



Course Catalog

2024-2025

Welcome to the exciting World of Dentistry!



Modern Dental Career Center

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Modern Dental Career Center
Message From the Staff

*Welcome to Modern Dental Career Center!
I am looking forward to sharing with you my
knowledge and experience in dental assisting!*

Elena Monina



*Thank you for choosing Modern Dental Career
Center! I hope you enjoy your time learning and
advancing dental assistant profession.*

Sabine Aziz

Mission Statement

The mission of the Modern Dental Career Center is to train new dental assistants in the latest and most up to date dental procedures, to reduce on-the-job training requirements, and enhance the students' chances of becoming employed.

Contact Information:

Locations: 1030 Duluth Hwy, Lawrenceville, GA 30043
1410 Terrell Mill Rd, Marietta, GA 30067

School hours: Monday-Friday 9.00AM-4.30PM
Saturday: 9.00AM-3.00PM

Phone number: 678-510-8987

Email: welcome@assistdentist.com

Modern Dental Career Center Center Directors and Instructors

Elena Monina: Program Educational Director, Senior Instructor

Master's degree in biology and Geography Education. 17 Years of Professional Teaching Experience. 14 Years' Experience in the dental field.

Sabine Aziz: President of the Students Connection Department

Certified Dental Hygienist (graduated from Dental Hygiene school in Germany). 30+ Years' Experience in the dental field.

Inna Makarova: Dental Assistant Instructor

Expanded duties dental assistant with 12 years of dental assistant experience. Graduated from college in Russia with master's degree in Aircraft Engineering

Mark McLeod: Dental Assistant Instructor

Dental assistant since 2014. Graduated from Military in Airman Leadership School, Military in Dental Assisting Medical Education and Training Campus - Fort Sam Houston, TX

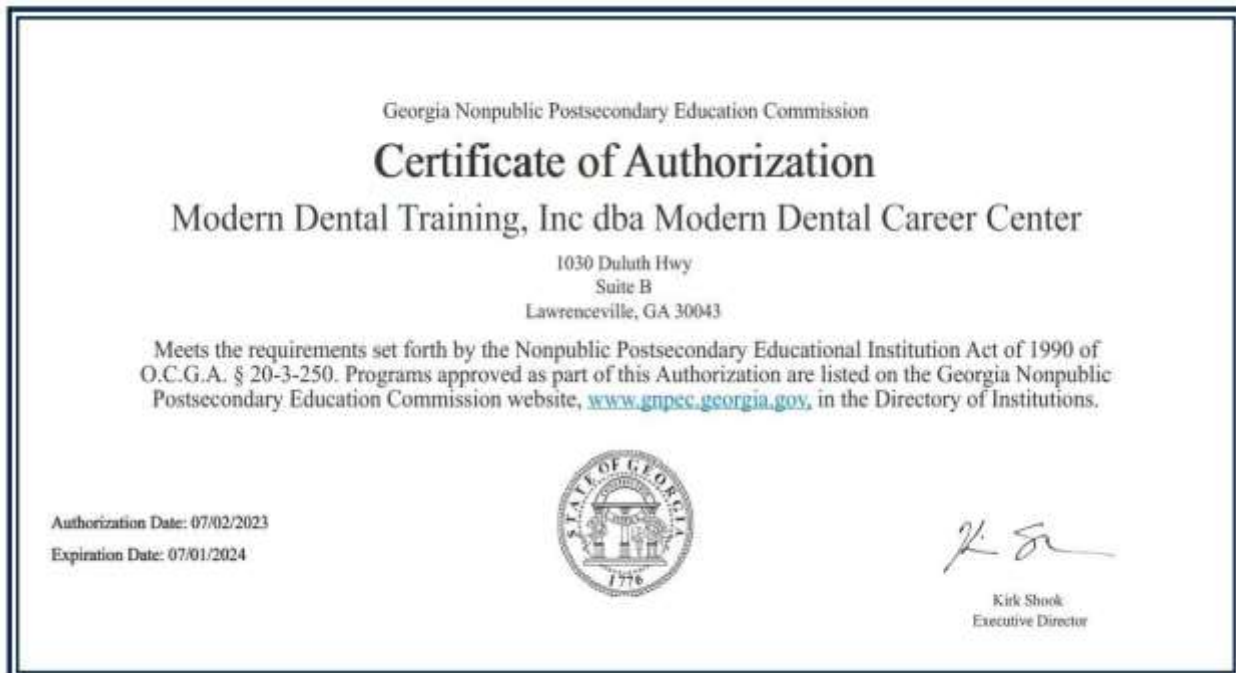
Mercedes Brown: Dental Assistant Instructor

