



# CINCINNATI

## DENTAL ASSISTANT SCHOOL

**2025 Catalog**

Volume 1

[CincinnatiDentalAssistantSchool.com](http://CincinnatiDentalAssistantSchool.com)

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All inquiries should be addressed to:  
Zollege Healthcare Career School, LLC  
715 Discovery Blvd., Ste. 412  
Cedar Park, TX 7864

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## 2. NAME AND ADDRESS OF SCHOOL

- The name of the school is: Cincinnati Dental Assistant School
- Certificate of registration number: TBD
- The address of the school is: 3116 W US 22 and 3 Ste I, Maineville, OH 45039

## 3. IDENTIFYING DATA

- The catalog volume number is: 1
- Date of publication: May 2025
- Effective date of catalog: May 2025

## 4. HISTORICAL ACCOUNT OF INSTITUTION

This school was founded by Dr. Thomas Ince who saw the need for affordable hands-on dental assistant training. This school is owned by Zollege Healthcare Career School, LLC.

## 5. AVAILABLE SPACE, FACILITIES, AND EQUIPMENT

**Available Space:** The waiting room will be the main classroom for the Dental Assistant School. The school has nine (9) treatment rooms available, and they serve as a place for hands-on training.

### **Facilities**

- Classroom: The classroom will seat up to 30 students.
- Nine (9) treatment rooms: Students will do their hands-on training in these treatment rooms.
- Lab area: Students will get hands-on training in the sterilization area on sterilization procedures.
- Breakroom: The breakroom is available.

### **Equipment**

All school locations will have a minimum of:

- Four (4) hand pieces
- One (1) flat screen TV
- Three (3) dental chairs
- Three (3) assistant chairs
- Three (3) doctor chairs
- One (1) autoclave
- One (1) ultrasonic cleaner
- One (1) vacuum former
- One (1) model trimmer
- One (1) X-ray sensor
- One (1) panoramic X-ray unit

## 6. OFFICERS

### **Officers:**

- Chief Executive Officer: Chris Lofton

## 7. KEY STAFF AND FACULTY

- Director: Haylee Stephens has over 9 years of experience in private postsecondary education administration.

- Instructor: Karen Morgan has over 10 years of experience as a Dental Assistant and has been working in private postsecondary education administration for the past 5 years.

## 8. TUITION AND FEES

Tuition	\$ 3,325.00
Enrollment	\$ 125.00
<b>TOTAL COST</b>	<b>\$ 3,450.00</b>

### **Additional Expenses:**

*(Students are responsible for these costs separately from Tuition & Fees)*

- **Make-up class:** There is a \$150.00 fee to attend a 4.5-hour make-up class.

### **Method of Payment and Payment Schedule:**

Payments are accepted via credit card, debit card, and ACH. Cash payments are not accepted. All payments should be made through the school's online payment service provider. Payment delivered to the school location will not be accepted. A deposit is required for class registration and enrollment closes five business days before the selected class begins. *\*Please use ACH to avoid credit card fees. If you decide to pay with a credit card, **you will be charged an additional 3% transaction fee for each payment made with a credit card.***

- Option 1: Pay in full \$3,450.00
- Option 2: \$1,490 deposit & 12 consecutive weekly auto-drafted payments of \$188.33. The total of payments will be \$3,750, which includes a \$300 payment plan fee.
- Option 3: \$490 deposit & 12 consecutive weekly auto-drafted payments of \$271.67. The total of payments will be \$3,750, which includes a \$300 payment plan fee.

\* The school utilizes a payment service provider to manage collection and receipt of all payments. Depending on the payment option selected, scheduled payments will be processed via automatic debit from either a valid debit or credit card, or bank account via ACH. **Students will incur a \$25 return fee for any returned payments and a \$25 late fee for any late payments. The school reserves the right to drop students from the program for non-payment.** *\*See section 19. Conduct Policy: "Policy for Readmission" for additional information.*

**No scholarships or discounts are offered.**

**Immunization Requirements:** Students are responsible for the costs of any required vaccinations. Students may obtain vaccinations at their primary care physician, their local pharmacy, or at the local health department. Serum titers may be obtained through the student's PCP or local clinics. Costs vary and are determined by insurance coverage and availability, and provider.

## 9. SCHOOL CALENDAR

### Holidays Observed:

- New Year's: subject to the day on which the holiday falls
- Fourth of July: no class if the 4<sup>th</sup> falls on a Friday-Monday
- Thanksgiving Day: no class on the Saturday following Thanksgiving Day
- Christmas: subject to the day on which the holiday falls

**Enrollment Periods:** Enrollment may be accomplished during normal office hours up to five (5) business days before the next scheduled class start date.

This school offers two (2) class options: Saturday morning classes and Saturday evening classes. The school may additionally offer classes in the evenings.

**Term Dates (Begin and End):** Students will complete their training in 12 academic calendar weeks from beginning date. Maximum time allowed for completion of this program is 16 weeks. Class-sections run simultaneously, with a maximum of one (1) a.m. courses and one (1) p.m. courses at any given time. Available class start dates are posted on the school's website.

**Definition of an Academic Week:** A "week" is defined as the seven-day period from Saturday morning through Friday evening. This Saturday through Friday week structure is designed to align with the flow of the curriculum and coursework due dates.

## 10. HOURS OF OPERATION

Saturday Morning Class Hours (Option 1) .....8:00 A.M. – 12:30 P.M.

Saturday Afternoon Class Hours (Option 2).....1:30 P.M. – 6:00 P.M.

