CATALOG

COLUMBUS ACADEMY OF DENTAL ASSISTING, LLC

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TAGHREED AS-SANIE, DDS
OWNER

Registration #2116

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MISSION STATEMENT

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

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

PHILOSOPHY

There are many job opportunities for 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, and 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 internship/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.

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

LEGAL ORGANIZATION

Columbus Academy of Dental Assisting, LLC. is a limited liability company fully owned by Dr. Taghreed As-Sanie. She owns 100% of the company.

HISTORY

Columbus Academy of Dental Assisting, LLC is an institution developed as an effort of Dr. Taghreed As-Sanie. Dr. Taghreed As-Sanie recognized the need for well-trained, efficient chairside dental assistants and found difficulty in attracting good assistants throughout her years in practice. Columbus Academy of Dental Assisting will help prepare interested persons in

becoming part of the dental profession and assuming a position as a well-respected professional.

FACULTY AND STAFF

Dr. Taghreed As-Sanie, DDS, Owner

Dr. Rudi As-Sanie was born and raised a Buckeye in Kent, Ohio. After receiving her undergraduate degree in Biopsychology in 2005 at The Ohio State University, she went on to complete her Doctorate of Dental Surgery at The Ohio State University College of Dentistry in 2009. With a passion for learning, she continued her training completing an Advanced Education in General Dentistry degree from the University of Cincinnati in 2010. Since then she has had the privilege of serving patients in private practice. With technology and clinical techniques constantly advancing, Dr. As-Sanie continuously pursues advanced learning opportunities. At her core she believes every patient is important and deserves genuine and personal care. She and her husband, Samer Bazerbashi, live in Gahanna with their four children Mayse, Ameen, Omar and Layla. Dr. As-Sanie is a member of The American Dental Association, The Ohio Dental Association, Columbus Dental Society, Seattle Study Club, Spear Study Club, and The Academy of General Dentistry.

Allison Sambuco, Director

Allison is a Registered Dental Hygienist. She graduated from Columbus State Community College in 2011 and went on to get her Bachelor's degree in Dental Hygiene from The Ohio State University with a specialty in education. She is very passionate about teaching others and watching them grow. She makes learning fun and enjoyable for everyone. She is currently working as a Dental Hygienist at Dental Reflections Dublin.

Chassiti Longworth, Instructor

Chassiti graduated from Southwestern Career Academy in 2004. She is a Certified Dental Assistant and EFDA. She has experience working in the Orthodontic Clinic at The Ohio State University. She stays up to date on the latest technology with many continuing education courses. Her passion in dentistry is obvious when working with patients and she is a very knowledgeable instructor with many years of experience!

Rachel Ochoa, Instructor

Rachel was raised in Boston where she was an orthodontic assistant. She moved to Columbus and went through our program and we had her back to come teach with us. She is a Certified Dental Assistant and in school to complete her EFDA certification. Rachel loves helping people & can speak Spanish fluently!

Catharina Rosario, Instructor

Cat is one of our amazing Dental Assistants. She graduated from the Dental Assisting Institute of California in 2021. She always wanted to work in healthcare but fell in love with dentistry because she loves helping people rediscover their smile! She hopes to become a certified EFDA in the future. She is from Brazil, and also trilingual in Portuguese, Spanish and English.

PHYSICAL FACILITIES

Columbus Academy of Dental Assisting, LLC, shares space in the office of Dr. Taghreed As-Sanie at Taghreed As-Sanie DDS, LLC dba Dental Reflections Dublin located at 4998 Rings Road Dublin, OH 43017. There are eight dental treatment rooms equipped with dental chairs, units, and x-ray machines. There is a computerized business office, a reception room, a break room, and a dental laboratory. The facility has approximately 500 square feet available for student discussions. The school will occupy the total 3300 square foot of space.

SCHOOL POLICIES AND PROCEDURES

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. Tuition includes books and supplies.

Course	Tuition	Registration Fee	Books/Supplies	**Total**
Dental Assisting	$4950.00	$175.00	$150.00	**$5320.00**

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

Payment

All tuition and fees are payable for one quarter, semester, or school term only. Payment is due prior to the start of classes each term or at the agreed upon due date following the payment plan below.

