

# CATALOG

**Z Dental Assistant School, LLC**

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**Volume 1**

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# **Approved and Regulated by the Texas Department of Higher Education, Private Occupational School Board**

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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, however, there are 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 nighttime or weekend class schedules are designed to accommodate working students. The very affordable tuition fee will also solve the financing issues for most prospective students. Students are accepted regardless of sex, race, age, marital status, religious creed, ethnic or national origin.

The Dental Assisting Curriculum is an instructional program providing a thirteen week course consisting of 81 hours of lecture and lab and a 50 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.

Z Dental Assistant School, LLC is dedicated to the ideals of developing efficient, effective dental assistants through a competency-based program.

### **LEGAL ORGANIZATION**

Z Dental Assistant School, LLC is a limited liability company fully owned by Dr. Pingting Zhou. She owns 100% of the company. Dr. Zhou is the only share holder.

## **HISTORY**

Z Dental Assistant School, LLC is an institution developed as an effort of Dr. Pingting Zhou. Dr. Zhou recognized the need for well-trained, efficient chairside dental assistants and found difficulty in attracting good assistants throughout their years in practice. Z Dental Assisting School will help prepare interested persons in becoming part of the dental profession and assuming a position as a well-respected professional.

## **FACULTY AND STAFF**

### **Dr. Pingting Zhou, DDS, Director/Instructor**

Dr. Zhou attended University of California, Los Angeles for Master of Public Health before attaining her doctorate from the University of California, San Francisco in 2017. She practiced in California before making the San Antonio her permanent home. She has practiced in San Antonio, Texas since 2021. She is a member of American Dental Association, Texas Dental Association, Academy of General Dentistry, as well as local study groups. Dr. Zhou started the dental assisting school to help better the lives of all those seeking to become professionals in the dental field. She is excited to bring this program to the San Antonio, Texas.

### **Dr. Mohamed Shehab, DDS, Director/Instructor**

Dr. Mo, an accomplished dentist, began his dental journey in 2005 in Egypt before settling in the vibrant city of San Antonio. With a focus on oral surgery, sleep medicine, and comprehensive dental care, he acquired his doctorate from the renowned University of California, San Francisco. Driven by a desire to empower his team, he takes pleasure in explaining the underlying rationale behind every procedure. Now, Dr. Mo is eager to share his wealth of experience by launching a dental assisting school in San Antonio, where he will impart his expertise to aspiring registered dental assistants (RDAs).

### **Ingy Aziz, RDA/ Instructor**

Ingy graduated from Egypt and is excited to be part of the dental field. She is currently working at Z Dentist and loves being a dental assistant! Ingy has found she is passionate about helping

other people become professional dental assistants! Our students appreciate her energetic and compassionate approach.

## **PHYSICAL FACILITIES**

Z Dental Assistant School, LLC, shares space in the office of Dr. Pingting Zhou at Z Dentist PLLC, located at 7010 W Loop 1604 N, Suite 205, San Antonio TX. There are nine dental treatment rooms equipped with dental chairs, units, and x-ray machines. There is a computerized business office, a reception room, a break room, and a small dental laboratory. The facility has approximately 1000 square feet available for student discussions. The school will occupy the total 3000 square foot of space.

## **SCHOOL POLICIES AND PROCEDURES**

### **ENROLLMENT DATES**

- A student may enroll at any time prior to the start of a new class. Deadline for enrollment for a specific quarter is the last business day before the first day of class. No late enrollments will be accepted.
- The school has rolling admissions. There are three sessions per year.

### **ADMISSION REQUIREMENTS:**

To enroll in school, applicants:

- Must be at least 16 years of age
- Must possess a valid driver's license
- Must obtain high school transcript, GED, or recognized equivalency by end of course
- Must schedule interview and tour of school facility
- Must submit registration fee (refundable within 3 days)
- Must submit completed and signed enrollment documents.

Admission decisions are based on the application. Applicants will be notified of the school's decision by letter or phone call. After notification of acceptance, applicants will have 5 business days to complete the registration/enrollment process, as described in the acceptance letter. We recommend that you register early, as classes fill quickly. Rejected qualified applicants due to class full or late enrollment will be advised to enroll in subsequent classes.