21 years of dental assistant assisting and leadership experience.

Elena Garcia: 15 years of dental assistant experience

Authorization to Operate

The Modern Dental Career Center is authorized by the Georgia Nonpublic Post-Secondary Education Commission.
<https://gnpec.georgia.gov>



Modern Dental Career Center

Equipment

School facility offers up-to-date dental equipment and a dental laboratory. The training equipment is listed below.

<p>Clinical area: 6 dental chairs with attached water lines, and suction lines. 2 Nomad X-ray machines Panoramic X-ray machine Digital X-Ray sensor Intraoral Camera Curing Lights Autoclave M11 Ultrasonic Cleaner 10 Workstation Computers 2 Dental Typodont Manikins 2 Dental X-Ray Capable Typodonts 12 Dental Typodont models 4 Denture models 1 Tooth Anatomy model 1 Clear Human Jaw model 3M intraoral Digital Scanner</p>	<p>Laboratory: Model Trimmer Sand Blaster Slow speed motor 3 Stone vibrators Pumice wheel Pressure cooker Bunsen burner 2 Vacuum forming machines. 3 Light curing units Air Compressor</p>
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Programs of Study & Course Description

13 weeks Dental Assistant Training Program-in person for students who decided to pursue a dental assistant career. Students will be attending class on Saturdays from 8.00 AM to 2.00 PM. Course includes lectures, hands-on training, and home assignments. Upon graduation students will receive Dental Assistant Certificate, Radiology, and CPR Certificates. 36 hours of ex/internships must be completed at the local dental offices.

13 weeks Dental Assistant Training Program-hybrid. Students will be attending 3-hour online lectures through the ZOOM platform according to the school's schedule. Students will attend 3-hour in-person hands-on training once a week. Students will complete home assignments through the online student portal. Upon graduation students will receive Dental Assistant Certificate, Radiology, and CPR Certificates. 36 hours of ex/internships must be completed at the local dental offices.

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7-week Orthodontic Assistant Training Program is designed for students who want to pursue an orthodontic assistant career and will be working under the supervision of an orthodontist or general dentist. Students will learn a wide range of tasks, including preparing the treatment area, sterilizing equipment, taking radiographs and other patient records, assisting in orthodontic procedures, and educating patients on oral care.

6-week Administrative Dental Assistant Program (online) is designed for students who want to pursue an administrative dental assistant career and will be working under the supervision of an office manager and general dentist. Students will learn a wide range of tasks, including dental anatomy, identifying x-rays, Dentrix software, charting, scheduling, insurance filing and terminology, treatment planning, infection control and emergencies, dental law, dental specialties and marketing strategies.

Program Orientation

The orientation, usually, scheduled 2 weeks before class start date. At the orientation, we introduce future students to the faculty members, curriculum outline, and program requirements, attendance requirements for in-person, hybrid, and online program students, issuing training materials, describing the training facility and the equipment that will be utilized, and answer any questions that applicants may have. During orientation, students will be given login instructions and establish username and password to access online student portal.

We recommend not sharing username and password with others.