Office Hours ..... Monday – Friday: 8:00 A.M. – 5:00 P.M.

### Class Schedule:

Due to the short duration of the class, there will be no scheduled breaks or lunches; however, small breaks to use the facilities, or for medical reasons are permissible and will be granted at the instructor's discretion.

Class schedules are subject to change at the school's discretion in response to extenuating circumstances including, but not limited to, severe weather emergencies, local or national health threats, and/or school accessibility/safety issues. Should modifications to start dates be required, updates will be shared to the school's website.

### Externship schedule:

Students will coordinate their individual externship schedules directly with the participating externship office. It is highly recommended to start the externship no later than week 7. Each student's externship office and completion timeline will be based on their availability and the needs of the participating location. Students can fulfill the 40-hour requirement on a schedule that works best for them in collaboration with the externship office, as long as the hours are completed prior to week 16.

## 11. ADMISSION/ENROLLMENT POLICIES

- **Minimum Age:** Must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll).
- **Immunization:** Prospective dental assistant students must comply with both clinical facility requirements and state law related to immunizations. Students must provide documentation of vaccination or a serum titer confirming immunity signed by a healthcare provider, or the student must sign the vaccination declination form. Students should be aware that future employers may require vaccination as a condition of employment, and a student who declines vaccination may face difficulty in obtaining employment until the student is vaccinated. Documentation of vaccinations must include the following:
  - Tetanus-Diphtheria-Pertussis (T-DaP) – Must be current within the past 10 years.
  - Measles-Mumps-Rubella (MMR)
  - Hepatitis B – A complete three-injection series must be completed prior to admission into the program.
  - Varicella (Chickenpox) – Students may provide a physician-documented history of the disease as an alternative to a shot record or serum titer.
- **Identification:** Documentation must be a valid government-issued form of identification (driver's license, state ID, or passport.) Social Security cards are not acceptable forms of identification.
- Prospective students will be interviewed and must be able to complete the application forms and communicate with the representative without the assistance of an interpreter.
- **A valid social security number is required to enter the program.**
- **Potential Radiation Hazards:** Due to potential radiation hazards for pregnant women during onsite training, prospective students who are pregnant are required to obtain a letter from their physician before enrolling in the program. This letter should affirm their ability to be in the building when X-rays are being taken and to participate in the required X-ray lab stations.
  - **Disclosure of Pregnancy:** In the event that a pregnancy is not disclosed before enrollment or if a student becomes pregnant during the program, two options are provided to ensure the student's well-being:
    - **Physician's Approval:** The student may continue in the program only if they provide a letter from their physician. This letter should affirm their ability to be in the building when X-rays are being taken and to participate in the required X-ray lab stations. If a pregnant student cannot obtain a physician's letter, they will be withdrawn from the program and their refund will be determined based on their progress in the course, following the school's refund policy.
    - **Withdrawal:** Alternatively, the student may choose to withdraw from the course. In such cases, any refunds will be determined in accordance with the school's refund policy.
- The school does not require background checks or drug screens for students to enter the dental assistant program. However, upon graduation, many employers will perform a full background check and drug screen prior to employment. If the background check or drug screen is not passed, it may result in no employment offer.
- Students must maintain a professional appearance with the ability to hide any tattoos and/or piercings during future employment. If the school determines this is not possible, the school has the right to deny admission.
- Students must have access to the internet and have a computer for this course.

## 12. POLICY FOR GRANTING CREDIT

The school's staff will review transcripts of work previously completed to determine whether credit for previous training will be granted. A student will need to contact other schools to determine if hours earned at the school will transfer to those institutions.

## 13. CANCELLATION AND REFUND POLICY

### **Cancellation and Settlement Policy**

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

### **Refund Policy**

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

(1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.

(2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.

(3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.

(4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

(5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

14. PROGRAM OUTLINE

**Program Description: Dental Assistant**

This course of instruction prepares individuals for entry-level jobs as dental assistants. Graduates may find suitable employment with dental offices. Students will learn to assist dentists in a dental office. Upon completion of this program students will be able to:

- take basic X-rays.
- take dental impressions.
- make temporaries.
- pour and trim dental models.
- take diagnostic photos.
- clean and sterilize instruments.
- clean, sterilize, and wrap rooms.

**Dental Assistant Program Outline**

Subject #	Subject Title	Clock Hours			
		Lect	Lab	Ext	Total
Preliminary and Week 1 Online Learning	Introduction to Course Basics and Basics of Dental Assisting, Intro to Radiography, Moisture Control, Alginate Impressions, Externship Introduction, Anatomy and Terminology Review, Basic Tray Review, Instrument Sterilization, Intro to Restorative Dentistry, Digital Charting, Dental Codes, Intro to Paper Charting, RINN Assembly	7	0	0	7
Week 1 Labs	Clinical Office Tour, Tooth Numbering and Morphology, Intro to Operatory Setup, Infection Control, and PPE, Chairside Etiquette, Instruments and Trays: Basic Setup, Intro to Sterilization	0	4.5	0	4.5
Week 2 Online Learning	The Dental Examination, Disease Transmission, Infection Control and Management of Hazardous Materials, Surface Disinfection and Treatment Room Preparation, Instrument Processing, Moisture Control, Impressions, Materials and Laboratory Procedures, Alginate Impressions, Instrument Sterilization, Charting, Moisture Control and Instrument Transfer, Restorative Dentistry, Radiography, Job Resources, Complete OSHA and HIPAA Certification	7	0	0	7
Week 2 Labs	Intro to Alginate Impressions, Intro to Sterilization Room, Intro to Digital Charting - Overview, Intro to Paper Charting and Periodontal Probing Charting, Identify Instruments (Restorative Setup - Composite and Amalgam), Instrument Transferring and Moisture Control, Finger Rest Exercise, Infection Control and PPE Part 2, Introduction to Radiography and Human placement of RINN Assembly	0	4.5	0	4.5
Week 3 Online Learning	Pain and Anxiety Control, Radiation Safety and Production of X-Rays, Oral Radiography, Instruments, Handpieces, and Accessories, Restorative and Esthetic Dental Materials, Restorative Procedures, Dentrix - Login and create a new patient, Periapical and Bitewing X-Rays, Anterior and Posterior X-Rays, Pouring Up and	7	0	0	7

