement for any reason.

Process for Cancellation

Students can locate an Enrollment cancellation form from the administration office located at 1301 Bertha Howe Ave Ste 5, Mesquite, NV 89027. This form can be submitted to the Admission Department by email at info@mesquitenvdentasst.com or in person at 1301 Bertha Howe Ave. Ste. 5 Mesquite NV. Ocean Pointe Dental Academy of Nevada will return any monies paid by the student within 15 days of the request to cancel. Any funds paid by a third party on behalf of the student will be returned to the payee. Students who cancel after the three-day cancellation period are subject to the institution's refund policy.

Account for Student Indemnification - NRS 394.553

In an event of a schools discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

Attendance Policy - NAC 394.381 (6)(f)

All absences are recorded, regardless of reason.

- Punctuality is a key attribute of a Dental Assistant, and a key part of the program and tardiness will affect student's grade for Attendance. Lectures and Laboratory sessions start promptly at the scheduled times.
- Students missing more than 30 minutes of any course will be required to immediately contact the Director to arrange to make up the work missed within a timeframe determined by the Director. Failure to meet with the Director or makeup the work missed within the determined timeframe will result in termination of the student from the program.

Standard of Academic Progress - NAC 394.381 (6)(e)(1)(2)(3)

GRADING SCALE:

GRADE BREAKDOWN LECTURE		GRADE SCALE	
Tests	50%	100-90	A
Quizzes	20%	89-80	B
Homework	20%	79-75	C
Attendance	<u>10%</u>	74-70	D
	<u>100%</u>	69 & Below	F
		Incomplete	I

GRADE BREAKDOWN LAB

Lab Participation	50%
Attendance	50%
	100%

Student Conduct - NAC 394.381 (6)(g)

The use of drugs, alcoholic beverages, vulgar behavior, or use of profanity, hazing, sexual harassment, intimidation, discrimination of any kind, cheating, failure to pay fees, carrying concealed or potentially dangerous weapons, falsifying records, breach of the Enrollment Agreement, in or on the school premises are strictly prohibited. Failure to comply are grounds for termination.

Expected Acceptable Standards of Conduct include behavior that:

- Adheres to the highest level of professionalism, honesty and integrity.
- Is civil, courteous, and respectful of all members of the community, their property and the property of the school.
- Encourages responsibility and prohibits the unlawful use of alcohol, illicit drugs, other substances, and weapons, etc.
- Promotes equality, language barriers and safety of its members and opposes those acts that harass, intimidate, or haze its members.

Conduct violations will be brought to the attention of the Director, who will, in conference with the student and the instructor to determine whether such violation in fact occurred and the student's continued participation in the program. Students who are found in violation of the school's Standards of Conduct may be terminated.

Career/Placement Services - NAC 394.381(6)(k)

OceanPointe Dental Academy offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Program Tuition – NRS394.441(1)

Tuition and Fee Table	
Registration Fee	\$149
Tuition Fee	\$3000
Books: Textbook/Workbook/Instrument Manual	\$485
Supplies and Lab Materials (Safety Glasses, Sterile Gloves, Masks, Rinn, Typodont, Cements, Cotton Rolls, and other Disposable/Consumable dental Materials)	\$279
CPR/BLS – American Red Cross Training	\$110
Clinical Attire	\$70
TOTAL	\$4093

METHODS OF PAYMENT

The school offers the following payment options for your convenience:

1) FULL PAYMENT:

- \$149 Registration will be deducted from Tuition Fee.
- \$3,944 paid before class starts.

Note: Applicants may use any lender of their choice

2) 12 MONTH IN-HOUSE PAYMENT PLAN

- \$149 Registration will be deducted from Tuition Fee.
- A \$500.00 deposit prior to the first day of class.
- \$3444 will be put on a payment plan.
- The Effective Commencement date of the Payment Plan will be the first day of class.
- Monthly payments will be auto drafted on the same day each month, commencing one month after the commencement date.
- 12 Month Payment Plan: \$287.00 per month

3) 6 MONTH IN-HOUSE PAYMENT PLAN

- \$149 Registration will be deducted from Tuition Fee
- A \$500 deposit prior to the first day of class.
- \$3,444 will be put on a payment plan.
- The Effective Commencement date of the Payment Plan will be the first day of class.
- Monthly payments will be auto drafted on the same day each month, commencing one month after the commencement date.
- 6 Month Payment Plan: \$574 per month

Students have the option to pay with cashier's check, cash, or credit card. Students that choose option 2 and 3 must complete and payment authorization form to be deducted from their credit card or bank institution. This will authorize OceanPointe Dental Academy to auto-draft monthly payments on a set monthly date.

