

# CATALOG

## **Austin Academy of Dental Assisting LLC**

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*Approved and Regulated by the Texas Workforce Commission  
Career Schools and Colleges  
Austin, Texas*

Dr. Leila Moghadam, DMD  
Director

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## **MISSION STATEMENT**

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

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

## **PHILOSOPHY**

There are many job opportunities for the qualified dental assistants to assist dentists in the dental profession. Although one desires to be trained in this profession, there 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 Dental Assisting Course consisting of 78 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.

Austin Academy of Dental Assisting LLC is dedicated to the ideals of developing efficient, effective dental assistants through a competency-based program.

## **APPROVAL**

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

## **HISTORY**

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

## **PHYSICAL FACILITIES**

Austin Academy of Dental Assisting, LLC, shares space in the office of Dr. Leila Moghadam at Longhorn Pediatric Dentistry & Orthodontics, LLC located at 4638 West Gate Blvd, Austin, Texas. There are two dental treatment rooms equipped with dental chairs, units, one open bay with four chairs for hygiene, and a digital X-ray machine. There is a computerized business office, a reception room, a break room, a sterilization area, and a small lab. The facility has approximately 700 square feet available for lecture area discussions. The school will occupy the total 1900 square feet of space.

## **LEGAL ORGANIZATION**

The Austin Academy of Dental Assisting LLC is a limited liability company owned by Dr. Leila Moghadam and Dr. Reza Arzegar. They each own 50% of the company. Dr. Moghadam and Dr. Reza Arzegar are co share holders.

## **FACULTY AND STAFF**

### **Dr. Leila Moghadam, DDS, Director**

Dr. Leila Moghadam is a general dentist who focuses her practice on family and cosmetic dentistry. In 2006, she earned her doctorate degree from prestigious Boston University with Cum Laude(with Honors), and then returned home to Southern California and began her dental career. In 2009, Dr. Leila committed to keeping up with the latest advancements in dentistry by attending continuing education courses. Her main focus is providing the highest quality care for her patients in a calm and comfortable environment. Dr. Leila Moghadam is the owner of Longhorn Pediatric Dentistry & Orthodontics located at 4638 West Gate Blvd, Austin, Texas and Owner/CEO of Austin Academy of Dental Assisting LLC in Texas.

### **Dr. Reza Arzegar, Registrar/Administrator**

Dr. Reza Arzegar is a board-certified Austin pediatric dental specialist. After earning his undergraduate and dental degrees at the University of Texas at San Antonio in 2004, he went on to complete an advanced two-year specialty program in pediatric dentistry in Jackson, Mississippi. Dr. Reza practiced pediatric dentistry in Austin and Pflugerville before relocating to California in 2007, where he provided dental care for families in Bakersfield and Beverly Hills. In 2009, Dr. Reza and his wife, Dr. Leila, returned to Austin. Dr. Reza Arzegar is the Owner/CEO of Longhorn Pediatric Dentistry & Orthodontics located at 4638 West Gate Blvd, Austin, Texas.

Dr. Reza is committed to staying up-to-date on the latest dental techniques and technology. He also emphasizes patient comfort in every aspect of his practice, because he understands that many children feel anxious or even scared about dental visits. His goal is to help kids of all ages (and parents, too!) feel at ease in his care. Dr.Reza has successfully completed a two year training course in Orthodontics and is certified by the Academy of GP Orthodontics. Dr. Reza, Dr. Leila, and their two children, Emma and Noah, enjoy spending their free time outdoors, traveling, and watching movies.

### **Hamid Dinari, Instructor**

Mr. Dinari is an experienced dental assisting instructor. With over 18 years of teaching experience he has helped many students achieve their goal of becoming wonderful dental assistants and enjoy their rewarding careers in the fun field of dentistry. Mr. Dinari holds two college degrees, he has a master degree in Educational Psychology and a Bachelor degree in Biology. His education background in combination with his real life experience in dental field have made him a unique and one of a kind instructor. His ability to clearly and interactively teach creates a fun and upbeat environment for his students . Mr.Dinary believes in conceptual and hands on learning and that's the reason he includes many hours of interactive training in his curriculum. This allows the students to observe him and also perform the procedures themselves under his direct supervision. In addition to training his students to the highest level of dental assisting skills, he also coaches them in other important aspects of their future career such as patient interactions, doctor interaction.

