



Lake Wylie  
School of Dental Assisting

# Catalog

## Lake Wylie School of Dental Assisting, LLC

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## TABLE OF CONTENTS:

<u>Page:</u>	<u>Description:</u>
3	Mission Statement / Philosophy / Legal Organization / Program Information
4	Projected Enrollment / History / Physical Facilities
5	Faculty and Staff / Admission Requirements
6	Enrollment / Orientation and Program Objectives
7	Curriculum and Graduation Requirements
8	Program Outline
15	Equipment and Materials Available for Instruction
16	Tuition
17	Cancelation Policy
19	Attendance / Conduct Standards / Grading System
20	X-Ray Certification Policy / Policy on Satisfactory Progress
21	Rules and Regulations Policy / Records Policy
22	Grade Reports / Make-Up Work / Family Educational Privacy Act / Disabilities / Transcripts / Placement Assistance
23	Change of Student Status / Grievance Procedure
24	Requirements to Practice in South Carolina
26	School Calendar
27	Sample Graduation Certificate
28	Enrollment Procedures

## **MISSION STATEMENT**

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

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

## **PHILOSOPHY**

There are many job opportunities for the qualified dental assistants to assist dentists in the dental profession. Although one desires to be trained in this profession, however, there are challenges that prevent them from attending school. It is difficult for most people to attend school on a full-time basis because they have to work to earn a living. The expense necessary to finance schooling in a major college is also another reason most people are discouraged in pursuing further education. We feel that the dental assisting program offered at our school will meet these challenges. The nighttime or weekend class schedules are designed to accommodate working students. The very affordable tuition fee will also solve the financing issues for most prospective students. Students are accepted regardless of sex, race, age, marital status, religious creed, ethnic or national origin.

The Dental Assisting Curriculum is an instructional program providing a sixteen-week Dental Assisting Course consisting of 96 hours of lecture and lab and a 50-hour internship 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.

The Lake Wylie School of Dental Assisting, LLC. is dedicated to the ideals of developing efficient, effective dental assistants through a competency-based program.

## **OWNERS AND OFFICERS**

The Lake Wylie School of Dental Assisting, LLC is a limited liability company fully owned by Dr. Stacy Blackmon. She owns 100% of the company. Dr. Blackmon is the Director of the school and the only share holder. Dr. Blackmon received her B.S. in Dental Hygiene from the University of North Carolina at Chapel Hill in 1991. Dr. Blackmon received her D.D.S from the University of North Carolina at Chapel Hill in 1997.

## **PROGRAM INFORMATION**

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. The Dental Assisting Curriculum is an instructional program providing a thirteen-week Dental Assisting Course consisting of 96 hours of lecture and lab and a

50-hour internship with a practicing dentist. The program utilizes a hands-on educational approach where students learn by doing. Completion of the program will allow the individual to become immediately employable for an entry level position in a dental office. Some graduates of this course use this training as an added qualification towards acceptance into a school of dental hygiene which is highly competitive. After some experience as dental assistants, other graduates become dental office managers, dental assisting instructors or dental product sales representatives. For many, this entry level position serves as a stepping stone to more highly skilled and higher paying jobs.

The goal of this program is to provide the best possible hands on training in the shortest time possible but not sacrificing good educational standards. Classes are held in the clinic of a practicing dentist. This environment enhances the learning experience because the students have access to the real live equipment that are used by practicing dentists. The faculty consists of experienced dentists, hygienists and dental assistants.

### **Projected Enrollment**

We strive to maintain no more than twelve students per class in order to maintain a student to instructor ratio of 12/1. However, a maximum number of fifteen (15) students may be enrolled for a sixteen (16) week program (Tuesday - Thursday evening class) and, depending on demand, a separate full-day Saturday class. The maximum student to instructor ratio will never exceed 15/1.

### **HISTORY**

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

### **PHYSICAL FACILITIES**

The Lake Wylie School of Dental Assisting, LLC, is located at 227 Church Street, Clover SC. There are three dental treatment rooms equipped with dental chairs, units, and x-ray machines. The facility utilizes digital X-rays systems. The facility also offers a dedicated classroom, reception area, sterilization room and lab room. The facility has approximately 1,500 square feet available for students. The school will occupy the total 1,500 square foot of space.