Textbook Buyback Policy

If you have the Modern Dental Assisting 13th edition, we will buy back your textbook. It must be in good condition. We will buy it back for $50.00.

Tuition Payment Plan

To assist students who are financially not capable of paying the full tuition up front, the school will offer an easy interest free installment payment plan. These terms are available to all students who need assistance. The plan will consist of four (4) installments.

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

REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10-1. There is one (1) academic term for this program that is 103 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

(1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
(2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
(3) A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
(4) A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
(5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

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

ENROLLMENT DATES

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

REQUIREMENTS FOR ADMISSION

Applicants must be 17 years of age and possess a high school diploma, be on track to graduate as a high school senior or have passed a high school equivalency (GED) test. Applicants may apply for admission in person or by mail. All applications must be submitted prior to the first day of class. A copy of your High School diploma or GED and a secondary school transcript will be required. No late enrollments will be accepted. A personal interview and tour may be required with the school President (Director) prior to admission.

Students must show proof of Hep B vaccination or have the first of three completed prior to the start of the first day of class.

Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.

TRANSFER OF CREDIT

The Columbus Academy of Dental Assisting, does not accept credit for previous education, training, work experience (experiential learning), or CLEP (College Level Examination Program).

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

ACADEMIC POLICIES

ATTENDANCE

Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes. Students are responsible for all work missed during an absence and should contact an instructor regarding makeup work. Makeup work shall not be authorized for the purpose of removing an absence.

Saturday students may not miss more than one class for a total of six hours. If a student misses two complete classes (twelve hours), the students must make up these classes the next time the program is taught or outside of class time when approved by the director. If a student misses more than three complete classes, the student will be terminated from the training program and must follow the institutional procedure for re-admittance. NOTE: A complete class is defined as a six-

hour Saturday class. Also, students must attend Radiology Certification Lecture.

It is suggested that students arrive on time for all scheduled classes. Any time out of class (tardiness) will be treated as absence time.

MAKE-UP WORK

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

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

TARDINESS

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

LEAVE OF ABSENCE (LOA)

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

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

POLICY ON SATISFACTORY PROGRESS

(a) Satisfactory progress is defined as having complied with the school's established attendance requirements, arrive on time for class, return promptly to class after scheduled breaks, and participate actively in class on assigned tasks. Should a student be terminated due to violation

of school policies and procedures, tuition to be refunded shall be proportionately prorated up to date of official termination.

(b) There will be one student progress evaluation. The evaluation will be conducted after the 6th week of class. Students who have attained a grade average of 70% or above, on the first evaluation would have attained satisfactory progress. Those who attained less than 70% will be counseled and advised to improve their grades. If no improvement has occurred on the second evaluation, the 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 7th week and if there is no improvement, another will be given after the 9th week. If a student still fails to bring his/her overall average to 70% or above after the two make-up tests, the student will be terminated.

(c) Terminated students can be re-admitted after one complete session. See Re-admission Policy.

(d) The first progress report will be given at the end of the 6th week; the second progress report will be given at the end of the 11th week if the student was failing initially. Final grades will be issued after the final exams and upon completion of the internship/externship program.

(e) The progress reports will be given verbally and in writing. A counseling session will be scheduled for those who have grades of less than 70% as described in.

(f) If a student withdraws and has an appropriate reason (President/Director decides what is appropriate, decision is final) for withdrawing, he/she can request the school for a grade of "Incomplete". The student can then re-enroll in the program during the 12 month period following his/her date of withdrawal and complete those incomplete subjects without payment of additional tuition.

(g) If a student withdraws due to a grievance related issue, the student may resolve the issue through the institution's Grievance Procedure as stated in this Catalog. If the Grievance Committee establishes that the complaint is justified, the student can request the school for a grade of "incomplete". He can then re-enroll in the program during the 12 month period following his date of withdrawal and complete those incomplete subjects without payment of additional tuition.