Mr,Dinary's fun, loving, and professional personality has made him a very successful and popular instructor. At Austin Academy of Dental Assisting we are very fortunate to have Mr.Dinary as our lead instructor.

### **Eloisa Zamora, School Administrator/Representative**

Originally from La Porte Texas, she fell in love with the beautiful state capital of Texas ever since she visited during a high school trip to The Texas School of Deaf in 2004. Eloisa is a graduate of Austin Academy of Dental Assisting and a Registered Dental Assistant in the state of Texas. She is currently the school representative & administrator for the school and she absolutely loves her job to the core. She is upbeat, loves making people laugh and always has a smile on her face. She loves speaking to potential students, guiding them and answering any questions that ease their mind before starting their exciting dental career.

When she isn't working Eloisa enjoys family time with her husband and daughter, running her photography business, reading, traveling and studying American Sign Language in hopes of being fluent some day.

### **CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE**

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

### **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. The administration fee must accompany the enrollment agreement to secure a space in the program. Tuition must be paid either prior to entrance or prior to the month in which it is due.

<b>Course</b>	<b>Tuition</b>	<b>Uniform Fee</b>	<b>Admin. Fee</b>	<b>Book Rental/Supplies</b>	<b>Total</b>
Dental Assisting	\$3,125.00	\$50.00	\$100.00	\$125.00	\$3,400.00

**METHOD OF PAYMENTS:** Cash, Money Order, Cashier Check or Visa/Master card.

### **PAY IN FULL: (You Save \$275)**

Students who pay in full will receive a \$275 discount off of tuition.

<b>Total Payment</b>	<b>\$3,125.00</b>
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### **TUITION PAYMENTS:**

For students who prefer installments. The school offers an easy interest free installment payment plan.

The plan will consist of four (4) installments:

1 <sup>st</sup> installment upon enrollment	-	\$ 850.00
2 <sup>nd</sup> installment on the 4 <sup>th</sup> week of class	-	850.00
3 <sup>rd</sup> installment on the 8 <sup>th</sup> week of class	-	850.00
4 <sup>th</sup> installment on the 12 <sup>th</sup> week of class	-	<u>850.00</u>
<b>Total Payment</b>		<b>\$3,400.00</b>

**LATE PAYMENTS:** Installment payments not received 10 days after the due date shall incur a late fee of 5%.

**BOOKS, SUPPLIES AND FEES:** Fees for books and supplies are **\$125.00 and is subject to cost change.** There are no refunds for equipment, books, uniforms, or supplies once received by the student.

Books must be returned in the same condition as received and turned in on the last day of school.

**HOLDER IN DUE COURSE STATEMENT:**

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

**DENTAL ASSISTING PROGRAM**

**SCHOOL CALENDAR**

(Call the school administrator for specific dates when school starts)

**Winter Quarter**

January 2019 - April 2019

**Spring Quarter**

April 2019 - July 2019

**Summer Quarter**

July 2019 - October 2019

**Fall Quarter**

October 2019- January 2020

**Class Schedule Supplement**

**(Class Schedule/Lesson Plan attached)**

**\*\*Additional session subject to availability and requests**

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

**HOLIDAYS**

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Independence Holiday Vacation

Labor Day

Thanksgiving Holiday Vacation

Christmas Holiday

New Years Holiday Vacation

**CLASS SCHEDULE**

Classes are offered either on Saturdays from 9:00 am until 4:00 pm (includes a one-hour lunch break and a 10 minute break) or on Tuesday and Thursday evenings from 5:30 pm until 8:30 pm (includes a 10 minute break between lecture and lab).