## **FACULTY AND STAFF**

### **Dr. Stacy Blackmon, DDS, Director/Chief Instructor/Registrar**

Dr. Blackmon received her B.S. degree in Dental Hygiene from the University of North Carolina at Chapel Hill in 1991. She received her DDS from The University of North Carolina at Chapel Hill in 1997. She serves as the founding and solo treating dentist at the Clover Area Assistance Center since 2004. The clinic provides free dental services to qualified adults at or below poverty level. She has been awarded the Unsung Hero Award and Citizen of the Year for Lake Wylie. She is currently a member of the American Academy of Oral Sleep Medicine.

### **Brandy Smith, Lead Instructor**

Mrs. Smith received her dental x-ray certification in 1999. She has 18 years of front and back office experience including office management. She completed and was awarded the certification in Radiology Educator in 2015. Mrs. Smith also taught at the Dental Assistant Academy of Charlotte from 2013- 2015.

## **REQUIREMENTS FOR ADMISSION**

Applicants must be 18 years of age and possess a high school diploma or have passed a high school equivalency (GED) test. Applicants may submit an application 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. A copy of current immunization records is required as well along with the Registration Fee of \$100.00. No late enrollments will be accepted.

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.

## **READMISSION**

The director will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. A student will not be considered for readmission during the current term due to academic reasons unless the student has made up all missed work assignments and is able to successfully pass the minimum requirements as set forth in our Policy of Satisfactory Progress. The Director shall determine readmission eligibility for any student having been suspended for attendance problems or disciplinary problems based upon the individual circumstance. Students dismissed for attendance or disciplinary problems will not be allowed to rejoin the current class. 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.

## **ENROLLMENT DATES**

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.

## **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

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

The Lake Wylie School 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 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
- 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
- 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

## **DENTAL ASSISTING CURRICULUM - 146 Clock Hours**

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

Classes are offered either on Fridays or Saturdays (depending on demand) from 8:00 am until 2:30 pm (includes a 30 minute lunch break) or on Tuesday and Thursday evenings from 5:30 pm until 8:30 pm.

## **GRADUATION REQUIREMENTS**

Students may graduate and 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
- Internship requirements are completed
- All financial obligations are satisfied

**\*The 50-hour internship 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	1	0	0	
	DA102	Ethical & Legal Issues in Dentistry	1	0	0	
	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	
		Total				6
2	DA103	Dental Radiography	1	0	0	
	DA104	Human Dentition	1	0	0	
	LAB104	Radiography Basics & X-Ray Procedures	0	4	0	
		Total				6
3	DA105	Composition of Teeth & Dental Terminology	1	0	0	
	DA106	Tissues Surrounding the Teeth	1	0	0	
	LAB104	Radiography Basics & X-Ray Procedures (Cont'd)	0	4	0	
		Total				6
4	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	0	4	0	
		Total				6
5	DA109	Oral Pathology	1	0	0	
	DA110	Oral Cavity, Salivary Glands & Immune System	1	0	0	
	LAB105	Dental Charting (Cont'd)	0	2	0	
	LAB106	Alginate Impressions, Lab Materials & Techniques	0	2	0	
		Total				6
6	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
7	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	14	28	0	42
LECT -Lecture	LAB –Laboratory	INT-Internship	CLIN -Clinical	TOT – Total		

**PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM - CONTINUED**

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	0	2	0		
			Clinical Video of Crown Preparation				
		Total				6	
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 and Oral Hygiene	0	2	0		
			Total				6
10	DA119	Oral Surgery	1	0	0		
	DA120	Medical Emergencies in the Dental Office	1	0	0		
	LAB115	Oral Surgical Procedures	0	2	0		
			Clinical Video of Oral Surgical Procedures				
	LAB116	CPR Training & Certification	0	2	0		
		Total				6	
11	DA121	Radiography In Depth Overview	4	0	0		
	DA122	Front Office Mgt. and Resume Preparation	2	0	0		
			Total				6
12		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
13		Practical Final Exams	3	0	0		
		Final Exams – Theories	3	0	0		
			Total				6
14-16	CLIN	Clinical Chairside Review	0	0	18		
	INT101	Internship	0	0	50		