Late Payments

Monthly payments not received 10 days after the due date shall incur a \$25 late payment fee. If the student defaults on their payment arrangement they will automatically be sent to collections.

Registration – NAC 394.381 (6)(c)

Registration will begin 60 days prior to each scheduled start date and will end 10 days prior to the course start date or when the course is full. Students can register by emailing info@mesquitenvdentasst.com or by phone 702-344-5711.

Course Calendar - NAC 394.381 (c)

Start Date	End Date
July 9, 2024	October 11, 2024
October 29,2024	January 31, 2025
February 4, 2025	May 9,2025

DENTAL ASSISTANT PROGRAM - NRS 394.441(1) NAC 394.381 (9)

The 14-week Dental Assisting Program comprises of The Dental Assisting Diploma Program consists of Total Clock Hours 172: 102 hours of lectures and laboratory time (including 6 hours obtaining CPR/BLS Training and Certification from the American Red Cross), 30 hours of clinical training and 40 hours of externship with a local practicing dentist. In addition, students will be required to do a total of 20 hours of homework over the duration of the program.

Each class period is 4 hours in length. In addition, students will receive 6 hours CPR/BLS Training and Certification from the American Red Cross. Students will schedule 3 hours per week of clinical training/shadowing experience during the week and during normal practice hours. Lectures, laboratory sessions and clinical training are followed by two weeks of externship at the end of the program. Classes are taught as shown and the prerequisite for each class is completion of the previous class. One Class Hour equals 50 minutes of lecture or lab.

Program Schedule: Tues and Thursday 6pm-10pm

Class Schedule: Students will be required to attend 4 classroom hours every Tuesday and Thursday from 6:00PM to 10:00PM

PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM

Legend: LE-Lecture LA-Laboratory TOT-Total CL-Clinical EX-Externship

WEEK	COURSE	COURSE DESCRIPTION	LE	LA	TOT	CL	EX	
1	DA 101	Generalized Intro to Dental Terminology and Equipment	3	5				
		Total	3	5	8			
2	DA 102	Human Dentition, Bones of the Head, Tissues, Surrounding the Teeth, Head & Neck Anatomy, Dental Cleaning	5	3	8			
		Total	5	3	8			
3	DA 103	Four-Handed Dentistry Essentials	3	5	8			
		Total	3	5	8			
4	DA 104	Dental Radiology	4	4	8			
		Total	4	4	8			
5	DA 105	Amalgam and Composites, Radiology Review	4	4	8			
		Total	4	4	8			
6	DA 106	Cements and Liners, Impressions and Model Basics	4	3	7			
		Mid-Term		1	1			
		Total	4	5	8			
7	DA 107	Oral Surgery, Periodontics, Coronal Polish, Anesthetics	4	4	8			
		Total	4	4	8			
8	DA 108	Crown and Bridge	4	4	8			
		Total	4	4	8			
9	DA 109	Endodontics and Orthodontics	4	4	8			
		Total	4	4	8			
10	DA 110	Office Management and Front Desk Operations	4	4	8			
		Total	4	4	8			

WEEK	COURSE	COURSE DESCRIPTION	LE	LA	TOT	CL	EX	
11	DA 111	Medical Emergencies in the Dental Office, Oral Hygiene & Preventive Dentistry	4	4	8			
	CPR/BLS	CPR/BLS TRAINING AND CERTIFICATION	2	4	6			
		Total	6	8	14			
12	DA 112	Pediatric Dentistry & Final Theory/Practical Exam	3	5	8			
		Total	3	5	8			
3-12	CLN 101	Clinical				30		
13-14	EXT 101	Dental Assistant Externship					40	
		Grand Total = Curriculum Class Hours + Clinical + Externship			102	30	40	172

The Dental Assisting Diploma Program consists of Total Clock Hours 172: 102 hours of lectures and laboratory time (including 6 hours obtaining CPR/BLS Training and Certification from the American Red Cross), 30 hours of clinical training and 40 hours of externship with a local practicing dentist. Homework: 20 hours.