**ENROLLMENT PERIODS**

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

## **OFFICE HOURS**

Office hours are 8:00 AM to 5:00 PM Monday through Friday, except the days school will be closed. When classes are not in session, the office will be closed for lunch from 12:00 PM to 1:00 PM.

## **ADMISSION REQUIREMENTS**

- a) Applicant must be at least 17 years of age (with parent/guardian permission)
- b) Be a graduate of a high school that is regionally accredited or approved by an authorized state educational agency or obtained a high school certificate of General Equivalency Diploma (GED)
- c) Signed enrollment agreement

## **CANCELLATION POLICY**

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

## **REFUND POLICY**

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



- (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
- A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

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

#### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

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

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

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

#### **PROGRAM: DENTAL ASSISTING – 128 Hours**

Austin Academy of Dental Assisting, LLC prepares students for entry level positions as a chairside dental assistant in a dental office. The dental assistant training program is a course designed to teach the students the skills and working knowledge necessary to assist dentists and hygienists in all chairside procedures. Students that graduate from this program will be able to effectively perform the following procedures:

- Pass instruments and supplies to the dentists
- Use suction devices to keep patients 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 patients 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

### **PROGRAM SYNOPSIS**

The Dental Assisting program involves thirteen weeks of "hands on" academic training where students have an opportunity of practicing the various routines of chair side assisting. At the completion of the thirteen-week portion of the training, the student 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 or certificates be awarded.

Classes are offered either on Saturdays from 9:00 am until 4:00 pm (includes a one-hour lunch break) or on Tuesday and Thursday evenings from 5:30 pm until 8:30 pm

**\*The 50-hour externship may be completed in one additional week or spread over a two or three week period.**

**PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM**

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS			
			LECT	LAB	EXT	TOT
1	DA101	Introduction to the Profession of Dentistry	.5	0	0	
	DA102A	Infection Control for the Dental Assistants	1			
	DA102	Ethical & Legal Issues in Dentistry	.5	0	0	
	LAB 101	Dental Chair & Infection Control (PPE)	0	1	0	
	LAB102	Inf. Cont. - Maintaining the Operating Field, Dental Instruments, and Trays	0	1.5	0	
	LAB103	Inf. Cont. – Treatment Preparation & Clean-up [Clinical Video of Set up and Breakdown of Dental Operatory ]	0	1.5	0	
		Total for week 1				6
2	DA103	Dental Radiography	1	0	0	
	DA104	Human Dentition	1	0	0	
	LAB104A	Radiography Basics & X-Ray Procedures A	0	4	0	
		Total for week 2				6
3	DA105	Composition of Teeth & Dental Terminology	1	0	0	
	DA106	Tissues Surrounding the Teeth	1	0	0	
	LAB104B	Radiography Basics & X-Ray Procedures B	0	4	0	
		Total for week 3				6
4	DA107	Bones of the Head	1	0	0	
	DA108	Muscles of the Head & Neck, TMJ and Paranasal Sinuses	1	0	0	
	LAB105A	Dental Charting A	0	4	0	

		<b>Total for week 4</b>				<b>6</b>
<b>5</b>	<b>DA109</b>	<b>Oral and Maxiofacial Pathology</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	<b>DA110</b>	<b>Oral Cavity, Salivary Glands &amp; Immune System</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	<b>LAB105B</b>	<b>Dental Charting B</b>	<b>0</b>	<b>2</b>	<b>0</b>	
	<b>LAB106</b>	<b>Alginate Impressions, Lab Materials &amp; Techniques</b>	<b>0</b>	<b>2</b>	<b>0</b>	
		<b>Total for week 5</b>				<b>6</b>
<b>6</b>	<b>DA111</b>	<b>Dental Materials</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	<b>DA112</b>	<b>Pediatric Dentistry</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	<b>LAB107</b>	<b>Restorative Materials &amp; Techniques [Clinical Video of Amalgam &amp; Composite Filling]</b>	<b>0</b>	<b>2</b>	<b>0</b>	
	<b>LAB108</b>	<b>Pedodontic Procedures</b>	<b>0</b>	<b>2</b>	<b>0</b>	
		<b>Total for week 6</b>				<b>6</b>
<b>7</b>	<b>DA113</b>	<b>Removable Prosthodontics (RPD)</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	<b>DA114</b>	<b>Fixed Prosthodontics</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	<b>LAB109</b>	<b>Removable Prosthodontics Lab</b>	<b>0</b>	<b>2</b>	<b>0</b>	
	<b>LAB110</b>	<b>Fixed Prosthodontics - Full &amp; Partial Dentures LAB</b>	<b>0</b>	<b>2</b>	<b>0</b>	
		<b>Total for week 7</b>				<b>6</b>
		<b>Sub-Total</b>	<b>14</b>	<b>28</b>	<b>0</b>	<b>42</b>

