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## WELCOME

We at **N.O.D.C. School for Dental Assisting** wish to welcome you to a new, innovative and unique course in dental assisting. We offer a course designed to give you the best foundational knowledge and skills necessary to start your new career, at a minimum cost of time and expense.

We offer this opportunity from the perspective of practicing and experienced dental assistants, in the setting of an actual dental office. While we will strive to give you exposure to a wide range of techniques, materials, and dental knowledge, we will focus on the skills that dentists see as core necessities for job acquisition.

Job opportunities for trained dental assistants are quite good in today's marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained dental assistants. If one examines the want ads for dental assistants, virtually all jobs require experience. How can you get a job without experience, and how can you get experience without a job? With our course, we believe that gap can be bridged in a minimal amount of time at a reasonable cost. Welcome to **N.O.D.C. School for Dental Assisting!**

## HISTORY

This course of study came into being as a result of conversations between dentists. Every dentist recognizes the importance of a good dental assistant in helping him or her provide excellent services to patients, reduce stress on both the patient and doctor, and keep the practice growing and profitable. Given the shortage of trained dental assistants, the existing obstacles for a person to go to school for training, and the unwillingness of dentists to train someone with no experience, **N.O.D.C. School for Dental Assisting** came into being.

## LEGAL STATUS

**N.O.D.C. School for Dental Assisting** is a private, proprietary, coeducational school registered as a Limited Liability Company with the Louisiana Secretary of State. **N.O.D.C. School for Dental Assisting** is licensed and regulated by the State of Louisiana Board of Regents. The owners of the School are Brandy Foret, Audrey Gaudet and Gina Sutton. The name of the company is N.O.D.C. School for Dental Assisting, L.L.C. The School assumes full responsibility for any agreement reached between the student and the School. Throughout this Catalog, the term, "School" shall mean **N.O.D.C. School for Dental Assisting.**

## INSTITUTIONAL PHILOSOPHY

The philosophy of **N.O.D.C. School for Dental Assisting** is based on the belief that people can be trained in a relatively short period of time to enter the world of professional dental assisting. We believe that our course will prepare any motivated individual to get her/his first job. We also believe the amount of on-the-job experience, not classroom hours, is the best teacher. Therefore, it is our purpose to equip each student with the basic skills necessary to enter the workplace and begin to gather experience. We feel that our many years in the profession not only qualify us to teach these skills, but also give us the opportunity to impart what "pearls" we have discovered along the way.

## **GENERAL INFORMATION**

### **Location**

**N.O.D.C. School for Dental Assisting** is located at 1901 Manhattan Blvd., Bldg. F, Ste 201, Harvey Louisiana, on the West Bank of the Mississippi River. The facility is Fountain Park Centre on the 2<sup>nd</sup> floor. The school is operated in New Orleans Dental Center, the office of general dentists, Dr. Dwight D. Landry and Dr. Wendy M. Maes, and the adjoining classroom.

The School mailing address, telephone number and email address are:

#### **N.O.D.C. School for Dental Assisting**

1901 Manhattan Blvd., Bldg. F, Suite 201

Harvey, LA 70058

(504) 341-0003

nodcschool@yahoo.com

The phone number for New Orleans Dental Center is (504) 347-6000

### **General Course Information**

The course is held for fifteen (15) consecutive weeks, on Saturdays, from the hours of 8:00AM to 1:00PM. Class sessions typically alternate between lectures and hands-on, clinical or laboratory experiences. Approximately two (2) 15-week courses will be offered per calendar year.

**Seventy-five (75) clock hours**, including instructional and testing time, are required for the successful completion of this course. The program title for this course is **Dental Assistant Training**. See the Dental Assisting Training Course Topics Section of this Catalog for a list of the major topics covered in the course.

It is required that students buy a uniform, which fulfills the need for personal protective equipment. See the Program Cost section of the Catalog for additional details about uniforms. More detailed information about the course is found throughout this Catalog.

### **Certificate of Approval**

**N.O.D.C. School for Dental Assisting** is licensed and regulated by the State of Louisiana Board of Regents.

### **Procedure For Review of Licenses and/or Approvals**

Students and prospective students may review and/or copy licenses or approvals relating to **N.O.D.C. School for Dental Assisting** upon request to a School Director, Monday through Friday, from 8:00AM to 5:00PM.

### **Dissemination Of Consumer Information**

A representative of **N.O.D.C. School for Dental Assisting** will be available to disseminate consumer information, by appointment, between the hours of 8:00AM and 5:00PM, Monday through Friday, except when the New Orleans Dental Center office is closed for holidays, staff meetings or continuing education.