		<b>Grand Total (Previous page + This page = Curriculum Clock Hrs)</b>	<b>32</b>	<b>46</b>	<b>68</b>	<b>146</b>

LECT -Lecture

LAB –Laboratory

INT-Internship CLIN -Clinical

TOT – Total

## **LECTURE SERIES – SUBJECT DESCRIPTION**

### **DA 101 - Introduction to the Profession - (1 hour of lecture)**

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

### **DA 102 - Ethical and Legal Issues - (1 hour of lecture)**

Students will learn the ethics governing dentistry and the various governmental agencies entrusted with the regulation of the dental profession to ensure and protect the public from incompetent and unethical practices. Topics include licensure procedures and credentialing. (Prerequisite: None)

### **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: 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 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 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: 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 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 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 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 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.  
(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 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 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, Preventive Dentistry and Oral Hygiene - (2 hours of Lab)**

Students will learn the various steps and instruments used in sealing, fluoride administration, prophylaxis and coronal polishing. Students are taught the techniques in passing periodontal instruments. and learn to assemble the ultrasonic scaler correctly. Additionally, they learn 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 - (2 hours of Lab)**

Students are taught how to administer Cardio Pulmonary Resuscitation. Training will be conducted by representatives of the local American Red Cross or Fire Department. Upon completion of this training students will be awarded Certificates of Completion. (Prerequisite: None)

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

**INT101- INTERNSHIP - (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)

**EQUIPMENT LIST/MATERIALS LIST:** (Available to Students)

Three (3) X-Ray Machines including (2) Hand-Held Units  
Digital Processor for digital/sensor films  
Three (3) Patient Chairs  
Three (3) Doctor Chairs  
Three (3) Assistant Chairs  
(All with Full Room Package (monitors, PC, etc.)  
Ultrasonic instrument cleaner  
Handpiece Oiler/Cleaner  
Cold Sterilization  
Statim  
Autoclave  
Mirrors  
Explorers  
Dental Forceps  
Composite Instruments  
Cotton Pliers  
Anesthetic Syringes  
Extraction Setups  
Model trimmer  
Vibrator (Model Pour)  
Alginate Bowls/Spatulas/Adhesive  
Alginate Patient Trays (S,M,L)  
Twelve (12) Columbia Dentaforms (MPVR 1560, 1974 RAD)  
Slow speed handpieces  
High speed handpieces  
Lab attachment slow speed handpiece  
Alginate  
Disposable trays  
Stone (Model)  
Gloves (S,M,L- Latex, Non-Latex)  
Masks  
Safety Glasses  
Sealant Materials  
Etchant  
Bonding Agent/Composite  
Bluebite material  
PVS material  
Triple trays  
Temporary crown material  
Suction tips (HVE, Saliva, Ejectors, Surgical)  
Air/Water tips  
XCP Systems (3)  
Radiographic film (Size 0,1,2, Occlusal)  
Chair covers

Light covers  
 ZC disinfectant  
 Hand (antibacterial soap/lotion)  
 Gauze (2x2/Cotton rolls)  
 75" Flat Screen TV/Monitor  
 Computer system dedicated to LWSDA  
 Four (4) 8 ft. Tables with 12 folding chairs

**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 all supplies, tools and equipment with the exception of scrubs. Students will be responsible for purchasing at least one pair to be worn for the duration of the course.

<b>Course</b>	<b>Tuition</b>	<b>Registration Fee</b>	<b>Books/Supplies</b>	<b>Total</b>
Dental Assisting	\$3,936.50	\$100.00	\$263.50	\$4,300.00

Arrangements may be made for students to pay tuition on a monthly basis. Tuition must be paid either prior to entrance or prior to the month in which it is due. A late fee of \$25.00 is charged for payments made ten (10) days after they are due.