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS			
			LECT	LAB	EXT	TOT
8	DA115	Endodontics	1	0	0	
	DA116	Topical & Local Anesthesia	1	0	0	
	LAB 111	Endodontics Instrument & Procedures	0	2	0	
	LAB112	Techniques in Administering Anesthesia [Clinical Video of Crown Preparation]	0	2	0	
		<b>Total for week 8</b>				<b>6</b>
9	DA117	Orthodontics	1	0	0	
	DA118	Periodontics	1	0	0	
	LAB113	Placing Sealants & Home Bleaching	0	2	0	
	LAB114	Periodontal Treatment, Coronal Polishing Preventive Dentistry, Oral Hygiene, and use of High Speed Dental Handpiece	0	2	0	
		<b>Total for week 9</b>				<b>6</b>
10	DA119	Oral and Maxiofacial Surgery	1	0	0	
	DA120	Medical Emergencies in the Dental Office	1	0	0	
	LAB115	Oral Surgical Procedures [Clinical Video of Oral Surgical Procedures]	0	2	0	
	LAB116	CPR Training	0	2	0	
		<b>Total for week 10</b>				<b>6</b>

11	DA121	Radiography In Depth Overview	4	0	0	
	DA122	Front Office Mgt. and Resume Preparation	2	0	0	
		<b>Total for week 11</b>				<b>6</b>
12		Practical Exams Review - Charting	0	2	0	
		Practical Exams Review - Radiography	0	2	0	
		Practical Exams Review – Instrument Transfer	0	1	0	
		Practical Exams Review – Instrument Recognition & Suction Tip Positioning	0	1	0	
		<b>Total for week 12</b>				<b>6</b>
13		Practical Final Exam	3	0	0	
		Final Exam - Theories	3	0	0	
		<b>Total for week 13</b>				<b>6</b>
	EXT101	Dental Externship	0	0	50	50
		Sub - Total (This pg.)	18	18	50	86
		Plus: Sub - Total (Previous Pg.)	14	28	0	42
		<b>Grand Total (Previous page + This page = Curriculum Clock Hrs)</b>	<b>32</b>	<b>46</b>	<b>50</b>	<b>128</b>

Legend: LECT - Lecture LAB - Laboratory EXT- Externship TOT – total

## LECTURE SERIES – SUBJECT DESCRIPTION

### **DA 101 - Introduction to the Profession of Dentistry - (0.5 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)

### **DA 102A - Infection Control for Dental Assistants - (1 hour of lecture)**

Students will learn the diseases that can be spread in the dental office and methods of protection. Topics include the study of personal hygiene, the proper utilization of Personal Protective Equipment (PPE) to decrease the possibility of cross contamination. The different Government regulating agencies which provide information and enforcement for the health and safety of the employees in the work place will also be discussed. (Prerequisite: None)

### **DA 102 - Ethical and Legal Issues in Dentistry - (0.5 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)

### **DA 103 - 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)

### **DA 104 - 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)

### **DA 105 - Composition of Teeth and Dental Terminology - (1 hour of lecture)**

Students will learn the different parts of the tooth. Topics include cervix, apex, dental pulp, tissues of the teeth such as enamel, dentin and cementum. Also includes discussion of anatomical landmarks of the tooth and dental terminology. (Prerequisite: None)