*Only those applicants showing a desire to participate, motivation to study, and whose personal educational background displays an enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.*

## **TRANSFER OF CREDIT**

**Z Dental Assistant School**, does not accept credit for previous education, training, work experience (experiential learning), or CLEP (College Level Examination Program).

Furthermore, it should not be assumed that any of the programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to any other institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

## **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.

## **CLASS SIZE**

The teacher/student ratio will be a maximum of 12 students per one instructor in a lecture class and a maximum of twelve students per two instructors in a lab class.

## **ACADEMIC POLICIES**

### **ATTENDANCE**

Students shall be required to attend all school days from the date of enrollment to graduation in accordance with the program requirements and enrollment contract. Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes with proper materials.

Saturday students may not miss more than one class and evening students may not miss more than two classes during a program term for a total of six hours. The students must make up these missed classes. If a student misses more than twelve class hours, the student will be terminated from the

training program and must follow the institutional procedure for re-admittance. NOTE: A complete class is defined as a six-hour Saturday class or two three-hour weeknight classes.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

## **MAKE-UP WORK**

Students are responsible for all work missed during an absence and should contact an instructor regarding make-up work. Make-up sessions shall consist of instruction in that portion of the course or curriculum which was not received by the student as a result of absences. The students must make up these missed classes within ten days of their return to school. A record for make-up sessions shall be maintained in the attendance register. Makeup work shall not be authorized for the purpose of removing an absence.

Make-up work due to unsatisfactory grades shall be governed by the rules established and outlined in Satisfactory Academic Progress under Policy on Satisfactory Progress (b).

## **TARDINESS**

It is required that students arrive on time for all scheduled classes. Tardiness is irresponsible and unprofessional. It is not an acceptable behavior and students arriving 10 minutes late for class more than three times will be placed on probation. If promptness does not improve during the probationary period, the school may suspend or terminate enrollment. The school's policy on suspension or termination of enrollment will be followed.

## **LEAVE OF ABSENCE (LOA)**

A request for a leave of absence must be submitted in writing. The request will state the reason for the leave and length of time being requested. The school may grant approval at its discretion when circumstances for the leave are not related to illness, accident, or a death in the family. A student on leave is considered by the school as enrolled. No charges or fees are assessed during an authorized LOA. Students not returning to school at the end of their LOA will be withdrawn/dropped from the school.

*EXCEPTION:* A student taking a voluntary leave of absence from the school may reenter during the next session at the point in the course where leave was taken. No additional tuition will be required beyond the original contract. A student not returning during the next term must begin at the beginning of the program and will be considered a new student.

## **POLICY ON SATISFACTORY PROGRESS**

- Satisfactory progress is defined as having complied with the school's established attendance requirements, arrive on time for class, return promptly to class after scheduled breaks, and participate actively in class on assigned tasks. Should a student be terminated due to violation of school policies and procedures, tuition to be refunded shall be proportionately prorated up to date of official termination.
- There will be three students' progress evaluations. The first evaluation will be conducted after the 5th week of class, the second will occur after the 8th week of class. The second will occur after the 8th week and the third will be on the 12th week. Students who have attained a grade average of 70% or above, on the first evaluation, will have attained 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 student 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 improvements, another will be given after the 9th week. If a student still fails to bring his/her overall average to 70% or above, after the two make-up tests, the student will be terminated.
- Terminated students can be re-admitted after one complete session. See "Re-admission Policy."
- The first progress report will be given at the end of the 5th week, the second progress report will be given at the end of the 8th week, and the third after the 12th week. Final grades will be issued after the final exams and upon completion of the externship program.
- 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% as described above.
- If a student withdraws and has an appropriate reason (President/Director decides what is appropriate, decision is final) for withdrawing, he/she can request for a grade of "Incomplete". The student can then re-enroll in the program during the 12-month period following his/her date of withdrawal and complete those incomplete subjects without payment of additional tuition.
- If a student withdraws due to a grievance related issue, the student may resolve the issue through the institution's "Grievance Procedure" as stated in this Catalog. If the Grievance Committee establishes that the complaint is justified, the student can request the school for a grade of "Incomplete". He can then re-enroll in the program during the 12-month period following his date of withdrawal and complete those incomplete subjects without payment of additional tuition.