### **Facility and Equipment**

**N.O.D.C. School for Dental Assisting** is conducted in New Orleans Dental Center, the office of general dentists, Dr. Dwight D. Landry and Dr. Wendy M. Maes. The School includes a business office with computers, telephones, miscellaneous office equipment and records; a classroom with student desks; a reception area; six (8) fully-equipped treatment rooms (operatories) with a computer and monitor in each; a laboratory; a sterilization room with sterilization equipment and computer monitor; (2) private conference

rooms with computers and monitors; and one (1) restroom, with an additional men's and women's restroom in the building.

The equipment includes but is not limited to: one (1) automatic processor for radiograph films, two (2) autoclave instrument sterilizers, one (1) ultrasonic instrument cleaner, three (3) cold sterilizer baths, four (4) x-ray machines, one (1) digital CT Scan machine which takes panoramic/cephalometric x-rays, three (3) amalgam tritulators, three (3) composite resin curing lights and one (1) blood pressure/pulse oximeter patient monitor. There are also numerous dental supplies and materials used in the everyday treatment of dental patients. The laboratory includes one (1) vacuum former, five (5) lab vibrators, one (1) model trimmer, one (1) lathe with attachments and one (1) lab handpiece (drill).

### **School Hours Of Operation**

The course is held for fifteen (15) consecutive weeks, on Saturdays, from the hours of 8:00AM to 1:00PM. Two (2) ten-minute break periods are spaced approximately evenly throughout each five-hour class session. Class sessions typically alternate between lectures and clinical, hands-on laboratory experiences or patient treatment. Instructors are available for tutoring, by appointment. New Orleans Dental Center is open from 8:00AM to 5:00P, Monday through Friday. Students may sign up to observe actual patient procedures at New Orleans Dental Center. No more than two students can sign up to observe in any time slot. Observing at New Orleans Dental Center is highly recommended, but not required.

### **Class Size**

The teacher/student ratio will be a maximum of 30 students per Instructor in a lecture class and fifteen (15) students per Instructor in a clinical/lab class. The actual size of the class depends on Instructor availability and the physical limits of the facility.

### **Enrollment Period**

The primary enrollment period is during the **Open House**, approximately 2-3 weeks prior to each course start date. However, enrollment is continuous, until either the start of the first scheduled class or the class is full, whichever occurs first.

### **School Holidays**

**N.O.D.C. School for Dental Assisting** is closed for following holidays: New Year's Day, the Saturday before Mardi Gras, the Saturday before Easter, the Saturday before Memorial Day, Independence Day, the Saturday before Labor Day, Thanksgiving Day and Christmas Day. The school calendar is adjusted according to these holidays, as needed. School holidays pertaining to each course are listed in the Course Calendar, distributed on the first day.

### **Training Aids**

Instructors are supplied with teaching manuals, textbook, appropriate charts and diagrams, a dry-erase board with easel and dry-erase pens, actual and artificial models of adult human dentition, audiovisual equipment (a TV and DVD player), and all the dental equipment and supplies necessary for laboratory and operatory training.

### **School Owners**

**Brandy Foret (Owner and Instructor)** graduated from Cuillier Career Center in 1994 and has been a Dental Assistant since then. She received her Expanded Duty Dental Assistant certificate from Louisiana State University School of Dentistry in 1998. She has worked at New Orleans Dental Center since 1995 and is the chief dental assistant there.

**Audrey Gaudet (Owner and Instructor)** was a Dental Assistant at New Orleans Dental Center from 1992-1998 and has been the Hygiene Department Coordinator there since 1996. She received her Expanded Duty Dental Assistant certificate from Louisiana State University School of Dentistry in 2005.

**Gina Sutton (Owner and Director)** has been the Office Manager and Receptionist of New Orleans Dental Center since 1991.

### **Clinical and Lecture Instructors**

In accordance with Louisiana law, the Instructors at **N.O.D.C. School for Dental Assisting** are Dental Assistants who have worked for at least 4 years in that capacity, and who have earned an Expanded Duty Dental Assistant (EDDA) Certificate from the Louisiana State Board of Dentistry.

### **PROGRAM COST**

The total cost for the **N.O.D.C. School for Dental Assisting** course is **\$3700.00, plus the cost of at least one set of hospital-type scrubs and scrub jacket.** The cost of the course (\$3,700.00) is due and payable in advance on the open house date. The Schedule of Charges below lists the items included in the course cost. The tuition (\$3,475.00) includes a School Catalog, numerous pages of photocopied instructional information and the use of the School/ Dental Office dental supplies, equipment and instruments used throughout the course. There is no additional charge for students who reside out-of-state.