COURSE EVALUATION/GRADING SYSTEM

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

using the table below:

Grading System

GRADE LETTER	WEIGHTED SCORE	GPA
A	94 - 100	4.0
A-	90 - 93	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80- 82	2.7
C+	77 - 79	2.3
C	70 - 76	2.0
F	69 & Below	0.0
I		Incomplete
W		Withdraw

A grade of "I" is Incomplete which means that the student has not completed all graduation requirements such as internship/externship or has not paid his/her financial obligations to the school. This grade will remain in his/her record until all requirements are satisfied. A grade of "W" means that it is a withdrawal and will remain as such until he/she has re-enrolled to complete the requirements of the course.

GRADUATION REQUIREMENTS

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

- Successful completion of the Dental Assisting Program
- An overall grade point average of 70% or greater
- Externship/Internship requirements are completed.
- All financial obligations are satisfied.
- Two out of the three Hepatitis B vaccines completed.

***The 25-hour internship/externship may be completed in one additional week or spread over a two or three week period.**

CERTIFICATES

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

CONDUCT STANDARDS

Since career preparation is the objective of the dental assisting program, the student's conduct should be that which is normally required in the dental profession. Use of profanity, alcoholic beverages or drugs on school property are all grounds for immediate suspension.

DISMISSAL

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

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

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 term. 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 term.

EXCEPTION: 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.

COMPLAINT OR GRIEVANCE PROCEDURE

All student complains should be first directed to the school personnel involved. If no resolution is forthcoming, a written complain shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and School, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

DRESS CODE

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

students are expected to wear if required during training sessions.

PLACEMENT ASSISTANCE

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

The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. However, **no guarantee of employment can be made.**

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

STUDENT RECORDS

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

GRADE REPORTS

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

TRANSCRIPTS

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

PROGRAMS/COURSES OFFERED

DENTAL ASSISTING CURRICULUM - 128 Clock Hours

The Dental Assisting program involves thirteen weeks of "hands on" training where students have an opportunity of practicing the various routine of chairside assisting. At the completion of the thirteen-week portion of the training, the students must successfully complete a **50-hour externship** in a local dental office. Upon completion of the twelfth week program, the 50 hour

internship and all financial obligations to the school discharged/satisfied, only then can the grades, transcripts or certificates be awarded.

Classes are offered on Saturdays from 8:30 am until 3:00 pm (includes a 30 minute lunch break).

PROGRAM COURSE OBJECTIVES FOR DENTAL ASSISTING

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

- Pass instruments and supplies to the dentists
- Use suction devices to keep patients mouth clear and dry
- Prepare materials
- Set-up and sterilize instruments and equipment
- Prepare dental charts
- Apply topical anesthetics
- Apply bleaching agents and fissure sealants
- Take and develop dental x-rays
- Take impressions of patient's teeth
- Obtain patients' medical history
- Obtain blood pressure and pulse
- Provide instructions on preventive dentistry and oral hygiene
- Medical Emergencies, render basic first aid and CPR
- Take Intraoral photos of teeth and tissues

PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS			
			LECT	LAB	EXT	TOT
1	DA101	Introduction to the Profession	.5	0	0	
	DA102	Ethical & Legal Issues in Dentistry	.5	0	0	
	DA102A	Infection Control for Dental Assistants	1			
	LAB 101	Dental Chair & Infection Control (PPE)	0	1	0	
	LAB102	Inf. Cont. - Maintaining the Operating Field	0	1.5	0	