### **DA 106 - Tissues Surrounding the Teeth - (1 hour of lecture)**

Students will learn the tissues supporting the human teeth. Topics include the alveolar process, the periodontal ligament and the gingiva (gums) which are collectively known as the periodontium. (Prerequisite: DA104)

### **DA 107 - Bones of the Head - (1 hour of lecture)**

Students will learn the basic anatomy and physiology of the human skull. Topics include the cranium and the bones of the face. (Prerequisite: DA104)

### **DA 108 - Muscles of the Head and Neck and Temporomandibular Joint (TMJ) and Paranasal Sinuses - (1 hour of lecture)**

Students will learn the muscles of the head and neck and the temporomandibular joint which connects the maxillary and mandibular jaws. Topic also includes paranasal sinuses which are the air cavities in the bones above and each side of the nasal cavities. (Prerequisite: None)

### **DA 109 - Oral and Maxiofacial 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: DA108)

**DA 110 - Oral Cavity, Salivary Glands and Immune system** - (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 infectious diseases that can be transmitted from the patient in a dental environment. (Prerequisite: DA106)

**DA 111 - 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: DA105)

**DA 112 - 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: DA104)

**DA 113 - Removal Prosthodontics (RPD)** - (1 hour of lecture)

Removable Prosthodontics (RPD) replaces missing teeth. The students will learn the component parts of both the partial and complete RPD's and the various steps necessary to take during replacement appointment with patient. (Prerequisite: DA111)

**DA 114 - 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: DA111)

**DA 115 – 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: DA105, DA106)

**DA 116 - 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)

**DA 117 – 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: DA104)

**DA 118 – 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: DA106)

**DA 119 - Oral and Maxiofacial 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)

**DA 120 - 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)



**DA 121 - 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: DA103)

**DA 122 – Front Office Management and Resume Preparation - (2 hour of lecture)**

Fundamentals of Resume writing. The students will learn how to write effective resumes. Students will practice these techniques on their off hours. Students may present resumes to the instructors during office hours for comments and corrections. (Prerequisite: None)

**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 operator and dental chair. They learn 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 learn how to don the various Personal Protective Equipment (PPE) required in the dental clinic. (Prerequisite: None)

**LAB 102 – Infection Control: Maintaining the Operating Field, Dental Instruments and Trays - (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 operator will be shown.

(Prerequisite: LAB101)

**LAB103 – Infection Control: Treatment Preparation and Clean-up - (1.5 hours of Lab)**

Students will learn the procedures performed by the dental assistant prior to seating a patient in the operator. Students will 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 (Prerequisite: LAB101)

**LAB 104A - Radiography Basics and X-Ray Procedures A- (4 hours of Lab)**

Students will learn basic x-ray techniques and will learn about different type of x-rays and how to take full mouth series of x-rays. (Prerequisite: LAB101, DA103 &DA104)

**LAB 104B - Radiography Basics and X-Ray Procedures B - continued (4 hours of Lab)**

Students will learn how to take x-rays, developing and mounting radiographs. (Prerequisite: LAB101, DA103 &DA104)

**LAB 105A - Dental Charting A - (4 hours of Lab)**

Students will learn how to document the present dental conditions of the patient. This serves as a legal record of the patient. The students are asked to prepare a dental chart using appropriate symbols and abbreviations. (Prerequisite: DA104)

**LAB 105B - Dental Charting B ( 2 hours of Lab)**

Student will learn how to chart the treatment plan and needed dental services to be rendered. The students are asked to prepare a dental chart using appropriate symbols and abbreviations. (Prerequisite: DA104)

**LAB 106 - Alginate Impressions, Laboratory Materials and Techniques - (2 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 learn how to get alginate impressions. Students also learn to take impressions using silicon and gypsum. (Prerequisite: DA104)

**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 learn 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 learnt to setup trays for the pulpotomy and stainless crown placement procedure. Students learn how to mix Zinc Oxide Eugenol (ZOE) base and permanent cement. A clinical video of crown preparation is shown during this session. (Prerequisite: DA104 & DA111)