	Trimming Impressions, Crown and Bridge, Crown and Bridge Tray	
Week 3 Labs	Upper and Lower Impressions, Pour Up Upper and Lower, Impressions, 2 Bitewings and 2 PA, Pano Demonstration, Identify Instruments (Crown and Bridge Setup), Handpiece Review, Intro to Sterilization Procedures, Instrument Transfer and Moisture Control 2, Digital Charting and Dentrax Setup	0 / 4.5 / 0 / 4.5
Week 4 Online Learning	Legal Aspects of Dental Assisting, Medical Emergencies, Blood Pressure and Pulse, Anatomy and Terminology Review, Charting - Dentrax How To, Intro to Dentrax, Dental Codes, Digital Charting	7 / 0 / 0 / 7
Week 4 Labs	BLS Certification and Blood Pressure & Pulse	0 / 4.5 / 0 / 4.5
Week 5 Online Learning	FMX, Periodontics, Composite Procedures, Anesthetic and Syringe, Composite and Basic Tray Review, Model Trimming	7 / 0 / 0 / 7
Week 5 Labs	Trimming Upper and Lower Models, Instrument Transferring and Moisture Control (repeat), Anesthetic and Syringe, Right Side of FMX, Digital Charting	0 / 4.5 / 0 / 4.5
Week 6 Online Learning	Prosthodontics and Dental Implants, Oral and Maxillofacial Surgery, Oral Surgery Overview, Oral Tray Setup, Pediatric Dentistry, Job Resources	7 / 0 / 0 / 7
Week 6 Labs	Mock Externship Interview, Identify Instruments (Oral Surgery and Post Op), Crown and Bridge Procedure, Shade Guide and Bite Registration, Speed Gun, Left Side of FMX, Oral Hygiene, Digital Charting	0 / 4.5 / 0 / 4.5
Week 7 Online Learning	Endodontics, Rubber Dam, Endodontics Tray Overview, Endodontics Tray Setup, Endodontics Tray Review, Shade Guide, Cements, Temporary Crowns, Digital Charting	7 / 0 / 0 / 7
Week 7 Labs	Permanent and Temporary Cements, Premolar Temporary, Identify Instruments (Endodontic), Rubber Dam Demonstration and, Endo Tray Setup, Anterior Periapical X-Rays, Composite Procedure Part 2, Instrument Transfer and Moisture Control 3	0 / 4.5 / 0 / 4.5
Week 8 Online Learning	Impressions, Pouring Up and Trimming Impressions, Anterior and Posterior X-Rays, Rubber Dam, Orthodontics, Temporary Crowns, Preventive Dentistry, Digital Charting	7 / 0 / 0 / 7
Week 8 Labs	Upper Impression for Bleach Tray, Pour Upper Bleach Tray, Identify Instruments (Restorative Setup - Composite and Amalgam), Placing Rubber Dam on a Manikin and, Endodontic Instruments, Premolar Temp Solo, Posterior Periapical X-Rays, Digital Charting	0 / 4.5 / 0 / 4.5

Week 9 Online Learning	Impressions, Pouring Up and Trimming Impressions, Periodontics, Tooth Numbering Review, Tooth Surfaces Review, Tooth Numbering and Surfaces Review, Composite and Basic Tray Review, Digital Charting, Radiology Review	7/0/0/7
Week 9 Labs	Lower Impression for Bleach Tray, Pour Lower Bleach Tray, Instrument Transferring and Moisture Control (repeat), Handpiece Review 2, Multi-Tip Scramble, FMX, Student Choice, Digital Imaging Part 1	0/4.5/0/4.5
Week 10 Online Learning	Resume Prep, Finding a Job Strategies, Interview Tips, Crown and Bridge, Crown and Bridge Tray, Temporary Crowns, Sealants, Trim and Fabricate Bleach Trays, Digital Charting	7/0/0/7
Week 10 Labs	Mock Job Interview, Identify Instruments (Crown and Bridge Setup) 2, Crown and Bridge Procedures 2, Oral Hygiene Instructions, Trim and Fabricate Bleach Trays, Molar Temporary, FMX, Instrument Quiz, Coronal Polishing	0/4.5/0/4.5
Week 11 Online Learning	General Review, Anterior and Posterior X-Rays, Bitewing X-Rays, Pouring Up and Trimming Impressions, Temporary Crowns, Instrument Review, All Trays Review, Comprehensive Review	7/0/0/7
Week 11 Labs	Review Week, Instrument and Tray Setups (review), FMX, Temporary Molar, Instrument Identification, Charting, Digital Imaging Part 2, Coronal Polishing and Hygiene Instructions	0/4.5/0/4.5
Week 12 Online Learning and Exam	Anterior and Posterior X-Rays, Bitewing X-Rays, Temporary, Crowns, Instrument Review, All Trays Review Final Review Final Exam – Online Radiography Final Exam - Online	9/0/0/9
Week 12 Lab Exam	Final Exam - Practical and Graduation Celebration	0/4.5/0/4.5
Externship	Dental Assistant Externship	0/0/40/40
Total Hours =		86/54/40/180

**Course Synopsis:**

This is a 12-week program: 140 hours of online lecture and in-person lab time, plus 40 hours of clinical externship in a dental office. It is anticipated the externship will be completed during the 12-week program, however in the event this cannot be accomplished, an additional 4 weeks is allowed. Therefore, the maximum time allotted to complete this program is 16 weeks.