	LAB103	Inf. Cont. – Treatment Preparation & Clean-up	0	1.5	0	
		Clinical Video of Set-up & /Breakdown of Dental Operatory				
		Total				6
2	DA103	Dental Radiography	1	0	0	
	DA104	Human Dentition	1	0	0	
	DA 105	Composition of Teeth & Dental Terminology	1	0	0	
	DA 106	Tissues Surrounding the Teeth	1	0		
	LAB104	Radiography Basics & X-Ray Procedures	0	1	0	
		Total				5
2	LAB104	Radiography Basics & X-Ray Procedures (Cont'd)	7	0	0	
		Total				7
3	DA107	Bones of the Head	1	0	0	
	DA108	Muscles of the Head & Neck,Temporomandibular Joint and Paranasal Sinuses	1	0	0	
	LAB105	Dental Charting/Radiology cont'd	0	4	0	
		Total				6
4	DA109	Oral Pathology	1	0	0	
	DA110	Oral Cavity, Salivary Glands & Immune System	1	0	0	
	LAB105	Dental Charting (Cont'd) and Radiology	0	2	0	
	LAB106	Alginate Impressions, Lab Materials & Techniques	0	2	0	
		Total				6
5	DA111	Dental Materials	1	0	0	
	DA112	Pediatric Dentistry	1	0	0	
	LAB107	Restorative Materials & Techniques	0	2	0	
		Clinical Video of Amalgam & Composite Filling				
	LAB108	Pedodontic Procedures	0	2	0	
		Total				6
6	DA113	Removable Prosthodontics	1	0	0	
	DA114	Fixed Prosthodontics	1	0	0	
	LAB109	Removable Prosthodontics – Full & Partial Dentures	0	2	0	
	LAB110	Fixed Prosthodontics	0	2	0	
		Total				6
		Sub-Total	21	21	0	42

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

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS			
			LECT	LAB	EXT	TOT
7	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	0	2	0	
		Clinical Video of Crown Preparation				
		Total				6
8	DA117	Orthodontics	1	0	0	

	DA118	Periodontics	1	0	0	
	LAB113	Placing Sealants & Home Bleaching	0	2	0	
	LAB114	Periodontal Treatment and Coronal Polishing, Preventive dentistry and Oral Hygiene	0	2	0	
		Total				6
9	DA119	Oral Surgery	1	0	0	
	LAB115	Oral Surgical Procedures	0	2	0	
		Clinical Video of Oral Surgical Procedures				
	LAB 104	Radiology/Intraoral Camera	0	3	0	
		Total				6
10	DA121	Front Office Mgt. and Resume Preparation	2	0	0	
	DA120	Medical Emergencies in the Dental Office	1	0	0	
	LAB116	CPR Training & Certification	0	3	0	
		Total				6
11		Practical Exams Review - Charting	0	2	0	
		Practical Exams Review - Radiography	0	2	0	
		Practical Exams Preparation – Instrument Transfer	0	1	0	
		Practical Exams Preparation – Instrument Recognition & Suction Tip Positioning	0	1	0	
		Total				6
12		Practical Final Exams	3	0	0	
		Final Exams - Theories	3	0	0	
		Total				6
	EXT101	Externship	0	0	50	50
		Sub - Total (This Pg.)	14	22	50	86
		Plus: Sub - Total (Previous pg.)	21	21	0	42
		Grand Total (Previous Page + This page = Curriculum Clock Hrs)	**35**	**43**	**50**	**128**

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

LECTURE SERIES – SUBJECT DESCRIPTION

DA 101 - Introduction to the Profession - (.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 102 - Ethical and Legal Issues - (.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 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 103 - Dental Radiography - (8 hours 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: None)

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

DA 110 - Oral Cavity, Salivary Glands and Immune System - (1 hour of lecture)

Students will earn 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: None)

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: None)

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: None)

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: None)

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: None)

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: None)

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: None)

DA 119 - Oral & Maxillofacial 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 – Front Office Mgt. and Resume Preparation - (2 hour of lecture)
Student learns front office duties, reception, record keeping, patient scheduling and general office management/maintenance. The students will also learn how to write effective resumes. (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 operatory and dental chair. They will be taught how to operate the dental chair and the various associated instruments
The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught how to don the various Personal Protective Equipment (PPE) required in the dental clinic. (Prerequisite: None)

LAB 102 – Infection Control: Maintaining the Operating Field, 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 operatory 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 operatory. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. They will also learn the various procedures required to be accomplished following dental treatment (Prerequisite: LAB101)

LAB 104 - Radiography Basics and X-Ray Procedures - (8 hours of Lab)
Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. Intraoral camera will be taught as well during the second session of this lab. (Prerequisite: LAB101, DA103 &DA104)