Entrance Requirements

1. Applicants must be at least 18 years of age and have a high school diploma, GED, or its equivalent. Seniors in high school with GPA that will allow them to graduate at the end of the final semester are also eligible to apply.
All education documents should be in English Language. Applicants must have a valid identification document.
2. Applicants must submit an application fee, fill out and sign the enrollment agreement and GNPEC disclosure form.
3. Applicant will need to supply some basic biographical information, recent employment history, and references.
4. Applicant will answer some interview questions to evaluate interest and attitude, and review the information such as academics, work experiences and career goals.
5. Applicants must have access to an internet connection, computer, laptop, or internet capable cellphone to complete online training module assignments during the week.

Transfer policy

Modern Dental Career center is not accepting or considering transfer credit earned at other institutions. Also, we do not guarantee that credit earned at our school will be transferable to another institution.

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13 weeks Dental Assistant Curriculum

Week 1. Lecture: Introduction to Dental Assisting Profession. Sciences in Dentistry. Oral Anatomy.

Overview of dentition. Tooth morphology.

Lab: Alginate impressions. Pouring models.

Week 2. Lecture: Oral Health and Prevention of Dental Disease.

Lab: Trimming models. Fabricating bleaching trays. Performing caries assessment test. Performing proper brushing and flossing.

Week 3. Lecture: Infection prevention in Dentistry. Occupational Health and Safety. Principles of sterilization. Moisture control.

Lab: Infection control: Treatment room and sterilization area. Processing and packaging instruments for sterilization. Operating autoclave. Sterilization monitoring (spore test). Placing isolate, rubber dam, HVE, and saliva ejector. Placing gauze, cotton rolls, and cheek retractors.

Week 4. Lecture: Patient Information: New patient (DISC description). Dental Records. Vital Signs. Oral Diagnosis and Treatment Planning. Introduction to Dentrix software.

Lab: Checking blood pressure, pulse, and oxygen level. Dentrix: Creating a patient file. Entering existing oral conditions, treatment plan and clinical notes into the chart. Periodontal charting.

Week 5. Lecture: Assisting in a Medical Emergency. Medically compromised patient. Anesthesia and Pain Control. Introduction to Sedation Dentistry. Principles of Pharmacology.

Lab: CPR Training (Certificate). Assisting with transferring patient from wheelchair into a dental chair. Vital signs, monitor blood pressure, pulse, and oxygen level (pulse oximeter). Preparing and placing topical anesthetic. Assembling syringe for local anesthesia. Passing syringe to the dentist.

Week 6. Lecture: Foundation of clinical dentistry. Structure of the dental office. Dental instruments, handpieces, and rotary instruments.

Lab: Instrument passing techniques. Using rheostat light, turning on water for handpiece, attaching handpiece to the unit, placing rotary instrument into a handpiece. Placing water bottle, running waterlines, flashing suction lines, adjusting assistant chair, placing dental chair in supine and sub-supine position, changing light bulb on chair light. Assisting in class 1 composite filling.



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Week 7. Lecture: Radiology (X-Ray) training (Certificate). Extra-oral and Intro-oral Imaging.

Lab: Taking full mouth series of x-rays (FMX), panoramic x-ray (PAN), and intra-oral photos. Periodontal charting

MIDTERM TEST

Week 8. Lecture: Dental materials. Introduction to Cosmetic and Restorative Dentistry. Classification of filling restorations. Filling procedure set up and chairside assisting in composite and amalgam filling restoration.

Lab: Filling procedure instrument set up. Assembling, placing, and removing matrix system and wedge for class 2, 3, and 4 restorations.

Week 9. Lecture: Crown and Bridge restoration. Crown and bridge procedure set up and chairside assisting step by step. Provisional crown and bridge Fabrication techniques.

Lab: Taking preliminary impression for provisional crown. Taking bite registration and opposing impression. Mixing IRM. Chairside assisting in composite filling, crown, and bridge procedure. Provisional crown fabrication (posterior and anterior). Dental office internship: week 1.

Week 10. Lecture: Endodontic Procedures, Post and Core. Introduction to Periodontal Dentistry.