## **GRADING SYSTEM**

During the course of the session, there will be 8 tests, 13 quizzes, 15 lab tests, final examination on theories and Clinical Procedures. The results of these tests will be grouped into five areas of achievement namely, Tests/ Quizzes, Lab Tests, Final Examination, Clinical Procedures and Internship/Externship. Each of these areas are assigned weight factors of 30%, 10%, 20% and 30% and 10% consecutively for a total of 100%. The final grade on the dental assistant course on theory and lab is obtained by adding the results of the weight factors multiplied by each of the corresponding averages of the areas under consideration. The Internship/Externship will be graded separately by the person responsible for the training of the intern also known as the Preceptor. The final dental assistant overall grade is obtained by taking the sum of all the weighted scores. This will be converted into a grade letter and GPA equivalent using the table below:

### **GRADE EQUIVALENT**

<b>Grade Letters</b>	<b>Weighted Ave. Score</b>	<b>GPA</b>	
A	90 - 100	4	Superior
B	80 - 89	3	Good
C	75 - 79	2	Average
D	70 - 74	1	Below Ave.
F	Below 70	0	Failed
I		0	Incomplete
W		0	Withdrawal

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.

## **GRADUATION REQUIREMENTS**

Students may graduate and are awarded a Dental Assisting Certificate of Completion with the following conditions:

- Successful completion of the Dental Assisting Program
- An overall grade point average of 70% or greater
- Externship/Internship requirements are completed
- All financial obligations are satisfied



\*The 50-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 must complete the 50 hour requirement prior to the end of the 13 week course to satisfy the graduation requirement.

## **CERTIFICATES**

Upon successful completion of the program, a Certificate of Completion on Dental Assisting and a CPR Certificate will be awarded to the students.

## **CONDUCT POLICY**

Students are expected to conduct themselves in a professional manner at all times. Respect, courtesy, and sensitivity are behavioral practices expected among students, instructors, and administrative personnel. Appropriate behavior includes regular and punctual attendance. Students are to conduct themselves in a professional, legal, and cooperative manner that is not disruptive, harassing, intimidating, dangerous to themselves or others, and that does not hinder the progress of other students in the school. Possession of weapons, illegal drugs and alcohol of any kind are not allowed at any time on school property. At the conclusion of each school session, students are expected to maintain classrooms, equipment, and the clinic area at a level comparable to when they started. Any violation of school policies may result in permanent dismissal from school.

## **DISMISSAL**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments or makes unsatisfactory progress. The Director, after consultation with all parties involved, makes the final decision.

The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

## **RE-ADMISSION POLICY**

Readmission is at the sole discretion of the school. A student who withdraws or is terminated from the program may apply for readmission, by contacting the School Director. The student may be readmitted by the Director, provided he/she meets the admissions criteria, and has successfully completed any and all probationary or other agreements with the school.

A student requesting readmission after withdrawal or termination will be subject to a satisfactory progress analysis and determination applicable to their previous period of enrollment. Students failing to meet academic, or attendance standards may be enrolled in a probationary status upon reentry.

A student may be denied readmission for, but not limited to, demonstrated lack of commitment to complete the program as shown during the previous enrollment by poor attendance and/or academic performance; dismissal due to inappropriate conduct; failure to meet financial obligations; or the lack of available space. All students who are re-admitted shall pay the remaining prorated tuition figured from the date that they start classes.

## **DRESS CODE**

Students are required to bring their own scrubs, which they are expected to wear during each class session. No jewelry is allowed which could hinder or interfere with proper implementation of their training activities. The school provides safety equipment such as gloves, masks and protective glasses which the students are expected to wear if required during training sessions.