LAB 105 - Dental Charting - (6 hours of Lab)
Students will learn how to document the present dental conditions of the patient and the dental services to be rendered. This serves as a legal record of the patient. The students are taught and

asked to prepare a dental chart using appropriate symbols, abbreviations and Black Cavity Classifications. (Prerequisite: 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 are taught 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 are taught to prepare bonding agents using various instruments. In addition to the actual demonstration, a clinical video of amalgam restoration and composite resin restoration is shown to the students during this session. (Prerequisite: None)

LAB 108 - Pedodontic Procedures - (2 hours of Lab)
Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. Students are also taught how to mix Zinc Oxide Eugenol (ZOE) base and permanent cement. A clinical video of crown preparation is shown during this session. (Prerequisite: DA104 & DA111)

LAB 109 - Removable Prosthodontics - (2 hours of Lab)
Students will learn the steps involve in the fabrication and installation of complete (full) and partial dentures. Students are asked to practice putting tray set-ups together for each stage of removable and Prosthodontic fabrication and delivery. (Prerequisite: DA113)

LAB 110 - Fixed Prosthodontics - (2 hours of Lab)
Students will learn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries. (Prerequisite: 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 are taught 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 are taught 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 are taught how to apply sealants and bleaching techniques. (Prerequisite: None)

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

Students will learn the various steps and instruments used in sealing, prophylaxis and coronal polishing. Students are taught the techniques in passing periodontal instruments and are taught how to assemble the ultrasonic scaler correctly. Additionally, they will be taught the process of removing stained and soft deposits from the clinical crown of a tooth. (Prerequisite: DA118)

LAB 115 - Oral Surgical Procedures - (2 hours of Lab)
Students will learn the instruments needed for routine surgical and dental extraction. Students are taught instrument passing in the correct order for a typical tooth extraction and how they are passed over a patient. To further enhance classroom demonstration, a clinical video of oral surgical procedure is shown to the students during this session. (Prerequisite: DA119)

LAB 116 – CPR Training and Certification - (3 hours of Lab)
Students are taught how to administer Cardio Pulmonary Resuscitation. Training will be conducted by representatives of the local American Red Cross or Fire Department. Upon completion of this training students will be awarded Certificates of Completion. (Prerequisite: None)

INT101/EXT101- INTERNSHIP/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: 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 taught and 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 and mount 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 – Impressions and Mixing Cements (2 hours of Lab)

Students will take an impression on a typodont and pour up the impression. Students will also mix the two types of cements that were taught in class.

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 suctions used in four-handed density 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. They will be graded on instrument passing, suction tip positioning, instrument identification, tooth numbers and structures, impressions, pouring and mixing cements. A percentage of the grade obtained by the student in the practical exams will be used to obtain the overall final grade.

Final Exams - 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.

CLASS SCHEDULE

Classes are offered on Saturdays from 8:30am to 3:00pm with a 30-minute lunch break during a 12-week session. Classes may be offered on Monday and Thursday evenings in the future.

SCHOOL CALENDAR
(Contact school director or administrator for exact start dates)

Saturday Schedule:

2026

Fall Session: September 19th-December 12th (no class November 26th)

2027

Spring Session: February 6th-May 1st (no class March 27th)
Summer Session: June 5th-August 28th (no class July 3rd)
Fall Session: September 18th-December 11th (no class November 27th)

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

HOLIDAYS
Classes are not held on the following holidays:

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

ORIENTATION
Orientation shall be conducted on the first day of class. Students will be acquainted with the following:

- Instructors
- Facilities
- Syllabus
- Grading System
- Internship/Externship Requirements
- Graduation Requirements
- Attendance
- Rules and Regulations
- School Policies and Procedures
- Dress Code/Conduct
- Parking

KNOWLEDGE OF RULES AND REGULATIONS

The Columbus Academy of Dental Assisting, LLC reserves the right to change any provision or requirements in this catalog at any time without notice. The school further 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 one-month separation. The decision of the director will be final.