**LAB 109 - Removable Prosthodontics Lab - (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: DA113)

**LAB 110 - Fixed Prosthodontics – Full and Partial Dentures Lab - (2 hours of Lab)**

Students will learn the proper technique for expelling impression materials. They learn how to fabricate and adjust temporaries. (Prerequisite: DA114)

**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 learn to place the rubber dam on the typodont. (Prerequisite: DA115)

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

Students will learn the proper use of anesthesia in the dental practice. Students learn how to load syringes, proper passing techniques and safe recapping techniques. (Prerequisite: DA116)

**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 learn how to apply sealants and bleaching techniques. (Prerequisite:DA104, DA111)

**LAB 114 - Periodontal Treatment and Coronal Polishing, Preventive Dentistry and Oral Hygiene and use of High Speed Dental Hand piece - (2 hours of Lab)**

Students will learn the various steps and instruments used in sealing, prophylaxis and polishing. Students learn the techniques in passing periodontal instruments and 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: DA118)

**LAB 115 - Oral and Maxiofacial Surgical Procedures - (2 hours of Lab)**

Students will learn the instruments needed for routine surgical and dental extraction. Students learn 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: DA119)

**LAB 116 – CPR Training - (2 hours of Lab)**

Students learn 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)

**EXT101- Dental 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: Academic Portion of Dental Assisting Program)

**Practical Exams Review - Charting (2 hours of Lab)**

Students will review how to document the present dental conditions of the patient and the dental services to be rendered. This serves as a legal record of the patient. The students are asked to prepare a dental chart using appropriate symbols and abbreviations. (Prerequisite: DA104)

**Practical Exams Review - Radiography (2 hours of Lab)**

Students will review basic x-ray techniques. They will also review how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. (Prerequisite: LAB101, DA103 &DA104)

**Practical Exams Review - Instrument Transfer (1 hour of Lab)**

Students will review the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. Finally, students will review proper instrument transfer techniques used in four-handed dentistry. (Prerequisite: LAB101)

**Practical Exams Review - Instrument Recognition & Suction Tip Positioning (1 hour of Lab)**

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

**Practical Final Exam - (3 Hours)**

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

**Final Exam - Theories - (3 Hours)**

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

**COURSE EVALUATION/GRADING SYSTEM**

During the course of the session, there will be 10 tests, 10 quizzes, 15 lab tests, Final Exams, Theories and Clinical Exams (Practical). Internship evaluation will also be included in the determination of the final grade. Exams not taken during scheduled times will be given a score of zero (0). The results of these tests will be grouped into five areas of achievement namely; Tests/ Quizzes, Lab Tests, Final Examination, Clinical Procedures and Internship.

Each of these areas are assigned weight factors of 30%, 10%, 20%, 30% and 10% consecutively for a total of 100%. The final grade is obtained by adding the results of the weight factors multiplied by each of the corresponding averages of the areas under consideration. Whatever total is obtained by this procedure is the final grade. This numerical grade will be converted into a grade letter equivalent using the table below:

### Grading System

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

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

### **POLICY ON SATISFACTORY PROGRESS**

- a) Satisfactory progress is defined as maintaining an average grade of C, a GPA of 2, 70% or better, having no less than 1 absence per 13 week session, actively participating in group discussions, and being non-disruptive to other students.
- b) Grading period: Grades shall be tabulated on the 4<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> weeks of class. The frequency of tabulation will take place every 3.5 weeks.
- c) There will be three progress evaluations. The first evaluation will be conducted after the 4<sup>th</sup> week of class, the second will occur after the 7<sup>th</sup> week and the third will be on the 9<sup>th</sup> week. Students who have attained a grade average of 70% or above, on the first evaluation, would attain satisfactory progress. Those who attained less than 70% will be counseled and advised to improve their grades. If no improvement has occurred on the second evaluation, the students will be placed on probation. They will be given two chances to be removed from probation by taking make-up tests on the failing subjects. The first make-up test will be given after the 7<sup>th</sup> week and if there is no improvement, another will be given after the 9<sup>th</sup> week. If a student still fails to bring his overall average to 70% after the two make-up tests, the student will be terminated.
- d) Terminated students can be re-admitted after one complete session. A session is defined as a full 13-week course period. See class schedule.
- a) The first progress report will be given at the end of the 4<sup>th</sup> week; the second progress report will be given at

the end of the 7<sup>th</sup> week and the third after the 9<sup>th</sup> week. Final grades will be issued after the final exams and upon completion of the internship program.