## **PROGRAM/COURSE COSTS - 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.

<b>Course</b>	<b>Tuition</b>	<b>Registration Fee</b>	<b>Admin Fee</b>	<b>Books/ Supplies</b>	<b>Total</b>
Dental Assisting	\$3,499.00	\$125.00	\$310.00	\$325.00	\$4,259.00

## **PAYMENT SCHEDULE**

To assist students who are financially not capable of paying the full tuition up front, the school will offer an interest free easy installment plan. These terms are available to all students who need assistance.

The plan will consist of four (4) installments after the registration fee:

Registration Fee - \$125.00

1st installment upon enrollment - \$ 1033.50

2nd installment on the 4th week of class - \$1033.50

3rd installment on the 8th week of class - \$1033.50

4th installment on the 12th week of class - \$1033.50

**Total Payment - \$4259.00**

Tuition must be paid either prior to entrance or prior to the month in which it is due. All payments must be paid by the end of the program. Installment payments not received 5 days after the due date shall incur a five percent (5%) penalty of the amount due in addition to the \$50.00 late fee. In addition, students are not allowed to attend class without proper payment.

### **CANCELLATION AND REFUND POLICY**

Rejection: An applicant denied by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid **less the \$150.00 cancellation fee.**

Refund after the commencement of classes:

#### **Procedure for withdrawal/withdrawal date -**

- A student choosing to withdraw from the school after the commencement of classes is to provide **written notice** to the Director of the school. The notice is to indicate the expected last date of attendance and be **signed and dated by the student.**

- For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- A student will be determined to be withdrawn from the institution if the student has not attended any class for 6 consecutive class hours.
- All refunds will be issued within 30 days of the determination of the withdrawal date **less the \$150.00 cancellation fee.**

**Tuition charges/refunds:**

- Before the beginning of classes, the student is entitled to a refund of 100% of the tuition **less the \$150.00 cancellation fee.**
- The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the even the school ceases operation. After the commencement of classes, the tuition refund amount **less the \$150.00 cancellation fee** shall be determined as follows:

**TUITION REFUND AFTER COMMENCEMENT OF CLASS**

% of the clock hours attended:	Tuition Refund amount:
Within the first 10% of program	90% less cancellation charge
After 10% but within first 25%	75% less cancellation charge
After 25% but within first 50%	50% less cancellation charge
After 50% but within first 75%	25% less cancellation charge
After 75%	NO Refund

The percentage of the clock hours attended is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Timely Refunds Payments: Refunds shall be paid within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Previous Credit: The policy for granting credit for previous training shall not impact the refund policy.

***The failure of a student to notify the director in writing of withdrawal may delay refund of tuition.***

## **REFUNDS IN SPECIAL AND UNANTICIPATED CASES**

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school shall make a prorated tuition settlement which is reasonable and fair to both parties.

## **BOOKS AND SUPPLIES**

There is no refund for any equipment and supplies received by the student. Fees for books and supplies are **subject to cost change**.

## **PROGRAM COURSE OBJECTIVES FOR DENTAL ASSISTING**

**Z Dental Assistant School, LLC** prepares students for entry level positions as a chairside assistant in a dental office. The dental assistant training program is a course designed to teach the students the skills and 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:

- Pass instruments and supplies to the dentists.
- Use suction devices to keep patient's mouth clear and dry.
- Prepare materials.
- Set-up and sterilize instruments and equipment.
- Remove sutures.
- Prepare dental charts.
- Apply topical anesthetics.
- Apply bleaching agents and fissure sealants.
- Remove stained and soft deposits from the clinical crown of a tooth.
- Selection and placement of matrix bands during amalgam and composite resin restoration.
- Placement of dental dams.
- Fluoride placements.
- Take and develop dental x-rays.
- Take impressions of patient's teeth.
- Obtain patients' medical history.
- Obtain blood pressure and pulse.
- Provide instructions on oral care and hygiene.
- Medical Emergencies, render basic first aid and CPR.