**Certificate of Completion:**

After successful completion of the program as outlined in the Graduation Requirements section of this catalog, students will receive a digital copy of their Certificate of Completion via email.

## 15. SUBJECT DESCRIPTIONS

**What's in a lecture?** To further explain, online lecture may consist of any of the following types of activities on a given week:

- Videos/Voiceover Narration
  - Straight ahead as well as interactive video lectures
- Activities, such as drag and drop, image identification, software simulations, and more.
- Reflection and discussion questions
  - These range from questions specific to the topics reviewed in lecture to professionalism and soft skill development to scenarios in the office to questions to get students thinking.
- Online Quizzes

**Preliminary and Week 1 Online Learning: *Introduction to Course Basics and Basics of Dental Assisting, Intro to Radiography, Moisture Control, Alginate Impressions, Externship Introduction, Anatomy and Terminology Review, Basic Tray Review, Instrument Sterilization, Intro to Restorative Dentistry, Digital Charting, Dental Codes, Intro to Paper Charting, RINN Assembly***

Students will receive an overview of the course structure and how to navigate the course, as well as what expectations will be required of them. They will begin to explore the basics of dental assisting including members of the dental team, areas of a dental office, anatomy and physiology, and the basics of clinical dentistry. A variety of topics will be introduced, including PPE, Disinfection and Sterilization, Dental Anatomy and Dentition, Alginate Impressions, Moisture Control, Basic Tray, Intro to Radiography, Intro to Restorative Dentistry, Externships, and Professionalism. The online coursework also includes previews of the labs that students will complete in their first in-person class session.

(Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)

[Prerequisites: None]

**Week 1 Labs: *Clinical Office Tour, Tooth Numbering and Morphology, Intro to Operatory Setup, Infection Control, and PPE, Chairside Etiquette, Instruments and Trays: Basic Setup, Intro to Sterilization***

In this first lab, students will learn how to setup and disinfect a room, properly wear PPE, how to setup a basic tray, and how to properly sterilize instruments in the sterilization room.

(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)

[Prerequisites: None]

**Week 2 Online Learning: *The Dental Examination, Disease Transmission, Infection Control and Management of Hazardous Materials, Surface Disinfection and Treatment Room Preparation, Instrument Processing, Moisture Control, Impressions, Materials and Laboratory Procedures, Alginate Impressions, Instrument Sterilization, Charting, Moisture Control and Instrument Transfer, Restorative Dentistry, Radiography, Job Resources, Complete OSHA and HIPAA Certification***

This week's modules will introduce the topics of alginate impressions and infection control to students. Students will also get their OSHA and HIPAA certifications.

(Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)

[Prerequisites: Week 1 Online Learning]

**Week 2 Labs: *Intro to Alginate Impressions, Intro to Sterilization Room, Intro to Digital Charting - Overview, Intro to Paper Charting and Periodontal Probing Charting, Identify Instruments (Restorative Setup - Composite and Amalgam), Instrument Transferring and Moisture Control, Finger Rest Exercise, Infection Control and PPE Part 2, Introduction to Radiography and Human placement of***

### **RINN Assembly**

Students will start learning how to mix alginate for impressions and the Restorative Setup. Students will also practice instrument transfer and moisture control (with finger rest exercises), sterilization procedures, charting, PPE, and how to place a RINN assembly in a patient or Dexter head's mouth.

(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)

[Prerequisites: None]

### **Week 3 Online Learning: Pain and Anxiety Control, Radiation Safety and Production of X-Rays, Oral Radiography, Instruments, Handpieces, and Accessories, Restorative and Esthetic Dental Materials, Restorative Procedures, Dentrax - Login and create a new patient, Periapical and Bitewing X-Rays, Anterior and Posterior X-Rays, Pouring Up and Trimming Impressions, Crown and Bridge, Crown and Bridge Tray**

This week's modules will introduce the topics of radiography and radiation safety to students. They will also introduce charting and learn how to take Anterior, Posterior, and Bitewing X Rays, and assist with Crown and Bridge procedures. Students will also learn how to pour up and trim models.

(Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)

[Prerequisites: Week 1 and 2 Online Learning]

### **Week 3 Labs: Upper and Lower Impressions, Pour Up Upper and Lower, Impressions, 2 Bitewings and 2 PA, Pano Demonstration, Identify Instruments (Crown and Bridge Setup), Handpiece Review, Intro to Sterilization Procedures, Instrument Transfer and Moisture Control 2, Digital Charting and Dentrax Setup**

This week's labs include Crown and Bridge procedures, taking bitewing and PA radiographs on a Dexter head, panoramic demonstration, handpiece review, and digital charting. Students will also practice instrument transfer and moisture control as well as impressions.