Lab: Root canal procedure set up. Chairside assisting with RCT procedure. Provisional bridge fabrication (posterior and anterior). Chairside assisting with provisional and permanent crown cementation. Dental office internship: week 2.

Week 11. Lecture: Oral and Maxillofacial Surgery. Assisting in Extraction Procedure. Removable Prosthodontics. Dentures.

Lab: Surgical and simple extraction instruments set up. Chairside assisting in surgical procedures. Dental office internship: week 3.

Week 12. Lecture: Introduction to Pediatric Dentistry. Overview of children dentition. Pediatric procedures and parent education. Introduction to Orthodontic Dentistry. Employment opportunities and marketing yourself

Lab: Assisting in sealant and topical fluoride placement. Assisting in orthodontic brackets, wires, and ties placement. Building resume and preparation for Job Interview. Explore job opportunities via Dental Post. Lab test Part 1

FINAL TEST

Week 13. Lecture: Dental Administration and Communication Skills. Financial Management and Marketing. **Lab:** Lab test Part 2.

Modern Dental Career Center

7-week Orthodontic Assistant Curriculum

Week 1. Lecture: Introduction to orthodontic specialty. Orthodontic office. Tooth anatomy and morphology. Teeth numbering systems. Overview of dentition. Tooth morphology.

Lab: PPE and OSHA compliance procedures while working in clinical area and in-house laboratory. Alginate impressions, upper and lower. Use of digital scanner. Pouring up model. Trimming models

Week 2. Lecture: Malocclusion and dental disease. Types of malocclusions. Benefits of orthodontic treatment. Phase 1 and 2 orthodontic treatments. Radiology training (certificate).

Lab: PVS impressions, light body and heavy body. Intraoral and extraoral photography techniques. Taking radiographic images: Ceph, PAN and BWX

Week 3. Lecture: Infection control. Orthodontic instruments and materials. Orthodontic appointments

Lab: Infection control: Treatment room and sterilization area. Processing and packaging instruments for sterilization. Operating autoclave. Sterilization monitoring. Placing separators. Fitting molar bands

Week 4. Lecture: Brackets placement appointment. Adjustment appointments. Appliances, instruments, and techniques.

Lab: Assisting orthodontist in bracket placement procedure. Fitting and placing arch wire. Learning to place Ligature Ties, Kobayashi hooks. Learning to assist with Piggyback, under tie, Coil, Wire bend.

Week 5. Lecture: Bracket removal and retainer placement/impressions appointment.

Lab: Assisting orthodontist in bracket removal procedure. Taking impression for retainers (alginate, PVS, digital). Pouring up impression. Assisting dentist with cementing LBR retainer. Learning to fill out laboratory RX. Removable retainer delivery

Week 6. Lecture: Clear aligners orthodontic treatment.

Lab: Assisting orthodontist with preop and post op orthodontic records. Taking preop and post op Cephalometric x-ray. Taking preop and post op impressions or digital scan. Taking impression for retainers (alginate, PVS, digital). Pouring up impression. Assisting dentist with cementing LBR retainer. Learning to fill out laboratory RX.

Week 7. Lecture: FINAL TEST multiple choice

Lab: FINAL TEST clinical

Modern Dental Career Center

6 -week Administrative Dental Assistant Curriculum

Week 1.

Introduction to dental anatomy and terminology. Teeth numbering systems. Dental Office team. Dental x-rays. Oral health and prevention of dental disease. Nutrition and periodontal disease.

Week 2.

Dental Software and Charting.

Week 3.

Dental Law. HIPAA privacy act. Malpractice and Criminal law in dentistry. Treatment consent. Insurance fraud

Week 4.

Infection control, narcotics, and emergencies
Dental Pharmacology, Controlled substance act. Prescriptions. Dental Emergencies protocol.
Infection control, OSHA, CDC, and EPA

Week 5.

Administrative Duties

Handling phone calls, proper scheduling, recall lost, production goal, communication with insurance companies, understanding schedule of benefits, insurance terminology, presenting treatment plan and collecting co-pay.