DENTAL ASSISTING COURSE DESCRIPTION

DA 101 - Generalized Introduction to Dental Terminology and Equipment

Explanation of homework assignments in the textbook and demonstration of the simulation software and other videos. Office tour and orientation/operation of all equipment. View patient education videos to get an idea as to the scope of modern dental treatments available. Students are oriented to the school and receive our video platform on-boarding. General introduction to terminology and equipment, including vocabulary and definitions, equipment set up and list, maintenance and safety review.

Tooth identification by name, number and letter; Review Oral Anatomy, including structures and tooth surfaces. Introduction to tooth nomenclature, dental anatomy and “landmark teeth.”

Review divisions of specialties in dentistry; Review professionalism, dress and personal appearance; HIPAA regulations as related to patient confidentiality. Discussions covering the non-technical sides of Dental Assisting, including professionalism, the dental team, law and ethics.

Students are taught how to use the various Personal Protective Equipment (PPE) required in dental practice. And how to wash hands properly, learn how to use the ultrasonic and autoclave correctly; Disinfection control and procedures and placing barriers in the treatment rooms, plaster rooms, sterilizer rooms and in the dental practice. Cover mechanisms of disinfection, sterilization, OSHA,

MSDS sheets. The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards.

Demonstrate set-up and teardown of treatment rooms, equipment and instruments etc., preliminary introduction to 4-handed dentistry theory and practice. Operation and positioning options of various dental chairs, lights, handpiece set-up and handpiece bur-changing, three-way syringes, etc.

Lecture 3 Class Hours; Lab 5 Class Hours; Total 8 Class Hours
[Prerequisite: NA]

DA 102 – Human Dentition, Bones of the Head, Tissues Surrounding the Teeth, Head & Neck Anatomy, Dental Charting

Students will learn the form and structures of the human natural teeth in the dental arch. Topics also include the method of identifying teeth by reviewing using the Universal Numbering System for permanent and primary teeth.

Students will learn the basic anatomy and physiology of the human skull. They will learn in more detail about the human dentition, tissues surrounding the teeth and head, as well as the anatomy of the neck. Topics include the cranium and bones of the face, the Temporomandibular Joint (TMJ) and muscles of mastication. Students will learn about the tissues supporting the human teeth including the alveolar process, the periodontal ligament and the gingiva (gums) which are collectively known as the periodontium.

The students are taught and asked to prepare a dental chart using appropriate symbols and abbreviations using hand charts and in Curve Patient Management Software. 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 student will demonstrate proficiency in patient positioning and dental lighting.

Lecture 5 Class Hours; Lab
[Prerequisite: DA 101]

DA 103 - Four-Handed Dentistry Essentials

Four handed dentistry, including but not limited to operatory set up, instrument transfer, isolation techniques (how to use cotton rolls, dry angles and rubber dams), suctioning (use of high-volume suction and low volume suction including how to keep the patient comfortable during a dental procedure, how to hold the high-volume suction so that it efficiently removes liquid and saliva without suctioning the patient's cheeks, tongue or other oral structures).

Local Anesthesia – the anatomical locations for each injection type (including mandibular blocks, infiltration, long buccal, Gow-Gates, palatal), different anesthetics used and percentage of epinephrine and why each may be selected for a particular procedure; How to place anesthetic

carpule into syringe and place needle onto syringe. Anesthetic syringes and local anesthesia; transfer to the dentist, needle-stick prevention and proper sharps waste disposal.