(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)

[Prerequisites: None]

### **Week 4 Online Learning: Legal Aspects of Dental Assisting, Medical Emergencies and, Blood Pressure and Pulse, Anatomy and Terminology Review, Charting - Dentrax How To, Intro to Dentrax, Dental Codes, Digital Charting**

This week's modules focus on Medical Emergencies, Blood Pressure and Pulse and introducing digital charting. Modules will cover topics including Anatomy and Terminology Review, dental coding, and digital charting. Students will also learn about taking blood pressure and pulse. Students will complete a dental anatomy review, and practice more digital charting.

(Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)

[Prerequisites: Week 1 Online Learning through Week 3 Online Learning]

### **Week 4 Labs: BLS Certification and Blood Pressure & Pulse**

In this class the students will be trained in up-to-date BLS techniques and receive their certifications. They will also learn to take patient vital signs. Labs this week include crown and bridge, permanent and temporary cements, shade guide and bite registration, premolar temporaries, a Full Mouth X-ray, composite procedures, and continued practice with instrument transfer, moisture control, and impressions.

(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)

[Prerequisites: None]

### **Week 5 Online Learning: FMX, Periodontics, Composite Procedures, Anesthetic and Syringe, Composite and Basic Tray Review, Model Trimming**

This week's modules include Composite Procedures, Anesthetic and Syringe, Composite and Basic Tray Review, Model Trimming, and a lesson on Full Mouth X-rays. Students will continue practicing digital charting and review instrument trays.

Students will complete a digital charting exercise and tray setup on a regular basis.  
(Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)  
[Prerequisites: Week 1 Online Learning through Week 4 Online Learning]

**Week 5 Labs: *Trimming Upper and Lower Models, Instrument Transferring and Moisture Control (repeat), Anesthetic and Syringe, Right Side of FMX, Digital Charting***

Students will learn how to trim and polish diagnostic models, composite procedures, and provide post-operative instructions in this week's lab. Students will practice instrument transfer, moisture control, finger rest, and practice charting.  
(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)  
[Prerequisites: None]

**Week 6 Online Learning: *Prosthodontics and Dental Implants, Oral and Maxillofacial Surgery, Oral Surgery Overview, Oral Tray Setup, Pediatric Dentistry, Job Resources***

Students will learn about Prosthodontics and Dental Implants, Oral and Maxillofacial Surgery, Pediatric Dentistry, and Job Resources. Students will continue to practice digital charting and complete tray reviews.  
(Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)  
[Prerequisites: Week 1 Online Learning through Week 5 Online Learning]

**Week 6 Labs: *Mock Externship Interview, Identify Instruments (Oral Surgery and Post Op), Crown and Bridge Procedure, Shade Guide and Bite Registration, Speed Gun, Left Side of FMX, Oral Hygiene, Digital Charting***

During this lab this week, students will learn about assisting with oral surgery procedures, providing post-op instructions, and review crown and bridge. They will continue practicing instrument transfer and moisture control. Students will also practice the left side of a Full Mouth X-ray this week. Students will learn about the specialties of oral hygiene and practice digital charting again.  
(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)  
[Prerequisites: None]

**Week 7 Online Learning: *Endodontics, Rubber Dam, Endodontics Tray Overview, Endodontics Tray Setup, Endodontics Tray Review, Shade Guide, Cements, Temporary Crowns, and Digital Charting***

This week's modules focus on the specialties of Endodontics, Endodontics Tray Setup, and Shade Guide, Cements, and Temporary Crowns. Students will also learn about rubber dams. They will also continue their weekly practice with tray setups, and digital charting. (Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)  
[Prerequisites: Week 1 Online Learning through Week 6 Online Learning]

**Week 7 Labs: *Permanent and Temporary Cements, Premolar Temporary, Identify Instruments (Endodontic), Rubber Dam Demonstration and, Endo Tray Setup, Anterior Periapical X-Rays, Composite Procedure Part 2, Instrument Transfer and Moisture Control 3***

In labs this week students will learn about assisting with Endodontics procedures, providing post-op instructions, and review Endo Tray Setup. Students will trim and polish lower models for diagnostic models. The students will also mix Permanent and Temporary Cements, fabricate Premolar Temporary Crown, Rubber Dam Demonstration and the steps to the Composite Procedure. Additionally, students will practice instrument transfer and moisture control.  
(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)  
[Prerequisites: None]

**Week 8 Online Learning: *Impressions, Pouring Up and Trimming Impressions, Anterior and Posterior X-Rays, Rubber Dam, Orthodontics, Temporary Crowns,***

### ***Preventive Dentistry and Digital Charting***

This week's online learning Students will learn about Impressions, Pouring Up and Trimming Impressions, Anterior and Posterior X-Rays, Rubber Dam, Orthodontics, Temporary Crowns, Preventive Dentistry, and practice Digital Charting.

(Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)

[Prerequisites: Week 1 Online Learning through Week 7 Online Learning]

### ***Week 8 Labs: Upper Impression for Bleach Tray, Pour Upper Bleach Tray, Identify Instruments (Restorative Setup - Composite and Amalgam), Placing Rubber Dam on a Manikin and, Endodontic Instruments, Premolar Temp Solo, Posterior Periapical X-Rays, Digital Charting***

In labs this week students will take and pour up upper impressions for bleaching trays. Students will also review instruments for a Restorative Setup and Endo, how to properly place a rubber dam on the Manikin, Instrument Transferring, and Moisture Control, Multi - Tip Scramble, how to fabricate Premolar Temp and take Posterior PA's X-Rays of a FMX.