#### **Schedule of Charges**

<b>Registration Fee.....</b>	<b>\$ 100.00</b>
<b>Tuition.....</b>	<b>\$3,475.00</b>
<b>Textbook Fee.....</b>	<b>\$ 90.00</b>
<b>Radiation Test/Certificate Fee...</b>	<b>\$ 35.00</b>
<b>TOTAL.....</b>	<b>\$3,700.00</b>

#### **Uniform**

In addition to the above, each student will purchase at least one set of hospital-type scrub top, pants and long-sleeved scrub jacket (with elasticized cuff sleeves) in any solid color, except white. Colored trim is acceptable. **N.O.D.C. School for Dental Assisting** patch will be distributed to each student at the first class or upon payment of the total course cost to the School. Each student must attach his or her patch to the scrub jacket, as instructed by a School Representative. This uniform will be worn by students on all School class days, while observing patient treatment in the New Orleans Dental Center office, and while meeting with a School Instructor during the week, if needed. A School Representative will offer information about options on where to obtain scrubs, if needed.

#### **Recommended Items**

A 2-inch, 3-hole binder (in which to contain numerous School handouts) and a comfortable pair of tennis shoes or nursing shoes are required for the **N.O.D.C. School for Dental Assisting** course.

#### **Provided by the School**

The School will provide the following items (included in the total course cost):

At the beginning of the course:

- Textbook, Essentials of Dental Assisting, 4th edition, on the first day of class

At the appropriate class:

- A radiology information booklet and test for Louisiana radiology certification
- Original copy of your **N.O.D.C. School for Dental Assisting** Diploma (Certificate of Achievement)
- Dental Assisting Pin
- Original copy of your Radiology Certificate

## ADMISSIONS

### Admission Requirements

- Any person who is at least eighteen (18) years of age is eligible to apply to **N.O.D.C. School for Dental Assisting**. Each applicant must exhibit willingness and enthusiasm to learn the art of dental assisting. No high school diploma is required.
- A high school student, age 16 or 17, may apply to **N.O.D.C. School for Dental Assisting** on the condition that he/she has an overall grade point average of B, exhibits a high degree of maturity for his/her age, and has his/her parent's or guardian's permission to attend the School.
- A School application, completed in the applicant's own handwriting, and a personal interview with the applicant to **N.O.D.C. School for Dental Assisting** are required prior to acceptance to the School. We encourage a parent, spouse, or other family member, as is appropriate, to attend the interview and/or the **Open House**.

### Admission Procedures

- An **Open House** will be conducted for all interested students and their families, approximately two to three (2-3) weeks prior to the first class of each course. This is an opportunity for students and family to tour the facility and for the students to meet each other. In addition, it serves as a question-and-answer period for students, family and faculty.
- Admissions at **N.O.D.C. School for Dental Assisting** are conducted throughout the year. Admission Representatives are available, by appointment, Monday through Friday from 8:00AM and 5:00PM (for exceptions, see Dissemination of Consumer Information Section of this Catalog). Those applicants who apply during an ongoing course or a full course will be given first consideration for enrollment in the next course.
- Each applicant must complete, in his/her own handwriting, a **N.O.D.C. School for Dental Assisting** Admissions Application. The application will be reviewed by School Admissions Representatives and a School Director. The decision to offer enrollment to an applicant will be based on the admissions application and interview.
- Upon the decision to enroll, each applicant must read, fill out and sign a **N.O.D.C. School for Dental Assisting** Enrollment Contract. A parent or legal guardian of an applicant who is under eighteen (18) years of age must also sign the Enrollment Contract.
- **Information Regarding Pregnancy and Enrollment**  
Although not mandatory, we strongly recommend that **if an applicant knows she is pregnant** prior to the start of the course, **she wait to enroll until after her delivery**. We have found from experience that, due to the short nature of the course and the extensive amount of information taught therein, it is very likely that a pregnant student will suffer-either physically, or by missing enough of the course to be unable to graduate with her class. No pregnancy is completely predictable. Any student who is pregnant must submit to the School, **no later than Week 3 of the course**, a letter from her physician stating that she is allowed to take radiographs on a fellow student. No radiographs will be taken on a student who knows (or suspects) she is pregnant.

### Statement of Non-Discrimination

No applicant or student shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin, or physical handicap.