**TUITION PAYMENTS:**

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:

1 <sup>st</sup> installment upon enrollment	-	\$ 1,075.00
2 <sup>nd</sup> installment on the 4 <sup>th</sup> week of class	-	1,075.00
3 <sup>rd</sup> installment on the 8 <sup>th</sup> week of class	-	1,075.00
4 <sup>th</sup> installment on the 12 <sup>th</sup> week of class	-	<u>1,075.00</u>
<b>Total Payment</b>		<b>\$ 4,300.00</b>

**LATE PAYMENTS:**

Installment payments not received 10 days after the due date shall incur a \$25.00 penalty.



## **CANCELLATION AND REFUND POLICY:**

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

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and Federal or State Holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 40 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid **less the \$100.00 registration fee**. The School reserves the right to, but is not obligated to, reschedule the program start date when the number of students enrolled is less than 5. In such case, students will be notified by their preferred method. Students will have the choice of a refund or to attend the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

### **Refund after the commencement of classes:**

#### **1. Procedure for withdrawal/withdrawal date:**

- A student choosing to withdraw from the school after the commencement of classes is to provide **written notice** to the Director of the school. The notice is to indicate the expected last date of attendance and be **signed and dated by the student**.
- For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- A student will be determined to be withdrawn from the institution if the student has not attended any class for 6 consecutive class hours.
- All refunds will be issued within 40 days of the determination of the withdrawal date (**less the \$100.00 registration fee**).

#### **2. Tuition charges/refunds:**

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (**less \$100.00 registration fee**).
- B. After the commencement of classes, the tuition refund amount (**less \$100.00 registration fee**) shall be determined as follows:

#### TUITION REFUND AFTER COMMENCEMENT OF CLASS

% of the Clock Hours attempted:	Tuition Refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%

More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program (**less the \$100.00 registration fee**).

**Books and Supplies:** There is no refund for any equipment, books and supplies received by the student.

**Refunds** will be issued within 40 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 40 days of the date the student was scheduled to return from the LOA and did not return.

**Special Cases:** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement which is reasonable and fair as determined by the Director.

**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 (FTC Rule effective 5-14-76).

**THE STUDENT UNDERSTANDS:**

1. The School does not accept credit for previous education, training, work experience (experiential learning), or CLEP (College Level Examination Program).
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to, but is not obligated to, reschedule the program start date when the number of students enrolled is less than 5.
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 Director. 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.

7. This document does not constitute a binding agreement until accepted in writing by all parties.

## **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 and evening students may not miss more than two classes during a program term 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. If a student misses more than two 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 or two three-hour weeknight classes. Also, students must attend both Dental X-ray classes to receive radiation hygiene certificate.

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

## **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. Neither eating, drinking, nor smoking is permitted in the classrooms. Students may use the office break room for eating; however, no smoking is allowed in these facilities.

## **COURSE EVALUATION/GRADING SYSTEM**

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

The minimum score required for successful completion of the course is 70%.

## Grading System

<b>GRADE LETTER</b>	<b>WEIGHTED SCORE</b>	<b>GPA</b>
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.

### **POLICY ON X-RAY CERTIFICATION**

A student must score 80 or higher on the radiographic lecture test. Each student will be allowed to retake this exam once prior to taking their clinical portion.

The clinical exam will be a timed exam of 45 minutes on a Dexter model. The x-rays will be digital and the student will need to process the films in this time period as well. Each student must score a grade of 80 or higher to pass and receive their x-ray certification. The exam will be scored by a state certified x-ray instructor. If a student should not pass the first exam they will be given a second opportunity to retake the exam (time dictated by instructor) and must score an 85 or higher. If a student should not pass the second exam they will have to retake the x-ray portion when the next class begins. (A prorated fee will be charged for this)

### **POLICY ON SATISFACTORY PROGRESS:**

- a. Satisfactory progress is defined as having perfect attendance, 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. (Refer to Cancellation and Refund Policy under Refund after the Commencement of Classes, item 3).

b. There will be three students' 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 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 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.

c. Terminated students can be re-admitted after one complete session. All students who are re-admitted shall pay the remaining prorated tuition figured from the date that they start classes. (Refer to Cancellation and Refund Policy under Refund after the Commencement of Classes, item 3).

d. 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 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%.