(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)

[Prerequisites: None]

### ***Week 9 Online Learning: Impressions, Pouring Up and Trimming Impressions, Periodontics, Tooth Numbering Review, Tooth Surfaces Review, Tooth Numbering and Surfaces Review, Composite and Basic Tray Review, Digital Charting, Radiology Review***

This week's online learning will consist of Impressions, Pouring Up and Trimming Impressions, Periodontics, Tooth Numbering Review, Tooth Surfaces Review, Tooth Numbering and Surfaces Review, Composite and Basic Tray.

(Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)

[Prerequisites: Week 1 Online Learning through Week 8 Online Learning]

### ***Week 9 Labs: Lower Impression for Bleach Tray, Pour Lower Bleach Tray, Instrument Transferring and Moisture Control (repeat), Handpiece Review 2, Multi-Tip Scramble, FMX, Student Choice, Digital Imaging Part 1***

In labs this week students will take and pour up lower impressions for bleaching trays. Students will review instrument transferring and moisture control, Perio Tray Setup, Multi - Tip Scramble, practice taking a FMX, and Digital Imaging.

(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)

[Prerequisites: None]

### ***Week 10 Online Learning: Resume Prep, Finding a Job Strategies, Interview Tips, Crown and Bridge, Crown and Bridge Tray, Temporary Crowns, Sealants, Trim and Fabricate Bleach Trays, Digital Charting***

This week's online learning consists of Interviews, Resumes, Finding a Job Video, Crown and Bridge, Crown and Bridge Tray Video, Temporary Crowns, Sealants, Trim and Fabricate Bleach Trays and continued practice of Digital Charting.

(Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs)

[Prerequisites: Week 1 Online Learning through Week 9 Online Learning]

### ***Week 10 Labs: Mock Job Interview, Identify Instruments (Crown and Bridge Setup) 2, Crown and Bridge Procedures 2, Oral Hygiene Instructions, Trim and Fabricate Bleach Trays, Molar Temporary, FMX, Instrument Quiz, Coronal Polishing***

Students will go through a mock interview which prepares them for real interviews when obtaining a job. Students will review Crown and Bridge Procedures, how to properly give Oral Hygiene Instructions to Patients, Trim and Fabricate Bleach Trays, Fabricate Molar Temporary Crown, practice a FMX, take an instrument quiz, and explore coronal polishing.

(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)

[Prerequisites: None]

**Week 11 Online Learning: *General Review, Anterior and Posterior X-Rays, Bitewing X-Rays, Pouring Up and Trimming Impressions, Temporary Crowns, Instrument Review, All Trays Review, Comprehensive Review***

This week's modules focus on preparing students for the final exam. Students will be reviewing how to take Anterior, Posterior, and Bitewing X-Rays for a FMX. Students will focus on Pouring Up and Trimming Impressions, how to fabricate Temporary Crowns, and reviewing instruments and trays. (Lec 7 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 7 Clk Hrs) [Prerequisites: Week 1 Online Learning through Week 10 Online Learning]

**Week 11 Labs: *Review Week, Instrument and Tray Setups (review), FMX, Temporary Molar, Instrument Identification, Charting, Digital Imaging Part 2, Coronal Polishing and Hygiene Instructions***

This lab is a review of the key skills practiced throughout the course, including instrument and tray setups, impressions, temporaries, charting, diagnostic models, Digital Imaging, Coronal Polishing, and FMX.

(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)

[Prerequisites: None]

**Week 12 Online Learning and Exam: *Anterior and Posterior X-Rays, Bitewing X-Rays, Temporary, Crowns, Instrument Review, All Trays Review, Final Review, Final Exam – Online, Radiography Final Exam - Online***

This week will serve as an opportunity for students to review everything they've learned throughout the previous weeks of the course in preparation for their final. Students will complete various tray setups and chart patients in the simulated digital charting system. Students will complete the online final which consists of a digital charting exercise, an anatomy, terminology, and tooth numbering assessment, tray setup activity, and a room setup, sterilization, and disinfection skills check.

(Lec 9 Clk Hrs / Lab 0 Clk Hrs / Ext 00 Clk Hrs / Total 9 Clk Hrs)

[Prerequisites: Week 1 Online Learning through Week 11 Online Learning]

**Week 12 Labs: *Final Exam - Practical and Graduation Celebration***

The practical final consists of taking an impression, completing a full mouth X-ray, and permanent and temporary cements.

(Lec 00 Clk Hrs / Lab 4.5 Clk Hrs / Ext 00 Clk Hrs / Total 4.5 Clk Hrs)

[Prerequisites: None]

**Externship: *Dental Assistant Externship***

Each student is to complete 40 hours of externship in a working dental office.

Students will put into practice the skills they have learned in the course.

(Lec 0 Clk Hrs / Lab 0 Clk Hrs / Ext 40 Clk Hrs / Total 40 Clk Hrs)

[Prerequisites: Week 1 Online Learning and Labs through Week 6 Online Learning and Labs]

**Detailed Externship Description:**

The externship portion of the course provides students with an opportunity to observe and work in a dental office environment under the guidance of trained professionals. Students are encouraged to start their externship after week 6, however are expected to start their externship no later than week 7. Students must complete their full externship no later than 16 weeks from the course start date (excluding holidays). The academic advisor will work with the students to place them in dental offices based on the schedules of the student and the office. Once a student is placed in an externship office, the student is required to take an externship evaluation form to the office where it will be completed by the externship supervisor. The externship evaluation form documents the specific days and times the student works at the office each week, and also allows the externship supervisor to rate a student's

performance on the skills they practice each week. The evaluation form(s) must be signed by the externship supervisor and should be submitted to the school at the end of each week any externship hours are completed. Each student externship is monitored by weekly phone calls to the externship supervisor. The calls are placed during normal business hours, Monday-Friday, 8am-5pm. Externship evaluation forms, to account for all 40 hours, are required to be submitted by the end of the 12-week program, however in the event this cannot be accomplished, an additional 4 weeks is allowed.