## ATTENDANCE POLICY

**Students are required to attend all classes in their entirety. A student who misses five (5) instructional hours of the course will be placed on Attendance Probation. A student who is absent for more than ten (10) of the instructional hours of the course will have his/her enrollment automatically terminated, with appropriate pro-rated refund** (see the Cancellation and Refund Policy Section of this Catalog), unless prior arrangements have been made with a School Representative. At the sole discretion and direction of a School Director, a student whose enrollment has been terminated for violating the Attendance Policy may be allowed to continue the program at the next offered course only.

**Students are required to complete all assignments regardless of class attendance.** *Any quiz, test or exam missed because of absence or tardiness must be made up, preferably during the week prior to the next class day, but at the latest, on the day the student returns to School, unless other arrangements have been made with a School Representative. This requires that the student speak (by telephone) directly to a School Representative before the next class,* in order to schedule time with an Instructor for the make-up quiz, or exam. An appointment must be made by the student with a School Representative to schedule a make-up quiz or exam, whether it is to be administered during the week or at the next class day. Any homework that is late due to a missed class must be turned in by the beginning of the next class day, with a deduction in points (see the Satisfactory Academic Progress Section of this Catalog), unless prior arrangements have been made with a School Representative.

There is no provision for excused absences. Make-up work shall not be authorized for the purpose of removing an absence.

**Students are required to be on time for all classes.** Because a large volume of information is taught in a brief time period, all lectures and clinic/lab sessions *will start promptly at their scheduled times.* Tardiness is considered disrespectful to both classmates and Instructors, and is a disastrous habit concerning employment in a dental office. Students who begin a pattern of tardiness will be reminded of the **consequences of tardiness**-each portion of time missed from a class, from 10 minutes to 30 minutes, will count for one-half (1/2) hour of time deducted from the student's 10-hour attendance allowance. Any portion of time missed from 31 minutes to 60 minutes will count for one (1) hour of time deducted from the student's 10-hour attendance allowance. If a habit of tardiness develops, students may have points deducted from the quiz or exam that occurs on that class day (or the next the occurs). The head Instructor for the day will decide on the official clock to be used to calculate amount of time a student is late.

If a Leave of Absence (see below) is granted or if inclement weather forces the School to close, a student's completion date may be extended to make up for class hours missed. The time elapsed during an authorized Leave of Absence or temporary School closure does not count toward a student's attendance allowance. Scheduled School holidays are not counted as absences.

### Leave of Absence Policy

A student may be granted one Leave of Absence, consisting of up to two (2) class days (equal to ten (10) hours), at no additional charge, which must be requested in advance in writing to a School Director. A Leave of Absence is discouraged except in an emergency situation. In the event of a Leave of Absence, the student would be required to either: make up the missed session at the corresponding session of the following 15-week program and graduate with that course's students, or make up the homework and/or quiz/exam at the following week's class, depending on the discretion of a School Director.

### Attendance Appeals

A student can appeal an unsatisfactory attendance classification to the School Director by explaining in writing any circumstances relevant to the situation. The School Director will evaluate the circumstances presented by the student and decide whether the student's attendance status will be revised.

## ACADEMICS

### Grading

Students receive a percentile grade for each homework assignment, quiz, written exam and the final practical exam. Each grade is calculated by the number of points correct divided by the total number of points possible, multiplied by 100. Written quizzes and exams are administered according to the Course Calendar, which is distributed at the first class of the course. All homework, quizzes and exams are graded and returned to the students as soon as possible, in order to help them to assess their progress and to aid in studying for exams. The final written and practical exams are administered at the final week (Week 15) of the course. The Louisiana State Board of Dentistry approved radiology exam is administered at one of the middle classes of the course, and it is not counted toward the students' course grades.

**Each student's grades count toward her/his final course grade as follows:**

Quizzes and Homework....	20%
Mid-term Exam.....	20%
Final Written Exam.....	30%
Final Practical Exam.....	30%

### Progress Reports

There are no distinct grading periods, due to the brief nature of the course. However, written Progress Reports are given to each student by the end of the class day at the class prior to the Mid-term Exam and the class prior to the Final Exams. Progress Reports include the average percentile grade of homework assignments and quizzes up to that time.