Week 6.

Dental Specialties.

Dental specialties and proper communication with specialty offices, marketing dental practice.

FINAL TEST ONLINE.



Course Academics and Attendance Requirements

In-person program and orthodontic program students must attend all scheduled sessions of the class on campus to be successful with the curriculum. Hybrid program students will meet with the instructor via ZOOM for a 3-hour class once a week.

Students must have video and audio "on" during the entire session. Students must attend all scheduled ZOOM sessions and all in-person lab sessions. Administrative dental assistant students must attend scheduled online ZOOM sessions.

Missing two or more sessions for dental assisting class and one or more sessions for orthodontic assistant and administrative assistant class grounds for dismissal from the school. Some exceptions will be made with valid proof of absence. Validity will be determined by the school and a notice of absence is preferred before the scheduled class time the student will be missing.

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During the week, students will be using the online learning resource system via the student portal assistdentist.com, to complete weekly homework assignments and quizzes.

Each student will have a unique username and password to access the system. After login into the system students can view attendance reports, assignments, and academic progress. If students have a problem regarding education, they can communicate with the class teacher using this system, or via phone, email or GroupMe messaging.

To successfully complete the online part of the program students must have:

A reliable computer and internet access

A separate workspace with a student desk and comfortable chair

ZOOM app installed with working video and audio devices.

Earphones or earbuds to prevent external noise during the online session.

Printer and printer paper

Traditional school supplies

An online or paper calendar with a class schedule and due dates

Each student will be required to perform 36 hours of internship/externship training for dental assistants and 12 hours for orthodontic assistants in local dental offices to complete the course in the last weeks during the normal Monday through Friday work week. This is a most valuable source of training as it gives you the additional experience you need to merge to employment in a dental office.

Absences, Tardiness, Make up work, Re-entrance.

Students who miss training session due to illness or other emergency must complete online lesson, section in the textbook, home assignment and take a weekly quiz before the next session. Lab training should be completed as soon as possible by making special arrangements with the course instructor.

Due to the large amount of material covered in each session, students who miss two or more sessions for dental assisting class and one or more sessions for the orthodontic and administrative assistant will not be able to catch up with the class. School attendance records will reflect absences, late arrivals, and early departures. Students who miss more than two sessions should submit a request to join the next class or apply for a refund in accordance with the refund policy.

Financial Information

Tuition includes books, Dental Assistant Certificate, Radiology and CPR certifications. Uniform should be purchased by the student according to the class dress code. Tuition and fee increases will not occur during the training period.

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Tuition and Fees

Total amount	Application fee	Tuition	Payment options			
			Full tuition payment	In-house Financing		Outside financing
				Down payment	Weekly payments	Meritize
13-week Dental Assistant Program						
3800.00	50.00	3750.00	3750.00	890.00	220.00x13	Apply to Meritize
Includes application fee and tuition	Non-refundable Due upon registration		75.00 discount if paid in full by check or cash before the orientation	Downpayment is due at the orientation	Due before each class	educational lender through our website assistdentist.com .
7-week Orthodontic Assistant Program						
2225.00	35.00	2190.00	2190.00	790.00	200.00x7	N/A
Includes application fee and tuition	Non-refundable Due upon registration		50.00 discount if paid in full by check or cash before the orientation	Downpayment is due at the orientation	Due before each class	
6-weeks Dental Administrative Assistant Program						
2370.00	40.00	2330.00	2330.00	980.00	225.00x6	N/A
Includes application fee and tuition	Non-refundable Due upon registration		60.00 discount if paid in full by check or cash before the orientation	Downpayment is due at the orientation	Due before each class	

All tuition and fees are payable for one term only.

Modern Dental Career Center currently does not offer financial aid for students.

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Credit Card Payments

All payments can be made via our website assistdentist.com/payments. Payments are processed by Square. Students on our in-house payment plan who miss weekly payment will not be allowed to continue the program.