Techniques on patient management and communication, from entering the office to finishing with appropriate transfer to the front desk personnel. How to greet patients in the reception area and escort patients to operatory and place bib. Patient positioning in the dental chair for different anatomical locations in the oral cavity, (including patient position for: maxillary tooth or teeth in the right and left quadrants, mandibular tooth or teeth in the right and left quadrants) and the proper positioning of dentist and dental assisting in each for mentioned quadrant. Practice using the TRANSFER ZONE exclusively. Practice in the use of cotton rolls to isolate various areas, if a Dental Dam is not being used, dental handpieces, and bur types explained and demonstrated. Handpiece maintenance will be reviewed again as an adjunct to DA 101, including oiling, how to use the Assisting equipment, chuck evaluation and how to sterilize handpieces for safety and cleanliness. Sterilization Review.

Dental Dam application and uses, suctioning and retraction techniques, instrument transfer and demonstration, techniques to ensure visibility for the doctor (patient positioning, mirror cleaning techniques and maintaining lighting), tub and tray setups for various procedures, handpiece sterilization and maintenance. Appropriate protective attire for both dental professionals and patients. Dental sealants. Advanced Six-Handed dentistry techniques (using videos).

Lecture 3 Class Hours; Lab 5 Class Hours; Total 8 Class Hours
[Prerequisite: DA 102]

DA 104 - Dental Radiology

Students will learn the basic principles of X-Rays and operating an X-Ray Machine. Topics also included: types of film, exposures, film processing errors, how an x-ray is created, radiation and safety measures, the lead apron and when and how to use them, the differences between digital x-rays and film x-rays and dark room procedures.

Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be required to take x-rays, develop and mount radiographs. Students will also learn about Bitewing x-rays: how to position the patient, how to position the film, using digital film for each group of teeth needed for Bitewing x-rays, how to position film so that all contacts are open, how to position film so that the BWX is symmetrical and what to do when patient has a very small mouth, gag reflex or other complications. Practice bisecting technique using Rinn holders, paralleling technique without holders (as needed), proper mounting of individual, Bitewing and complete series, tooth identification landmarks, upper versus lower, right versus left. FMX (full mouth x-ray) - what it is, how to take them and how to mount x-rays. FMX sorting exercises on interactive platform and simulation software, expose and process all types of intra-oral and extra-oral radiographs on fellow students.

Periapical x-ray – how to position the patient, how to position the film or digital film to capture the apex of desired tooth, including different positioning required for maxillary dentition and mandibular dentition and what to do when patient has a very small mouth, gag reflex or other complications, such as large tori.

Panorex – how to position the patient for a panoramic x-ray including chin position, remembering to remove all jewelry, hair pins or piercings, general information about Panorex machines and how and why they are vital to dental health.

Cephalometric x-ray – how to position the patient to get symmetrical head x-ray, capturing soft tissue and hard tissue, remembering to remove all jewelry, hair pins or piercings, general information about why orthodontists use this x-ray.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 103]

DA 105 – Amalgam and Composites, Radiology Review

Theory, chemistry, selection and techniques of the preparation, placement and finishing of these restorations will be discussed, along with proper mixing, isolation, bonding, curing and adjustments needed after placement. Curing light types, curing light safety, hygiene and proper cooling of the target area.

Fillings - different types of fillings including amalgam, composite and glass ionomer filling materials; how to assist the dentist during a filling; Preparation with the different types of equipment (including high speed handpiece, slow speed handpiece, air abrasion and water laser); Review of instruments used in filling preparation and filling restoration, how to mix glass ionomer or liner, how to triturate glass ionomer or amalgam, how to load and unload composite gun, how to use curing light and how to assist while dentist adjusts patient bite; The dental assistant will learn how to discharge a patient properly, including offering mouth rinse, post-operative instructions and hand off to front administrator. The dental assistant will learn what needs to be included in the tub or tray for dental fillings, what each item is used for and why it is needed.