### Satisfactory Academic Progress

Satisfactory academic progress is determined by the average of the quiz and homework assignment grades earned and by the score of the Mid-term Exam. The grading scale for all homework assignments, quizzes and exams is as follows:

**Grading Scale**

	<u>Percentage</u>
<u>Grade:</u>	<u>Correct</u>
A	91-100%
B	81-90%
C	71-80%
D	60-70%
F	59% or below

- Homework not turned in when due will have 10 percentage points deducted from the earned grade for each week or portion of a week that the homework is late. An assignment is considered late if not turned in when requested during class by the Instructor.
- Should a student, at the completion of the Mid-term, fail to obtain a cumulative grade point average of at least 60%; the student will be placed on Academic Probation. If a probationary student fails to bring up his/her grade to a 60% level at the end of a three (3)-week probationary period, the student's enrollment will be terminated.
- No refunds will be given to students whose enrollment was terminated for unsatisfactory Academic Progress.
- See the Termination of Re-admittance Policy Section of this Catalog regarding the procedure for withdrawal for incomplete grade.

### Academic Appeals

A student can appeal an unsatisfactory grade to the School Director by explaining in writing any circumstances relevant to the situation. The School Director will evaluate the circumstances presented by the student, and at his/her discretion, may amend the student's course record and revise the student's status to reflect the results of the appeal.

### **Graduation Requirements**

A Diploma (Certificate of Achievement) will be awarded to those students who have earned a percentile score of at least 60%, have maintained a satisfactory attendance record as outlined in this Catalog, and are in good financial standing with the School at the time of graduation.

### **STUDENT CONDUCT POLICY**

Students must adhere to the highest standards of conduct, conducting themselves in a manner that will not in any way interfere with the learning process of other students, the Instructor's presentations, or the progress of the class in general. No refunds will be given to students whose enrollment was terminated for violation of the Student Conduct Policy. The administration of the School reserves the right, in the exercise of its judgment, to terminate a student's enrollment on any of the following grounds:

- Non-conformity with the rules and regulations of the School (as defined in this Catalog).
- Conduct that reflects unfavorably upon the School and/or its students, including any demonstrations of poor attitude toward or cooperation with any School Instructor or Representative.
- Cheating.
- Falsifying any School record, including attendance sign-in/out form.
- Demonstrating poor judgment or inability to function properly that could put student or patient safety in jeopardy.
- Entering the School under the influence of alcohol, illegal drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon onto School grounds.
- Willful neglect of, damage to, or abuse of School property.

### **TERMINATION AND RE-ADMITTANCE POLICY**

A student may have her/his enrollment terminated due to any of the following:

- Failure to maintain Satisfactory Academic Progress as defined in this Catalog
- Violation of the School Attendance Policy as defined in this Catalog
- Violation of the Student Conduct Policy as defined in this Catalog
- Failure to pay the total course cost when due.

A student whose enrollment was terminated for Unsatisfactory Academic Progress or violation of the Attendance Policy may only be re-admitted with the approval of a School Director, under the following conditions:

- the problem which caused the termination must be satisfactorily resolved,
- the student can still satisfy the attendance requirement for the current course, and
- the student must demonstrate the potential to succeed.

A student who re-enrolls after being terminated for Unsatisfactory Academic Progress will be placed on Academic Probation for first three (3) weeks of re-enrollment.

A student in good standing, who voluntarily withdraws (for an Incomplete grade), may apply for re-admission to any successive 15-week program offered within two (2) calendar years from the date of the withdrawal and complete those incomplete subjects without payment of additional tuition or fees. This will be subject to the School Director's approval.

## **STUDENT SERVICES**

### **Placement**

At periodic intervals throughout the course, students will be assisted and/or advised with regard to resume preparation and interview techniques. Dentists periodically call the School to inquire about current students or recent graduates. We make their information available to our students, at no additional cost. Some students acquire a dental assisting position prior to completion of the course. **N.O.D.C. School for Dental Assisting** will do its best in helping students find a rewarding job. *N.O.D.C. School for Dental Assisting cannot, however, guarantee employment.*

### **Advising**

The Faculty and Representatives of the School are available to assist students with School or dental profession-related problems or questions.

## **GRIEVANCE POLICY**

From time to time, differences in interpretation of School policies will arise among students, faculty and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, a School Director should be involved. Normally, the informal procedure of discussing the difference will resolve the problem. However, occasionally, more formal (written) procedures are required.

When deemed appropriate by either a student or staff member, the individual is encouraged to communicate the specific issues and concerns in writing to a School Director. The School Director will then review the grievance, meet with the parties involved, and will notify all parties of the decision, in writing, within seven (7) working days.