Readmission Policy

If student is unable to complete the training program due to a valid reason, he/she may be readmitted during the next training session to continue to graduation.

Compliant and Grievance Procedures

If student has a problem with the training, he/she should bring it to the attention of the instructor immediately. The school faculty member will help to resolve the issue.

Our contacts:

Email: assistdentisttraining@gmail.com, welcome@assistdentist.com

Phone: 678-510-8987, 470-238-8295

Alternatively, if the issue is unresolvable, student may request to drop from the training course and be issued a refund in accordance with the school's refund policy.

If student's complaint with the Modern Dental Career Center remains unresolved, he/she can file it with the Georgia Nonpublic Postsecondary Education

Commission online: <https://gnpec.georgia.gov/student-complaints> or 2082 East Exchange Place, Suite 220 Tucker, GA 30084 770-414-3300

Student Conduct Policy

The dental office is a busy place where the personal contact with other employees, dentists, and patients is a common element. Everyone must be accountable for everything they do and say as a dental assistant. The same terms apply during our dental assistant training program.

The students are expected to maintain the highest ethical standards while in the training course and in their future as the dental assistants. Cheating on any exams, disrupting the class in an inappropriate way, or damaging dental equipment, is grounds for immediate dismissal from the program.

Dental assistants should be honest, compassionate, and concerned for the welfare of the patients, and we require the same in our school. This is all about starting a new, rewarding career in the dental field, and helping patients get a nice smile!

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Dress code

OSHA and CDC requirements for universal and COVID-19 precautions will be followed in this course. Gloves, masks, protective eyewear, and lab coats will be provided during the training. If you have an allergy to latex, please inform the instructors during orientation day. Long pants, socks and closed toed shoes are required to be worn in each session.



Cancellation and Refund Policy Students who apply for the program but are unable or choose not to complete it may be entitled to a refund. If a student decides within

3 days after signing the contract not to attend the program, all money (except the application fee and 3.29% Square fee if paid by credit card) will be refunded. Refunds are determined based on the proration of the total tuition based on the percentage of program completed at withdrawal, up until 50% of the program after which there are no refunds. The withdrawal date will be the date that the director or instructor received written notification of the student's desire to withdraw.

In the case of unsatisfactory academic performance, the withdrawal date will be the date the student's dismissal letter is mailed.

In the case of absences, the date of the third absence will be the withdrawal date. If Modern Dental Career Center makes changes to the program, the location, or the time and one or more students are unable to complete the program, those students will be entitled to a refund in accordance with the policy above. Refunds are issued by mail to the address on the student's application within 30 days of the date of the request.

The training textbooks must be returned to the school prior to the refund. If books are lost or damaged, they should be replaced, or a security deposit will be held by the school. The textbooks must be in good to excellent condition.

Graduation Requirements and Transcripts

The grading scale will be the standard A-F scale. You must complete all courses, assignments, quizzes, tests, and a laboratory work with an overall satisfactory grade (70% or higher) to graduate.

If a student scores less than 70% on any quiz or test, he/she will have an opportunity to retake it once. The original score will be replaced by the retake score. An academic transcript will be provided to the student on the day of graduation. If a student needs an additional copy of the transcript after graduation, he/she can reach out to Elena Monina at welcome@assisteddentist.com. There is no fee for additional transcripts.

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Internships and Externships

During the training course we require each student to complete 36 hours of internship/externship training in a dental office. During this time, student will observe and assist as directed by an experienced dental assistant and by a dentist.



An internship is defined as training at the hosting dental office, while an externship is at a different dental office in the local area.

Depending on your learned skills and interaction with the staff, it is possible that the office may encourage you to fill out an application for employment. This is a good indication that the office may be interested in hiring you. During your internship(s), it is imperative that you arrive and leave on time, dressed, and groomed appropriately, show your desire to learn and help others.

After each internship day, have a dental office staff member fill out a report of your experience in the office. If you find any situation uncomfortable in the office, please contact the instructors immediately.

Career Services.