## **PROGRAMS/COURSES OFFERED**

### **DENTAL ASSISTING CURRICULUM - 131 Clock Hours**

The Dental Assisting program involves thirteen weeks of “hands on” training where students have an opportunity of practicing the various routine of chairside assisting. At the completion of the thirteen-week portion of the training, the students must successfully complete a **50-hour externship** in a local dental office. Upon completion of the thirteen week program, the 50 hour externship and all financial obligations to the school discharged/satisfied, only then can the grades, transcripts and Certificate of Completion be awarded.

The entire curriculum is designed in sequence. This course is performed in a 13-week timeline. Each week consists of designated viewing of the online lectures, as well as required reading from the textbook (or e-book). Students should receive a “Vail Valley Dental Assisting School: Student Lecture Book” as well as a copy of the Instructor Lecture Book, with fill-in-the-blanks. This ensures the students participate in watching the lecture series. They will need to purchase an e-book of “Modern Dental Assisting 12th Edition” Copyright 2018, by Bird, L. Doni, Robinson, Debbie. The quizzes cover the material in this book. Tests and quizzes are made part of each session. Tests are a means for the instructor to assess the performance of the students and will use them as a basis for calculating and assigning grades. The student starts with the basics and fundamentals of dental assisting. Classes are scheduled in such a way that lectures on theories and fundamentals are given prior to a two - four-hour lab; applying what was discussed during the lecture. This is typical for the entire course.

## **LECTURE SERIES – SUBJECT DESCRIPTION**

### **Lecture #1 - Introduction to the Profession - (1 hour of lecture)**

Students are introduced to the profession of Dentistry and the responsibilities of the dental health team which includes the dentist, hygienist, the front office personnel and the back-office personnel. (Prerequisite: None)

### **Lecture #2 - Ethical and Legal Issues - (1 hour 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 licensure procedures and credentialing. (Prerequisite: None)

### **Lecture #3 - Infection Control for the Dental Assistant - (1 hour of lecture)**

Students will learn the principles of properly preparing themselves and others to prevent infection control and the spread of diseases in the dental office. Topics include; government

regulating agencies, infection control guidelines, proper PPE and how to safely dispose of and transport various waste. (Prerequisite: None)

**Lecture #4 - Dental Radiography - (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. (Prerequisite: None)

**Lecture #4 Continued - Radiography In Depth Overview - (4 hours 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. (Prerequisite: Dental Radiography)

**Lecture #5 - Human Dentition - (1 hour of lecture)**

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 using the Universal Numbering System for permanent and primary teeth. (Prerequisite: None)

**Lecture #6 - Composition of Teeth and Tissues Surrounding the Teeth - (1 hour of lecture)**

Students will learn the different parts of the teeth and the tissues supporting them. Topics include cervix, apex, dental pulp, tissues of the teeth such as enamel, dentin, cementum as well as alveolar process, the periodontal ligament and the gingiva. Also includes discussion of anatomical landmarks of the tooth and dental terminology. (Prerequisite: Lecture #5)

**Lecture #7 - Oral Pathology - (1 hour of lecture)** Student will learn the nature of diseases that affect oral structures and regions nearby. Topics include discussion on how to distinguish normal from abnormal conditions in the oral cavity. (Prerequisite: None)

**Lecture #8 - Oral Cavity and Salivary Glands - (1 hour of lecture)**

Students will learn the cavity of the mouth and the salivary glands which are located outside the oral cavity. Topics include discussion of oral lesions that can be found in the oral cavity. (Prerequisite: None)

**Lecture #9 - Dental Materials - (1 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. (Prerequisite: None)

**Lecture #10 - 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. (Prerequisite: None)

**Lecture #11 - Fixed Prosthodontics - (1 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. (Prerequisite: None)

**Lecture #12 - 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. (Prerequisite: None)

**Lecture #13 - Topical and Local Anesthesia - (1 hour of lecture)**

Application of anesthetics to oral tissues. The students will learn the properties of anesthesia and when and where they are used. (Prerequisite: None)

**Lecture #14 - 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. (Prerequisite: Lecture #5)

**Lecture #15 - 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. (Prerequisite: None)

**Lecture #16 - Oral 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. (Prerequisite: None)

**Lecture #17 - Medical Emergencies in the Dental Office - (1 hour of lecture)**

Risk associated with providing medical and dental care. The students will learn how to respond to medical emergencies. (Prerequisite: None)