If the School Director's decision does not resolve the grievance to the satisfaction of all parties, the student or staff member, as appropriate, should contact the State of Louisiana Board of Regents. *Student complaints relative to actions of School officials shall be addressed to the Louisiana State Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA, 70821-3677, Phone (225) 342-7084, only after the student has unsuccessfully attempted to resolve the matter with the School, after having first filed a written and signed complaint with the School's officials.*

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Under the Family Educational Rights and Privacy Act, each student is given the right to inspect his/her records and to request that errors in those records be changed to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. **N.O.D.C. School for Dental Assisting** reserves the right to refuse to provide such records if the student has an unpaid financial obligation to the school.

Under Federal rules, the school is permitted to disclose certain basic information about the student without permission from the student, unless the student specifically requests that this information not be disclosed. This basic information is called Directory Information, which includes the student's name, address, telephone number, date of birth, program of study, participation in activities, dates of attendance, diploma awarded, photograph, and place of employment. *If you do not wish this information to be released, you must contact the School Director within thirty (30) days of signing the Enrollment Contract.*

Students who feel that **N.O.D.C. School for Dental Assisting** has not complied with their rights under the law may file a complaint under Section 99.64 with the U.S. Department of Education.

## DIPLOMA/TRANSCRIPTS

There is no charge for the original copy of your Diploma (Certificate of Achievement). Additional copies of the Diploma will be \$10.00 each.

Official transcripts of a student's records are issued only upon written request; the first copy is at no cost; additional copies are \$2.00 each. Transcripts must be requested twenty-four (24) hours in advance.

## CANCELLATION AND REFUND POLICY

If, for any reason an applicant is unable to enter School, or decides to cancel his/her enrollment **before the commencement of classes** (or if the Enrollment Contract was signed within three (3) days before the Commencement of classes), she/he may cancel the Enrollment Contract by written notice, without penalty or obligation, and receive a full refund of all monies paid to the School **within 72 hours (three days), until midnight of the third day (including Saturdays, excluding Sundays and legal holidays) after the Enrollment Contract has been signed and a tour of the School facility is made.** The Enrollment Contract is not binding until signed by the School Director or designated School Representative. An applicant who has not visited the School and toured the School facility prior to signing the Enrollment Contract has an additional three (3) days to cancel enrollment without penalty and request a full refund of any monies paid to the School. Any refund will be made within thirty (30) days after the start of the applied-for course.

If the applicant fails to enter School, OR the applicant notifies the School in writing of the decision to cancel his/her enrollment **after the three-business-day cancellation deadline but before the commencement of classes**, a refund will be made within thirty (30) days after the start of the applied-for course, as follows:

- An applicant who is not accepted by the School will receive a full refund of any monies paid to the School, including the \$100.00 Registration Fee.
- An enrollee who is accepted by the School (but does not enter School) will receive a refund of monies paid to the School in excess of the \$100.00 Registration Fee.
- If a textbook was issued, a refund of the Textbook Fee will be given if the textbook is returned to the School in excellent, unused condition. The decision to give a refund of the Textbook Fee will be made on an individual basis, subject to a School Director's approval.
- No compensation will be given by the School for the purchase of a uniform or of personal School supplies.
- An enrollee/student will receive a full refund if educational service is discontinued by the School, preventing her/him from completing the course.
- An enrollee/student will receive a full refund if the enrollment was procured as a result of any misrepresentations in advertising or promotional materials of the School, or misrepresentations by an Owner or Representative of the School.

After the commencement of classes, a student may voluntarily withdraw by contacting the School in writing. **If the student withdraws after the first day of classes**, an applicable refund will be made within thirty (30) days of the effective date of termination (see below), as follows:

- The \$100.00 Registration Fee will be retained by the School, plus a percentage of Tuition as indicated in the Schedule of Refunded Tuition, below. Refunds will be made based on the period of enrollment, which is computed based on the number of days of classes (sessions) attended.
- Approved Leaves of Absence and School holidays will not be counted as part of the scheduled class attendance.
- If the enrollee cancels his/her enrollment before the radiology test booklet has been issued, a refund of the Radiology Test/Certificate Fee will be given.
- If a Textbook has been issued, a refund of the Textbook Fee will be given if the textbook is returned to the School in excellent, unused condition. The decision to give a refund of the Textbook Fee will be made on an individual basis, subject to the School Director's approval.

- No compensation will be given by the School for the purchase of a uniform or personal School supplies by a student who is unable to complete the course (for any reason).
- An enrollee will receive a full refund if educational service is discontinued by the School, preventing a student from completing the course.
- An enrollee will receive a full refund if the enrollment was procured as a result of any misrepresentations in advertising or promotional materials of the School, or misrepresentations by an Owner or Representative of the School.