## 16. GRADING AND MARKING SYSTEM

### **Grading Requirements for Program Completion**

- Achieve a minimum cumulative GPA of 2.0 (70%) on program coursework.
- Complete a minimum of 40 externship hours.

**Program Coursework:** The final grade for the Dental Assisting program coursework is determined by a combination of online coursework, lab assignments, and final exams. The breakdown of the final grade and each subsequent grading category is as follows:

- **Online Coursework Assignments** = 20% of Final Grade
- **Lab Assignments** = 20% of Final Grade
- **Final Exams** = 60% of Final Grade
  - o In-person Lab Final (100 pts)
  - o Online Coursework Final (50 pts)
  - o Online Radiography Final (20 pts)

**Externship:** The externship is graded on a Pass or Fail basis, determined on the satisfactory completion of 40 total externship hours. Upon completion of the required hours, students are evaluated on their clinical, administrative, and professionalism skills by the cooperating dental office.

### **Grades will be determined using the following scale:**

90% - 100%	= A	(4 Grade Points)
80% - 89%	= B	(3 Grade Points)
70% - 79%	= C	(2 Grade Points)
60% - 69%	= D	(1 Grade Point)
0% - 59%	= F	(0 Grade Points)

## 17. POLICY CONCERNING SATISFACTORY PROGRESS

**Definition of Satisfactory Progress:** Satisfactory Progress is defined as continuous advancement in academic performance, skill competency, and professional behavior. This includes maintaining a minimum cumulative GPA of 2.0 (70%) across all program coursework, consistent attendance during all program coursework modalities, and successful completion of the 40-hour externship.

While the institution makes every effort to monitor students who may be at risk of not meeting the program's requirements, it is ultimately the students' responsibility to keep track of their own progress. Students are provided with all the necessary tools to proactively monitor their progress, as detailed below.

### **Progress Feedback**

- **Program Coursework:** Online assignments and assessments, conducted via the student learning portal, are automatically graded. Students can review these grades at any time under the "Grades" tab in the student learning portal. In-person lab grades will be updated on the student learning portal within one week of each lab session. Additionally, feedback and guidance on lab skills performance

will be communicated verbally during in-person labs. The Assessment of Skills Lab Final grade will be posted to the student learning portal within one week of taking the final.

- **Externship:** Students are responsible for asking the cooperating office and dental team members for constructive feedback over the duration of their externship. They additionally may request submitted externship feedback from their academic advisor upon the conclusion of their externship.

### Conditions

- **For Termination:** A student's enrollment may be terminated if they have not shown sufficient satisfactory progress prior to week 12. This includes failing to maintain a GPA of 2.0 (70%) for four consecutive weeks leading up to week 12. Additionally, students must submit a projected completion schedule for their externship by the end of week 5 to show that progress is being made towards meeting the externship requirement. Week 6, students will have the foundations needed to begin their externship. Students are eligible to begin their externship week 6 and are expected to start their externship week 7. There is no penalty for starting the externship later than week 7, as long as students have already filled out their projected completion schedule, and all 40 hours are completed prior to week 12. In the event this cannot be accomplished, an additional 4 weeks may be granted. It is the student's responsibility to reach out to their advisor if they are going to need the additional time to complete their externship (not to extend 16 weeks past the course start date).
- **For Readmittance:** A student whose enrollment was terminated for unsatisfactory progress may be allowed to re-enroll in an upcoming course. Such reenrollment does not circumvent the approved refund policy.

## 18. ATTENDANCE POLICY

The Dental Assistant Hybrid program totals 180 hours, which includes 40 hours for externship and 140 hours for coursework. This coursework is further divided into 54 hours for labs and 86 hours for online learning. Students must adhere to the attendance policy outlined below to successfully complete the program.

Due to the accelerated nature of the program, the school does not distinguish between excused and unexcused absences. All absences, regardless of reason, are recognized equally in accordance with the attendance policy. Additionally, the school does not offer a leave of absence.

Students must not be absent for more than 25% of the total course hours and must not be absent for more than 25% of any individual part of the course. Enrollment will be terminated for a student that accumulates absences for:

- more than 25% of the total lab time (>13.5 out of 54 hours);
- more than 25% of the total online learning time (>21.5 out of 86 hours);
- any combination of lab and online learning hours that equals more than 25% of the lab and online learning time combined (>35 out of 140 hours)

Additionally, students are required to complete a minimum of 40 externship hours by the end of Week 12 to be eligible for graduation and program completion. Enrollment will be terminated if a student does not meet the 40 externship hours requirement by the end of Week 12\*.

*\*Requested exceptions to the externship deadline are considered on a case-by-case basis and determined by committee.*

### Lab Attendance Policy:

Students are permitted to miss up to three lab classes, or 13.5 lab hours equivalent to 25% of the total lab time, without penalty. Missing more than three lab classes will result in termination from the program. Any lab class that a student is not present for will result in a 0% grade for that lab. If a student has missed three lab classes, they are strongly encouraged to schedule and attend a lab make-up class. In the event of missing a fourth lab class, for any reason, students will be irreversibly terminated from the program if they have not previously made-up a lab class prior to missing the fourth lab class.