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

## **KNOWLEDGE OF RULES AND REGULATIONS**

The Lake Wylie School 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.

## **RECORDS**

The school will retain permanent files for a period of six (6) years on each student and will include the grade point average, class attendance, externship evaluations, starting and graduation dates, and any other pertinent information. Student transcripts will be retained for a period of fifty (50) years.

## **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.

## **MAKE-UP WORK**

Students may make up work missed due to an excused absence at the discretion of the individual instructor. There are two (2) “make-up” days built into the sixteen (16) week course schedule that are available for make-up work if necessary.

## **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.

## **PLACEMENT ASSISTANCE**

Following graduation, or at any time thereafter, graduates may avail themselves of the school’s placement assistance. Our Director 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.

## **CHANGE OF STUDENT STATUS**

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.

## **GRIEVANCE PROCEDURE**

From time to time circumstances will arise where a student wishes to sit down with the school Director and discuss a problem or complaint. Students should feel free to see the Director to make an appointment for a convenient time where concerns can be discussed.

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

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

**NOTICE:** If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the South Carolina Commission on Higher Education. The student must contact the State Board for further details at:

South Carolina Commission on Higher Education  
1122 Lady Street  
Suite 400  
Columbia, SC 29201  
803-737-2281

[http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf).

**REQUIREMENTS FOR GRADUATE DENTAL ASSISTANTS TO**  
**PRACTICE IN SOUTH CAROLINA**

There are no national certification requirements to practice dental assisting in South Carolina. However, the State requires that a dental assistant must hold a certificate documenting training acceptable to the South Carolina Department of Health and Environmental Control to legally place and expose radiographic films in a dental office.

Dental Assistants can become nationally certified by passing an examination that evaluates their knowledge. Most dental assistants who choose to become nationally certified take the Dental Assisting National Board's Certified Dental Assistant (CDA) examination. Becoming a Certified Dental Assistant assures the public that the dental assistant is prepared to assist competently in the provision of dental care.

Dental assistants are eligible to take the CDA examination if they have completed a dental assisting program accredited by the Commission on Dental Accreditation. Individuals who have been trained on the job or have graduated from non-accredited programs are also eligible to take the national certification examination after they have completed two years of full time work experience as dental assistants.

The American Dental Association (ADA) does not administer certification examinations for dental assistants. As discussed above, the Dental Assisting National Board (DANB) administers all certification examinations.

Options for eligibility to take the DANB CDA certification exam are listed below.

Pathway I:

1. Graduation from a CODA-accredited dental assisting or dental hygiene program, AND
2. Current CPR from a DANB-accepted provider

Pathway II:

1. High school graduation or equivalent, AND
2. Minimum of 3,500 hours of approved work experience, AND
3. Current CPR from a DANB-accepted provider

Pathway III:

1. Former DANB CDA status, or graduation from a CODA-accredited DDS or DMD program, or graduation from a dental degree program outside the U.S. or Canada, AND

2. Current CPR from a DANB-accepted provider

Dental assistants have many tasks, ranging from patient care and taking x-rays to recordkeeping and scheduling appointments. Their duties vary by state and by the dentists' offices where they work. Dental assistants in SC, under the supervision of a



licensed dentist, perform basic supportive dental procedures specified by the state dental practice act: <http://www.llr.state.sc.us/POL/Dentistry/>. General information about the occupation is available from the US Bureau of Labor Statistics <http://www.bls.gov/ooh/healthcare/dental-assistants.htm> and O\*NET <http://www.onetonline.org/link/summary/31-9091.00>

Most dental assisting programs are offered by community colleges, take about one year to complete, and lead to a certificate or diploma. Programs offered by private vocational schools are shorter (two to three months) and less comprehensive than those offered by community colleges. Programs that last two years, also offered in community colleges, are less common and lead to an associate's degree.