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

### **INCOMPLETE POLICY**

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

### **KNOWLEDGE OF RULES AND REGULATIONS**

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

### **EXTERNSHIP**

The student will spend 50 hours in a dental office. This opportunity is offered to the student for practical application of all skills learned while in school. Although the student receives no remuneration, this experience provides actual hands on work experience prior to graduation. The 50-hour externship program must be completed concurrently with the course. The student may start the program after completing at least two full weeks of the course. This will give the student enough introductory knowledge of the dental profession to benefit from the internship experience. The student may complete their hours in house, or with a preceptor approved by the school. The student must complete the 50 hour requirement prior to the end of the 13 week course to satisfy the graduation requirement.

### **CONDUCT STANDARDS**

Smoking, use of drugs, alcoholic beverages, vulgar behavior, or use of profanity in the school premises are strictly prohibited. Failure to comply will be grounds for suspension and/or termination. No drinking or eating allowed inside the classroom area. The employee lounge can be used during breaks.

Weapons and explosives, illegal or unauthorized use, position of fireworks or explosives, other weapons, or dangerous chemicals the premises, even if legally possessed, in a manner that harms, threatens or causes fear to others is prohibited. Illegal or unauthorized use or storage of any weapon. The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, tasers, stunguns, slingshots, martial arts devices, and switchblade knives.

### **DRESS CODE**

Students have the option of wearing scrubs or other appropriate and comfortable clothing during class. Use of jewelry that may interfere with clinical activities are not allowed such as - dangling earrings, long necklaces, large rings, bracelets, etc.

### **GRADUATION REQUIREMENTS**

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

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

### **TEXAS DENTAL ASSISTING REGISTRATION**

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

### **PLACEMENT ASSISTANCE**

Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance if any exists, however, **no guarantee of employment can be made.**

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

### **ATTENDANCE**

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

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

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

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

### **STUDENT READMISSION**

The director will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. The director will determine readmission eligibility for any student having been suspended for attendance problems or disciplinary problems. If eligible, the student may reapply at the beginning of the next program. A complete new application procedure will be required as the application will be considered with other applicants who have applied for a particular course. If accepted, the student will begin at the beginning of the next scheduled program.

- a) A student taking a voluntary leave of absence from the school may reenter during the next term at the point in the course where leave was taken. No additional tuition will be required beyond the original contract.

Student not returning during the next term must begin at the beginning of the program and be considered a new student.

### **CHANGE OF STUDENTS STATUS/LOA**

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

### **ORIENTATION**

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

- Introduction of instructors
- Tour of the facilities
- Program Syllabus
- Grading System
- Internship Requirements
- Graduation Requirements
- Attendance
- School Rules and Regulations
- School Policies and Procedures
- Dress Code/Conduct
- Parking

### **RECORDS**

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

### **GRADE REPORTS**

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

### **MAKE-UP WORK OF SUBJECTS**

No more than 5% (equivalent to a total of six hours) of the total course time hours for a program may be made up.

Make-up work shall:

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

### **FAMILY EDUCATIONAL PRIVACY ACT**

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

## **DISABILITIES**

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

## **TRANSCRIPTS**

Transcripts are available upon request unless the student is indebted financially to the school. **No transcript of grades will be released without the student's prior approval in writing.** Each graduate is issued an official transcript of her/his academic record. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$2.00 fee. A federal or state agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

## **GRIEVANCE PROCEDURE**

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

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

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

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

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

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**Leila Moghadam DDS, Director**