The effective date of termination, for refund computation purposes, will be the latest of the following:

- The last day of actual attendance, if the student’s enrollment is terminated by the School. The grounds for termination of a student’s enrollment by the School are listed in the Termination of Re-admittance Policy Section of this Catalog.
- The date of receipt by the School of written notice of withdrawal from the student.
- The last day of actual attendance, if the student does not return from an approved Leave of Absence.

**Schedule of Refunded Tuition (Tuition = \$3,475.00)**

<u>Sessions Attended</u>	<u>Percentage of Tuition Refunded</u>
Session 1-3.....	80
Session 4.....	70
Session 5-7.....	45
Session 8-15.....	0

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

**N.O.D.C. SCHOOL FOR DENTAL ASSISTING  
DENTAL ASSISTANT TRAINING COURSE OUTLINE**

<b>CLASS NUMBER</b>	<b>CLASS NAME</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>TOTAL</b>
<b>DA 101</b>	Introduction to Dental Assisting, Part 1	2	3	5
<b>DA 102</b>	Introduction to Dental Assisting, Part 2 & Alginates	1	4	5
<b>DA 103</b>	Dental Anatomy & Authorized Duties of Assts & Hygienists	<b>2</b>	<b>3</b>	<b>5</b>
<b>DA 104</b>	Clinical Dentistry & Amalgam Restorations	1	4	5
<b>DA 105</b>	Intro to Dental Radiology & Resume/Interview Techniques	2	3	5
<b>DA 106</b>	Taking & Developing Dental Radiographs	1	4	5
<b>DA 107</b>	Mounting Full Mouth Radiography	2	3	5
<b>DA 108</b>	Isolation & Mixing Techniques & Intro to Treatment Charting	1	4	5
<b>DA 109</b>	Introduction to Oral Hygiene	2	3	5
<b>DA 110</b>	Intro to Basic & Major Restorations, Endo & Oral Surgery	1	4	5
<b>DA 111</b>	Four & Six Handed Dentistry, Alginates & Models, Part 1	2	3	5
<b>DA 112</b>	Four & Six Handed Dentistry, Alginates & Models, Part 2	1	4	5
<b>DA 113</b>	Intro to Dentures & Partials & Pediatric Dentistry	2	3	5
<b>DA 114</b>	Practical Exam Review	1	4	5
<b>DA 115</b>	Dental Assisting Final Written & Practical Exam	1	4	5

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## **DENTAL ASSISTANT TRAINING COURSE DESCRIPTION**

The following is a list of many of the subjects to be covered throughout the course. The topics are covered in depth, from both didactic and practical, clinical points of view. Hands-on training is given with equipment, instrumentation and materials used in a state-of-the-art, practicing dental office.

The order of topics presented may be different from the order listed below. The Instructors of **N.O.D.C. School for Dental Assisting** reserve the right to change the order of topics covered, based upon the needs of the class or unforeseen circumstances.

In addition to the subjects listed below, discussions of various professional/personal development topics related to the career of Dental Assisting, based on the experiences of the Instructors, will be conducted throughout the course.

The course length is 15 weeks. There is a total of 75 hours of instruction. This is broken down into 22 Lecture Hours and 53 Lab Hours.

### **DA 101 – Introduction to Dental Assisting, Part 1**

#### **2 Lecture hours/3 Lab hours**

Introduction to Dentistry and Dental Assisting and Members of the Dental Team

Disease Transmission

Infection Control Practices for Dentistry

OSHA

Hazard Communication Standard

Hazard Class Index for Materials

Ultrasonic Instrument Cleaning

Sterilization Terminology and Theory

Instrument and Equipment Sterilization/Disinfection Techniques

Autoclave Operation

Dental Operatory Equipment Operation

Introduction to Alginates

### **DA 102 – Introduction to Dental Assisting, Part 2 & Alginates**

#### **1 Lecture hour/4 Lab hours**

Operator and Assistant Positioning During Patient Treatment

Dental Chair and Patient Positioning During Treatment

Patient Flow Through the Dental Office

Patient Personality Assessment and How it Relates to Excellent Dental Assisting

Efficiency of the Dental Assistant

Medical History

Patient Chart Notes

Operatory Disinfection Techniques

Asepsis Techniques

Alginate Impressions-Uses and Techniques

Diagnostic Casts/Model Pouring and Trimming

Techniques for Registration of Occlusion

**DA 103 – Dental Anatomy & Authorized Duties of Assistants & Hygienists**

**2 Lecture hours/3 Lab hours**

Louisiana Authorized Duties and X-Ray Functions of Dental Assistants  
Dental Hygienists Authorized Duties  
Structures of the Head and Neck  
Intraoral Anatomy  
Facial Landmarks  
Major Bones of the Skull  
Dental Anatomy/Tooth Morphology  
Tooth Numbering Systems  
Dental Terminology  
Treatment Charting  
Restoration Surfaces