Dental assistants who do not have formal education in dental assisting may learn their duties through on-the-job training. A dental assistant or dentist in the office teaches the new assistant dental terminology, the names of the instruments, how to complete daily tasks, how to interact with patients, and other activities necessary to help keep the dental office running smoothly.

South Carolina does not require that dental assistants graduate from an accredited program or pass a state exam. However, many dentists require the Certified Dental Assistant designation (CDA) for those employed as dental assistants.

The dental assisting program at Lake Wylie School of Dental Assisting is not CODA-accredited. For a list of accredited dental assistant programs, visit [Commission on Dental Accreditation, American Dental Association \(http://www.ada.org/en/coda\)](http://www.ada.org/en/coda). To become a CDA, graduates of this program must complete the requirements shown in Pathway II below. For more information about becoming a CDA and for a list of state boards of dentistry, visit the [Dental Assisting National Board, Inc. \(DANB\) \(http://www.danb.org/\)](http://www.danb.org/)

To perform expanded functions under the direct supervision of a licensed dentist, a dental assistant must earn status as an Expanded Duty Dental Assistant (EDDA). Acceptable credentials are:

- a.** Diploma from a CODA-accredited dental assisting program or  
Complete two years of continuous full-time employment as a chair-side dental assistant

To legally operate dental x-ray equipment and perform radiographic procedures in a South Carolina dental office, a dental assistant must hold a certificate documenting training acceptable to the SC Department of Health and Environmental Control (DHEC). Acceptable certificates include:

- a.** Diploma from a CODA-accredited dental assisting program, or
- b.** Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) certification or the DANB Radiation Health and Safety (RHS) certificate of competency, or  
Certificate in radiation safety from the SC Dental Association (SCDA)

Access Certification for Monitoring of Nitrous Oxide Sedation information on the web site of the SC Board of Dentistry:

<http://www.llr.state.sc.us/Pol/Dentistry/PDF/Policy/MonitNitrousOxideSedationPolicy.pdf>

**\*\*Please note that a criminal conviction may prevent employment in the dental field and that citizenship and legal immigration status is also a prerequisite for a professional license by an agency of a State or local government under Title 8, US Code Section 1621.**

Graduates may expect to be employed at entry-level wage. Entry-level wages vary with employers; contact potential employers for specifics.

**\*\* Acknowledgements:**

Within 10-days from the date a licensed institution revises a catalog or publishes a new catalog, the licensee shall submit a written or electronic copy of the catalog to the State Board.

Catalog shall be available to students and prospective students in a written or electronic format.

**SCHOOL CALENDAR**

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

**2022-2023**

**First Class**

June 24, 2022

September 30, 2022

**Second Class**

October 21, 2022

February 3, 2023

**Third Class**

February 17, 2023

June 2, 2023

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

**Holidays**

Martin Luther King, Jr. Day  
Good Friday  
Memorial Day  
Independence Holiday Vacation  
Labor Day  
Thanksgiving Holiday Vacation  
Christmas Holiday  
New Year's Holiday Vacation

Upon Successful Completion of the Program Students will receive the following Certificate:

**Lake Wylie School of Dental Assisting, LLC**

*227 Church Street  
Clover, South Carolina, 29710*

*This certifies that*

**Mary Smith**

*Has successfully completed the requirements (146- Hours) for*

**Dental Assisting Program**

*And is hereby awarded this certificate of completion  
on this \_\_\_ day of \_\_\_\_\_ 20\_\_*

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*Stacy L. Blackmon, DDS, Director*

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*Brandy Smith, Lead Instructor*

# Enrollment Procedures

Student must complete the following and submit to the school prior to the beginning of the first day of class:

- Enrollment Agreement
- Hold Harmless Agreement
- Student Acknowledgement/Contract Acceptance Agreement
- Copy of High School Diploma or GED Equivalent
- Copy of current immunization records
- Registration fee of \$100.00

**Mail** completed enrollment package:

5355 Commodore Place  
Lake Wylie, South Carolina 29710