Modern Dental Career Center does not guarantee an employment after graduation; however, we provide the assistance with dental office externship placement, building resume and preparation for job interview. We help students to explore job opportunities via DentalPost.net, CloudDentistry.com, Facebook, and personal references.

The Learning Resource System

PowerPoint Presentation during the class for In-person 13-weekDental assistant program.

PowerPoint Presentation via ZOOM for hybrid program

PowerPoint Presentation for Orthodontic Assistant Program

PowerPoint Presentation for Administrative Dental Assistant Program

Textbook: Modern Dental Assisting; Elsevier, 12th Edition.

Modern Dental Career Center

Workbook, Modern Dental Assisting; Elsevier, 12th Edition.

Modern Dental Assisting Online Elsevier 12th Edition for independent study.

Orthodontic Assistant Study Guide

Curriculum courses and assignments via student portal: students.assistdentist.com

Q & A via the student portal.

Our LRS is designed to maximize training. It is imperative to complete each week's assignments before the following in-person session.

If you have any questions, please contact your instructors via student portal, phone, email or GroupMe message. We will respond at our first opportunity, but no later than in 12 hours.

The necessary textbooks will be assigned to you in the first class to use during the entire course. There is no rental fee for utilizing the book, but we require a security refundable deposit for the books. Deposit will be returned at the end of the training. The textbooks are property of the school and must be returned in good condition.

In case of loss or damage to the textbook deposit will be kept by the school. Student can also purchase new or used textbook to replace it. A used textbook must be in good condition to be considered 'eligible' as a replacement textbook.

Technical support for online learning

In case of the technical issues (such as server downtime) we notify students as soon as problems occur and provide timely technical support. Usually, issue is resolved within 24 hours.



Modern Dental Career Center

Extracurricular activities

Community of Smiles Events



Community of Smiles is a unique event where dentists, assistants and administrators volunteer to provide free dental work to the local community. These events are usually announced in the news, media, including television, radio, and newspapers.

These events are very busy as many people line up early to receive free dental treatment. Local television stations perform live reporting from the event! In 2023 there were more than 150 people were served!

If one of these events is scheduled to happen during your scheduled course, it is your great opportunity as the future dental assistant to be exposed to real dental world, help the community, and meet local dentists. <http://www.dentalheart.com/>

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The Thomas P. Hinman Dental Conferences

The Thomas P. Hinman Dental Meeting is an annual conference, providing dentists, dental hygienists, dental assistants, laboratory technicians and dental office staff with the latest and most comprehensive continuing education courses in dentistry.

This meeting is known for its Southern Hospitality, extraordinary educational programs, impressive roster of speakers, unsurpassed social events, and all-inclusive technical exhibition.

The Meeting is sponsored by the Hinman Dental Society, a non-profit organization, and all excess revenue is invested and then gifted in the form of scholarships to individuals and institutions that foster dental education. <https://www.hinman.org>

If this unique annual event occurs during your training course, attendance is voluntary, but encouraged! This event has no effect on course length.



Modern Dental Career Center

2024 SCHOOL ACADEMIC CALENDAR

Lawrenceville campus		Marietta campus	
13-week Dental Assistant program			
Spring Semester	January 13- April 13	Spring Semester	February 10- May 4
Summer Semester	April 27- August 10		
Fall Semester	August 10- November 23	Fall Semester	Sept 14- Dec14
Orthodontic Assistant program			
Spring Semester	January 6- February 17		
Summer Semester	July13 - August 24		
		Fall Semester	September 21-Nov 2
Administrative Dental Assistant (online)			
February 26 – April 1			
Georgia Expanded Duties Dental Assistant course.			
		January 20	
March 2			
April 20			
		May 11	
		September 7	
October 19			
December 14			

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Georgia X-Ray Certification Course	
	January 20
February 24	
March 2	March 23
April 20	
	May 11
June 15	
	September 7
October 19	
December 14	
CPR BLS training	
February 10	
	March 9
May 11	
September 21	
	October 12