**DA 104 – Clinical Dentistry & Amalgam Restorations**

**1 Lecture hour/4 Lab hours**

Instrument Transfer and Exchange  
Dental Hand and Rotary Instruments-Nomenclature and Use  
Nitrous Oxide Administration  
Assisting with Injections (Anesthesia Administration)  
Topical Anesthesia  
Amalgam Restorations and Amalgam Filling Procedures  
Matrix Systems for Fillings  
Pharmacology/Prescriptions/Pain Management

**DA 105 – Intro to Dental Radiology & Resume/Interview Techniques**

**2 Lecture hours/3 Lab hours**

Dental Radiology: X-Ray Theory  
X-Ray Safety and Precautions  
Answers to Patients' Questions About X-Rays  
Techniques for Successful Film and Digital Radiography (Bitewing, Periapical, Panoramic, and Endodontic Exposure Methods)  
Automatic Film Processors  
Quality Resume Preparation and Job Interview Techniques

**DA 106 – Taking & Developing Dental Radiographs**

**1 Lecture/4 Lab hours**

Taking Full Mouth X-Rays  
Developing of Film Radiographs by Hand and by Automatic Processor (including Darkroom Procedures)

**DA 107 – Mounting Full Mouth Radiographs**

**2 Lecture hours/3 Lab hours**

Radiology Exam Preparation and Test  
Mounting Full Mouth X-Rays

**DA 108 – Isolation & Mixing Techniques & Introduction to Treatment Charting**

**1 Lecture/4 Lab hours**

Intraoral Isolation-Techniques including Dental Dam  
Dental Cements-Types, Uses and Dispensing/Mixing Techniques  
Treatment Charting in Paper Charts  
Treatment Charting in Computer Systems

**DA 109 – Introduction to Oral Hygiene**

**2 Lecture hours/3 Lab hours**

Hygiene, Prophy, Fluoride Treatments  
Patient Examination  
Oral Cancer Screening  
Periodontics, Including Instruments and Materials in Assisting  
How to Give Oral Hygiene Instructions to Adult and Child Patients  
Tooth Decay Prevention  
Tooth Whitening-Options and Procedures,  
Answers to Patients' Frequently Asked Questions

**DA 110 – Introduction to Basic & Major Restorations, Endodontics & Oral Surgery**

**1 Lecture/4 Lab hours**

Intraoral and Extraoral Dental Burs  
Composite Resin Restorations and Filling Procedures  
Techniques and Materials Regarding Crown and Bridge Restorations and Delivery Procedures  
Elastomeric Impressions-Uses and Techniques  
Oral Surgery-Instruments and Materials in Assisting  
Endodontics (Root Canal Treatment)-Instruments, Equipment, Materials and Procedures  
How to Give Post-operative Instructions to Patients  
Sedation Dentistry

**DA 111 – Four & Six Handed Dentistry, Alginates & Models, Part 1**

**2 Lecture hours/3 Lab hours**

Four-and-Six-Handed Dentistry  
Tub and Tray Systems  
Oral Evacuation Techniques  
Alginate Impressions-Uses and Techniques  
Diagnostic Casts/Model Pouring and Trimming

**DA 112 – Four & Six Handed Dentistry, Alginates & Models, Part 2**

**1 Lecture/4 Lab hours**

Four-and-Six-Handed Dentistry  
Instrument and Equipment Maintenance  
Alginate Impressions-Uses and Techniques  
Diagnostic Casts/Model Pouring and Trimming

**DA 113 – Introduction to Dentures & Partial & Pediatric Dentistry**

**2 Lecture hours/3 Lab hours**

Techniques and Materials Regarding Complete and Removable Partial Dentures and Delivery Procedures  
Pediatric Dentistry, Including Techniques and Materials in Assisting  
Dental Office (Medical) Emergencies  
Review for Final Written Exam

**DA 114 – Practical Exam Review**

**1 Lecture/4 Lab hours**

Review Day for Practical Exam

**DA 115 – Dental Assisting Final Written & Practical Exam**

**1 Lecture/4 Lab hours**

Final Written Exam  
Practical Exam