**Lecture #18 – Front Office Personnel - (2 hour of lecture)**

Student learns front office duties, reception, record keeping, patient scheduling and general office management/maintenance. (Prerequisite: None)

**Lecture #19- Maintenance Basics - (1 hour of lecture)**

Covers most maintenance and upkeep basics on various dental equipment. The students will learn what should be done daily vs weekly or monthly and annually. (Prerequisite: None)

**Lecture #20- Resume Preparation - (1 hour of lecture)**

Students learn the dos and don'ts of creating a resume. Students will gain understanding of what a well thought out resume should look like to land them the job of their choosing.

**LAB SESSIONS – SUBJECT DESCRIPTIONS**



**LAB 101 - Dental Chair and Infection Control (PPE) – (1 hour of Lab)**

Students will learn the different components of the dental operatory and dental chair. They will be taught how to operate the dental chair and the various associated instruments

The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught how to don the various Personal Protective Equipment (PPE) required in the dental clinic. (Prerequisite: None)

**LAB 102 – Infection Control: Maintaining the Operating Field and Introduction to Dental Instruments - (1.5 hours of Lab)**

Students will learn the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. They will also learn the various dental instruments, how they are organized to the tasks they are to perform and separated onto trays. During this session, a clinical video of the set-up and breakdown of dental operatory will be shown. (Prerequisite: LAB101)

**LAB 103 – Infection Control: Treatment Preparation, Clean-up and Instrument Transfer - (1.5 hours of Lab)**

Students will learn the procedures performed by the dental assistant prior to seating a patient in the operatory. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. They will also learn the various procedures required to be accomplished following dental treatment as well as how to transfer instruments safely to the dentist. (Prerequisite: LAB101)

**LAB 104 - Radiography Basics and X-Ray Procedures - (8 hours of Lab)**

Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. (Prerequisite: LAB101, Lecture #3 & #4)

**LAB 105 - Dental Charting - (3 hours of Lab)**

Students will learn how to document the present dental conditions of the patient and the dental services to be rendered. This serves as a legal record of the patient. The students are taught and asked to prepare a dental chart using appropriate symbols, abbreviations and Black Cavity Classifications. (Prerequisite: Lecture #4)

**LAB 106 - Alginate Impressions, Laboratory Materials and Techniques - (5 hours of Lab)**

Students will learn that Alginate Impressions are taken in order to capture an accurate three dimensional duplication of a patient's teeth and/or surrounding tissues. Students are taught how to get alginate impressions. Students also learn to take impressions using silicon and gypsum. (Prerequisite: Lecture #4)

**LAB 107 - Restorative Materials and Techniques - (2 hours of Lab)**

Students will learn the use of bonding agents to be used between the tooth structures and the restoration. They are taught to prepare bonding agents using various instruments. In addition to the actual demonstration, a clinical video of amalgam restoration and composite resin restoration is shown to the students during this session. (Prerequisite: None)

**LAB 108 - Pedodontic Procedures - (2 hours of Lab)**

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. Students are also taught how to mix Zinc Oxide Eugenol (ZOE) base and permanent cement. A clinical video of crown preparation is shown during this session. (Prerequisite: Lecture #4 & #11)

**LAB 109 - Removable Prosthodontics - (2 hours of Lab)**

Students will learn the steps involve in the fabrication and installation of complete (full) and partial dentures. Students are asked to practice putting tray set-ups together for each stage of removable and Prosthodontic fabrication and delivery. (Prerequisite: Lecture #13)

**LAB 110 - Fixed Prosthodontics - (2 hours of Lab)**

Students will learn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries. (Prerequisite: Lecture #14)

**LAB 111 - Endodontic Instruments and Procedures - (2 hours of Lab)**

Students will learn endodontics (root canal) procedures and the various materials and instruments use. Students are taught to place the rubber dam on the typodont. (Prerequisite: Lecture #15)

**LAB 112 – Techniques in Administering Anesthesia - (2 hours of Lab)**

Students will learn the proper use of anesthesia in the dental practice. Students are taught how to load syringes, proper passing techniques and safe recapping techniques. (Prerequisite: Lecture #16)