Alginate impression of lower arch only, review different types of alginate, review how to flavor, review how to use colorized version, review ratio of powder to water, review how to mix, review how to load tray, review how to place tray in patients mouth, review how long to wait for alginate to set up, review how to remove set up alginate from patients mouth (lower arch only on this day). Radiograph review.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 104] 12

DA 106 - Cements and liners, Impressions and Model Basics

The dental assistant will learn about the many types of cements, including permanent cement (e.g. Zinc phosphate cement, Rely X, Dralon and Varioling) and temporary cements (e.g. Tempbond with and without eugenol); How to mix IRM, how to mix glass ionomer cements, how to mix resin cements; How to mix cements with proper ratios of component parts, how long to mix each type of cement, what consistency each should have when ready to use and when cured; How to mix or hand the dentist liners such as - using dycal, copalite and vitrebond liner.

Alginate – different types of alginates, how to flavor, colorized version, ratio of powder to water, how to mix, how to load tray, how to place tray in patients' mouth, how long to wait for alginate to set up, how to remove set up alginate from patients' mouth (upper arch only on this day).

Model pouring and trimming – How to mix yellow stone, what ratio of stone to water, how to measure each, how to mix, how to use vibrator, how to get proper pour with minimum bubbles, how long for stone to set, how to remove set up stone from alginate, how to turn on trimmer, how to use running water while trimming stone, how to trim stone properly and to what shape (orthodontic geometric, or model trim for doctors use).

MID-TERM EXAM - X-RAY QUIZ

Lecture 4 Class Hours; Lab 3 Class Hours Mid-Term 1 hour; Total 8 Class Hours
[Prerequisite: DA 105]

DA 107 - Oral Surgery, Periodontics, Coronal Polish, Anesthetics

Presentation and discussion of the various oral and periodontal surgical instruments and techniques. Discuss and demonstrate the use of the various instruments, throat packs, surgical suction uses and techniques, sterility and instrument scrubbing techniques, intro to dental lasers, limitations and safety of dental lasers. Lower alginate impression techniques. Nitrous oxide: an introduction.

Oral surgery – learn instruments, including different types of forceps, elevators, root picks, tissue retractors, surgical suction, suturing instruments (scissors and hemostats) scalpels, rongiers, oral surgery handpiece and oral surgery burs, review oral surgery procedures, (e.g. general extractions, 3rd molar extractions, implant placement, bone graft, biopsy) and how to assist for each procedure, how to keep a sterile field and learn what cross contamination is and how to avoid it.

Periodontal Surgery – learn instruments, including different types of scalers and curettes, review periodontal surgery procedures (e.g. Implant placement, bone graft, biopsy, tissue regeneration) and how to assist for each procedure, how to keep a sterile field and learn what cross contamination is and how to avoid it.

Sterilization Procedures – how to scrub instruments, how to soak instruments, how to bag and sterilize instruments, including safety measures for each step. What instruments are autoclaved

and what instruments are placed in cold sterile. Review of how to maintain handpieces and how to sterilize.

Coronal Polishing Introduction – what it is and what are the laws and regulations that guide dental assistants.

Nitrous Oxide – the machinery, how it works, the advantage of using N2O and State law governing who dispenses N2O.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 106]13

DA 108 - Crown and Bridge

A description of crowns and why they are needed. The topics covered: the materials crowns are made out of, how to set up operatory for crown procedure, (instruments used and materials needed including: impression materials, bite registration material, temporary restoration material), how to assist during the preparation of a crown, where to place suction, how to keep dentists mirror clean, how to mix build up material and learn what a buildup is, how to pack cord, how to mix impression material and place in tray for doctor to take impression and what impression material the doctor uses around the crown preparation, how to make temporary restoration using luxatemp and tempbond (cover other materials available for temporaries, e.g. Aluminum crown forms). The students will learn the different types of fixed prosthodontics restorations. Removable Prosthodontics (RPD) replaces missing teeth. The students will learn the component parts of both the partial and complete RPD's and the various steps necessary to take during replacement appointment with patient.

Students will learn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries, the steps involved in the fabrication and installation of complete (full) and partial dentures. Students are required to practice putting tray set-ups together for each stage of removable and Prosthetic fabrication and delivery.

Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. A clinical video of crown preparation is shown during this session.