**Lab Make-Up Policy:**

Students will have the opportunity to make-up a 4.5-hour lab class during the program to receive hands-on practice of the skills they have missed due to an absence.

Participation in a lab make-up session is credited as four and a half attendance hours and permits students to complete the lab assignments for that day, without any grade penalties. It is the student's responsibility to find out when the make-up lab is scheduled, sign-up to attend, and pay for it in advance. The school will provide a minimum of one and maximum of two lab class make-up options. Make-up lab class date options are typically scheduled for the Sunday after Week 11 Lab. Students can contact the school to find out the date(s) of the make-up class.

The make-up class shall:

- be supervised by an instructor approved for the class being made up;
- require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- 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.

**There is a \$150.00 fee to attend the 4.5-hour in-person lab make-up class.**

Payment in advance is required for students to schedule and attend a make-up class.

**Online Learning Attendance Policy:**

Students must complete the lessons in their online learning coursework section each week, before they are able to take their weekly Coursework/Learning Assessment Quiz. In order to get credit for the online learning attendance each week, students will need to work through the coursework and complete the learning assessment quiz at the end of each weekly module. If a student fails to submit a quiz by the due date, they will receive a 0% for that quiz and will not receive the 7 hours of online learning credit for that week. Students may not skip weeks and they are responsible for finishing any missed work before they move on.

**Online Learning Make-Up Policy:**

Students have three weeks from the original due date to make-up a missed quiz for lecture attendance credit and grade points, as long as it is submitted before the program end date. However, a late submission penalty of 3% per day will be imposed on the quiz score, up to a maximum of 21 days. If a quiz is not made up within this three-week period, the score will remain 0%. Students will be responsible for completing the coursework and submitting the quiz in order to advance in their online learning coursework, regardless of whether or not the allotted time to make-up the quiz for credit has passed.

## 19. CONDUCT POLICY

Students are expected to uphold professional conduct throughout their participation in the program. Violations of this policy will result in disciplinary action leading up to and including termination from the program.

### **In-Class Conduct**

During class, students are expected to:

- maintain respectful and non-disruptive behavior towards instructors and peers.
- refrain from aggressive behavior including physical violence, verbal abuse, or harassment.
- respect the property of peers, instructors, and the school (students will not steal, damage, or vandalize the property of others).
- abstain from using personal cell phones without prior permission.
- keep a professional appearance (managing visible tattoos or piercings, unkempt body hair, offensive odor).
- not sleep or otherwise disengage during class time.
- not be under the influence of drugs or alcohol.

### **Online Conduct**

During online interactions, students should:

- use respectful and professional language in all written communications, such as discussion posts and emails.
- refrain from any form of cyberbullying or harassment.
- respond in a timely manner to communications from instructors or administrative staff.

### **Externship Conduct**

While at their externship, students are expected to:

- adhere to the externship office policies and maintain professional behavior.
- be present for all scheduled hours and notify the relevant parties in case of necessary absences.
- abstain from using personal cell phones without prior permission.
- document externship schedule and participation accurately.
- once received, wear the scrubs or same color scrubs issued by the school.

Additionally, students must comply with their tuition payment schedules and collaborate with the school's efforts in job placement by actively seeking employment in the dental field.

**Policy for Readmission:** A student seeking to be readmitted after termination from the program for violations of the conduct policy must reapply with a formal statement of intended self-remediation. The case will go before an Enrollment Committee for review and readmission will be granted only at the discretion of the committee. Any outstanding balances or monies owed to the school must be paid in full in order for readmission to be considered.

## 20. GRADUATION REQUIREMENTS

In order to graduate from the program and receive a Certificate of Completion, students must meet the following criteria:

- achieve a minimum cumulative GPA of 2.0 (equivalent to 70%) upon completion of the program.
- fulfill all financial obligations to the institution.
- adhere to the program's attendance policy.
- successfully complete a minimum of 40 externship hours prior to week 16.
- complete the program within the stipulated time frame.
- demonstrate active pursuit of employment, including responding to all inquiries/assistance from academic advisors.

Upon meeting these requirements, students will be eligible to receive their Certificate of Completion.

## 21. PLACEMENT ASSISTANCE POLICY

The school offers placement assistance to students by maintaining an employer database and consistently communicating opportunities for employment. The school is committed to providing assistance and sharing opportunities for students both during the program and continuing post-graduation. Additionally, the school provides career-readiness training, general support, and direction for interview preparation and overall job-seeking. Successful placement requires that students take the initiative to develop job-seeking skills, pursue employment, attend interviews, and fully cooperate with the school's efforts to help. **The school does not, under any circumstance, guarantee employment to students or graduates.**

## 22. STUDENT GRIEVANCE POLICY

Students must address their concerns about this school or any of its educational programs by following the grievance process as follows:

Student grievances should initially be directed to the class instructor. The instructor will act to either address the concern or escalate to the director if needed. If the matter is not resolved by approaching the instructor, a student grievance should then be directed to the school's director in writing within seven calendar days of the incident. This can be accomplished by sending an email to the attention of "School Director" to: [info@columbusdentalassistantschool.com](mailto:info@columbusdentalassistantschool.com). A response to grievances will be issued by the school director in writing no more than three business days after receipt of the written grievance. Students are welcome to call the school office during business hours. Open communication between the student and the school is encouraged to resolve the student's concerns. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.