**LAB 113 - Placing Sealants and Home Bleaching - (2 hours of Lab)**

Students will learn that newly erupted and caries free teeth benefit from sealants. Students are taught how to apply sealants and bleaching techniques. (Prerequisite: None)

**LAB 114 - Periodontal Treatment, Coronal Polishing, Oral Hygiene and Preventive Dentistry - (2 hours of Lab)**

Students will learn the various steps and instruments used in sealing, prophylaxis and coronal polishing. Students are taught the techniques in passing periodontal instruments and are taught how to assemble the ultrasonic scaler correctly. Additionally, they will be taught the process of removing stained and soft deposits from the clinical crown of a tooth. (Prerequisite: Lecture #18)

**LAB 115 - Oral Surgical Procedures - (4 hours of Lab)**

Students will learn the instruments needed for routine surgical and dental extraction. Students are taught instrument passing in the correct order for a typical tooth extraction and how they are passed over a patient. To further enhance classroom demonstration, a clinical video of oral surgical procedure is shown to the students during this session. (Prerequisite: Lecture #19)

**LAB 116 – CPR Training and Certification - (4 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. (Prerequisite: None)

### **PRACTICAL EXAMS REVIEW/PRACTICAL EXAMS/FINAL EXAMS AND GRADUATION – (12 hours)**

#### **EXT101- EXTERNSHIP - (50 hours)**

Students will undergo fifty (50) 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. (Prerequisite: Could be started after completion of second week of Program)

### **CLASS SCHEDULE**

Classes are offered on (day of the week here) 5:15 pm until 9:15 pm.

### **SCHOOL CALENDAR**

#### **Summer Trimester**

#### **Fall Trimester**

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or email.

### **HOLIDAYS**

Classes are not held on the following holidays:

Martin Luther King, Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve and Day  
New Year's Eve and New Year's Day  
Halloween

## **PLACEMENT ASSISTANCE**

To prepare students in the job hunting process, the course includes resume preparation and interview techniques. Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. Our school will provide leads for job opportunities and job skills development.

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.

## **STUDENT RECORDS**

All student evaluations and grades are maintained by the school for a period of six years. Student transcripts are kept on file permanently and are protected from fire, theft and other perils.

## **GRADE REPORTS**

The school will issue a transcript of grades at the end of the training period. Each student is entitled to one copy of his/her transcript provided the tuition account has been satisfied.

## **TRANSCRIPTS**

Each graduate is issued an official transcript of her/his academic record unless the student is indebted financially to the school. Additional transcripts are available upon request. **No transcript of grades will be released without the student's prior approval in writing.** Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$5.00 fee. A federal or state agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

## **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.

## **POSTPONEMENT OF START DATE**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must be forth:

- Whether the postponement is for the convenience of the school or the student, and;
- A deadline for the new start date, beyond which the start date will be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement. Refund will be in accordance with the school's Refund Policy.

## **GRIEVANCE PROCEDURE**

From time to time circumstances may arise where you may have a complaint. The first step is to try and resolve your complaint or issue with the instructor/employee. If the problem is not resolved to your satisfaction, you should feel free to discuss the issue with the school President/Director.

If after discussing your complaint with the school president, you still feel that your complaint has not been resolved, you may follow the review procedures listed below:

- Write a complete description of your complaint and present to school President/Director.
- Within ten days of receiving your written complaint, the school President/Director will appoint a review board consisting of himself, one instructor, and one student.
- The review board will meet within five business days of its appointment and review the written complaint as well as meet with the complainant.
- The review board will issue a decision within ten days of the final hearing on a particular complaint. The decision of the review board will be final.

## **COMPLAINTS**

The student will not be subject to unfair actions as a result of his/her initiation of a complaint proceeding. Attempting to resolve any issue with the School first is strongly encouraged.

Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at [zdaschool.com](http://zdaschool.com), (210) 802-9999. There is a two-year statute of limitations from the student's last date of attendance for the Division to take action on a student complaint.