Review of Shade Guides and how to use them.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 107]

DA 109 - Endodontics and Orthodontics

Endodontic theory and various techniques. Review the uses of Dental Dams, manual and mechanical instrumentation, Radiography pertinent to endo, irrigants, medicaments, Apex

locators, temporary and final restorations. An introduction to orthodontics – fixed appliances (braces), removable appliances, clear aligners (see web sites for explanations).

Endodontic Procedures – What a root canal is and why it is needed. How to test a symptomatic tooth – with cold spray, tooth slooth and pulp tester. Demonstrate actual working length radiographs and discuss, show ZX apex locator, demonstrate cavit and/or endotemp. How to set up operatory for RCT procedure, (instruments used (e.g. Burs, handpiece, condenser, endodontic files broaches, peeso reamers, (mechanical as well as rotary) and materials needed including, gutta-percha, sealer). Review of rubber dam placement. How to assist during a RCT, where to place suction, how to keep the doctor's mirror clean and clear, how to hand the doctor endodontic files in the correct order, how to mix sealer, how to hand sealer to the doctor, how to hand gutta-percha and how to use thermal instrument to heat gutta-percha if the doctor wants that technique. How to mix build up material or how to use Cavit (temporary filling material).

Orthodontic procedures – describe different types of braces and retainers. How to retie using colored elastics and ligature ties. Classification of bite Class I, Class II and Class III. Demonstrate orthodontic models and review impression techniques for same.

Revisit resume and communication skills. Job interviewing skills – discuss the importance of being on time, dressed professionally and ready to perform. A mock interview will be held with each student to practice the interview process.

Review and revisit radiography and practice prn. 14

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours

[Prerequisite: DA 108]

DA 110 - Office Management and Front Desk Operations

Office management – telephone techniques, review 2 major dental management software (Curve), describe roll of front office administrator and how it applies to the dental assistant, including making appointments, billing, checking patients in and out. Practice proper phone answering techniques on each other, role-play making appointments, asking for money and making payment arrangements. Students will learn the importance of first impressions on a new patient, welcoming a new patient.

Review of Dental insurance terms. Insurance codes and filing dental insurance.

Job Interviewing Skills – discuss the importance of being on time, dressed professionally and ready to perform. A mock interview will be held with each student to practice the interview process.

Review and practice for the final exam; this includes questions and answers and practice any procedures student wants to review.

Review of Charting and Treatment Planning.

All OSHA regulations will be discussed as it pertains to the dental assistant.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 109]

DA 111 - Medical Emergencies in the Dental Office, Oral Hygiene & Preventive Dentistry

This course will introduce the fundamental science and steps for the dental team to apply for the prevention, recognition, diagnosis, intervention and treatment of medical emergencies in the dental practice setting. Students will engage in discussion and drills to acquire skills necessary for the management of such emergencies. Students are taught how to administer Cardiopulmonary Resuscitation (CPR) and will engage in discussion and drills to acquire skills necessary for the management of such emergencies. In addition, students will be required on to obtain CPR/BLS Training and Certification from the American Red Cross on-site at the school.

Students will also learn the basics of antibiotics and antimicrobial agents used in the dental office from DA 107. Students will have the opportunity to learn about preventive dentistry and the role of the dental assistant. They will learn that preventive dental care requires effective patient education, correct assessment and use of fluorides, a plaque control program and nutritional considerations. Students will also have the opportunity to learn about types of toothbrushes and brushing techniques along with procedures for assisting patients with dental floss, mouth rinses, oral irrigation devices and proper cleaning of dentures.

Students will learn the various steps and instruments used in sealing, prophylaxis and coronal polishing. Students review the techniques in passing periodontal instruments and assembling the ultrasonic scaler correctly. Additionally, they will be taught the process of removing stained and soft deposits from the clinical crown of a tooth.

Lecture 4 Class Hours; Lab 4 Class Hours; + 2 Class Hours and 4 Lab Hours to obtain CPR/BLS Training and Certification from the American Red Cross on-site at the school.

Total 14 Class Hours
[Prerequisite: DA 110]

DA 112 - Pediatric Dentistry & Final Theory/Practical Exam

Pediatric Dentistry - review additional procedures completed on pediatric patient including, fillings, stainless steel crowns, pulpotomy and what instruments are used and what materials are used to cement SSC and what material 15 is used in pulpotomy. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. A clinical video of a pediatric crown preparation is shown during this session.

Final written exam, x-ray practical and practical clinical exam;

The didactic portion will consist of 50 to 100 multiple choice questions concerning all subjects covered in the 12-week lecture and laboratory component of the program.

The x-ray practical will include taking BWX, FMX, Periapical and a panorex. The student must meet a minimum standard of care to pass.

The clinical assisting practical will consist of mock assisting for dental procedures (Station 1 - evaluation of proper patient position, proper suction placement and proper instrument transfer), (Station 2 - Radiology) (Station 3 - taking impression, pouring up impression in yellow stone, trimming model), (Station 4 - making temporary crown) (Station 5 - Sterilization and Infection Control) (Station 6 - Charting and Curve).

Lecture 3 Class Hours; Lab 5 Class Hours; Total 8 Class Hours
[Prerequisite: DA 101-111]

CLN 101 – CLINICALS – (30 hours)

Students will schedule 3 hours per week of clinical training/shadowing experience during the week and during normal practice hours. Students are introduced to the members of the dental team, current professional trends and the various operations within a dental practice, including receptionist duties, bookkeeping and chairside dental assisting. Students will have the opportunity to observe, shadow and participate in our dental practice operation.

[Prerequisite: DA 101-102]

EXT 101 - EXTERNSHIP - (40 hours)

The externship is designed to expose the trained students, once they have completed the initial lecture, laboratory, clinical and final examination components of the program, to the entire dental practice environment, to round out their training program and prepare them for employment in a dental practice. The student will be assigned to a 2-week rotation in the dental practice. Travel will be required to externship sites. This course requires a final evaluation and timecards (provided) and further prepares students for employment as a dental assistant. The externship is typically scheduled during the office hours of the assigned practice but may involve early morning/evening hours as well, based on the needs of the clinic.

These hours will be made up either at the Externship site or Cosmopolitan Dental, where the school is hosted.

(Prerequisite: Dental Assisting Program Week 1 through Week 12, Student must compete and pass **CPR/BLS American Red Cross Certifications**)

[Prerequisite: DA 101-112]

EXTERNSHIP REQUIREMENT

All students are required to complete a 40-hour externship at the end of the program to graduate and receive a Dental Assisting Diploma. Externships are designed to be instructional in nature by providing students with hands-on experience. This experiential training is a cooperative effort between the school, student and externship facilities. Students who successfully complete all prerequisite courses and conditions will be placed on externship at an appropriate setting.

All students on externship are supervised by qualified faculty and/or qualified on-site personnel. Adequate student supervision is provided at all times. Adequate student supervision may vary from a 1:1 ratio to a ratio that may be slightly higher. These ratios are generally determined by the externship site supervisor.

Students may not be a substitute for, or replace, paid staff members. In most cases, students receiving education at externship sites may not be permitted to be paid for their time on-site.

Students are expected to obey the rules and regulations of the externship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

The externship schedule will be:

- Eight hours per day, five days per week for two weeks during weekday office hours* for a total of 50 hours. *The externship is typically scheduled during the office hours of the assigned practice but may involve early morning/evening hours as well, based on the needs of the clinic.
- The maximum number of students at any one site is 8.
- Evaluation of externs with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint (after week one) and another at the end of the externship. Ratings on the written evaluations will be averaged for the final report. Evaluation forms are included.
- The externship coordinator will visit the externship sites at least once per week.
- The externship coordinator will be in daily telephone contact with the externship site supervisor.
- Externs are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences and will turn in their externship report.
- Although not required, students are encouraged to keep a daily journal of their externship experiences and observations on the free Prezu Online Journal.
- Students are required to write a final report that will be turned in on the day of their externship meeting. Students may not miss more than 10 hours which are required to be made up in order to graduate. Students must complete the following prior to commencing the externship.
- **CPR/BLS American Red Cross Certification.**
- **Documentation of a health screening. The requirements for health screening may differ by site and may include various immunizations, titers and a general release from a physician or nurse practitioner.**