



# Course Catalog 2021-2022

*Welcome to the exciting World of Dentistry!*



# Modern Dental Career Center

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## **Modern Dental Career Center**

### **Message From the Staff**

*I would like personally welcome you to the Modern Dental Career Center and look forward to working with you over the next 13 weeks.*

*Elena Monina*



*Thank you for choosing the Modern Dental Career Center! I hope you will enjoy your time learning the dental profession as much as we love sharing our knowledge.*

*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.

### **Training Center Location**

The Modern Dental Career Center is located at (& Hosted By):

Center for Cosmetic and Sedation Dentistry  
1030 Duluth Hwy, Suite B  
Lawrenceville, GA 30043

## Modern Dental Career Center

### Equipment

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

<p><b>Clinical area:</b></p> <ul style="list-style-type: none"><li>6 dental chairs with attached water lines, and suction lines.</li><li>2 Nomad X-ray machines</li><li>Panoramic X-ray machine</li><li>Digital X-Ray sensor</li><li>Intraoral Camera</li><li>Curing Lights</li><li>Autoclave M11</li><li>Ultrasonic Cleaner</li><li>10 Workstation Computers</li><li>2 Dental Typodont Manikins</li><li>2 Dental X-Ray Capable Typodonts</li><li>12 Dental Typodont models</li><li>4 Denture models</li><li>1 Tooth Anatomy model</li><li>1 Clear Human Jaw model</li><li>3M intraoral Digital Scanner</li></ul>	<p><b>Laboratory:</b></p> <ul style="list-style-type: none"><li>Model Trimmer</li><li>Sand Blaster</li><li>Slow speed motor</li><li>3 Stone vibrators</li><li>Pumice wheel</li><li>Pressure cooker</li><li>Bunsen burner</li><li>2 Vacuum forming machines</li><li>3 Light curing units</li><li>Air Compressor</li></ul>
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### Center Directors and Instructors

**Sabine Aziz: President of the Students Connection Department**

Certified Dental Hygienist (graduated from Dental Hygiene school in Germany). 30+ Years' Experience as a Dental Assistant, 4 years as a Hygienist in Germany.

**Elena Monina: Program Educational Director, Senior Instructor**

Master's degree in Biology and Geography Education. Certified Expanded Duties Dental Assistant. 17 Years of Professional Teaching Experience. 14 Years of Dental Assistant Experience.

**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



**Ruth Tornez: Dental Assistant Instructor**

Expanded duties dental assistant with 14 years of dental assistant experience

# Modern Dental Career Center

## Authorization to Operate

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

Georgia Nonpublic Postsecondary Education Commission	
<b>Certificate of Authorization</b>	
Modern Dental Training, Inc dba Modern Dental Career Center	
1030 Duluth Hwy Suite B Lawrenceville, GA 30043	
Meets the requirements set forth by the Nonpublic Postsecondary Educational Institution Act of 1990 of O.C.G.A. § 20-3-250. Programs approved as part of this Authorization are listed on the Georgia Nonpublic Postsecondary Education Commission website, <a href="http://www.gnpec.georgia.gov">www.gnpec.georgia.gov</a> , in the Directory of Institutions.	
Authorization Date: 07/02/2021 Expiration Date: 07/01/2022	   Kirk Shook Executive Director

## Programs of Study & Course Description

**13 weeks Dental Assistant Training Program**-for students who decided to pursue a dental assistant career. Students will be attending class on Saturdays from 8.00 AM to 1.30 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.

**Georgia Expanded Duties (Functions) Dental Assistant Program**-for current dental assistants who have been employed in the dental offices for 6+ month and for the dental assistants who moved to Georgia and want to become EDDA/EFDA. Course includes 8 hours of lecture and 8 hours of hands-on training. Course is approved by Georgia Board of Dentistry.

**Georgia Dental X-Ray Certification Course**-for on job trained dental assistants, and dental assistants who moved to Georgia and need Georgia Radiology Certificate. Online 6-hour Radiology Hygiene Lecture and 6 hours of hands-on training.

# Modern Dental Career Center

## 13 weeks dental assistant program

### 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 monitoring: 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.



## Modern Dental Career Center

**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.

### **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. 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.

Chairside assisting in composite filling, crown, and bridge 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.

### **FINAL TEST**

**Week 13. Lecture:** Dental Administration and Communication Skills. Financial Management and Marketing. **Lab:** Final hands-on test.

# Modern Dental Career Center

## Entrance Requirements

1. Applicant must be at least 18 years of age and have a high school diploma, GED, or its equivalence. 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. Applicant must have a valid identification document.
2. Applicant must submit \$50.00 admission fee, fill out and sign the enrollment agreement, GNPEC disclosure form and provide immunization record. This immunization record is available from your doctor or the local health department and is usually required for employment in a dental office.
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. Applicant must have access to an internet connection, computer, laptop, or internet capable cellphone to complete online training module assignments during the week.

## 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, issuing training materials, describing the training facility and the equipment that will be utilized, and answer any questions that applicants may have.



## Orientation Notes

## Course Academics and Attendance Requirements

All students are expected to attend all 13 sessions of the class to be successful with this curriculum. Missing two or more than two sessions 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 scheduled class time student will be missing.



## Modern Dental Career Center

During the week, students will be using the online learning resource system via student portal, to complete weekly homework assignments and quizzes. Midterm and Final theoretical tests will be taken online.

Each student will be required to perform 36 hours of internship/externship training in local dental offices to complete the course in the last 4 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 a Saturday 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 more than two Saturday's training sessions 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 and Fees

Application Fee: \$50.00 (non-refundable) is due upon registration.

Tuition: \$3560.00

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 13-week training period

# Modern Dental Career Center

## Payment options

1. Full tuition payment of \$3560.00 due on or prior to Orientation Day. Discount of \$75.00 applies for paying full tuition with check or cash.
2. In-house no-interest financing: Initial Deposit: \$960.00 due on or prior to Orientation Day. The remaining balance of \$2600.00 is divided into 13 weekly payments of \$200.00. First payment is due prior to the start of the First class.  
All tuition and fees are payable for one term only.

## Outside Financing

We are considering a partnership with [Square](#) . Square offers very affordable financing, with variable rates between 0-24%.

## Credit Card Payments

All payments can be made via our website [assistdentist.com/payments](http://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](mailto:assistdentisttraining@gmail.com), [welcome@assistdentist.com](mailto: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

# Modern Dental Career Center

## 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!

## 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 of signing the contract not to attend the program, all money (except the application fee) 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

## Modern Dental Career Center

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 textbook must be returned to the school prior to the refund. If the book is lost or damaged, it should be replaced or a \$120.00 fee will be deducted from the refund. Textbook must be in good to excellent condition, and must be Modern Dental Assisting, Elsevier 12<sup>th</sup> edition.

### 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.

### 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.

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## Employment Assistance

The Modern Dental Career Center will assist graduates in seeking employment as dental assistants, however, job placement is not guaranteed. Students will prepare resumes and cover letters as part of the course, and interview skills and salary expectations will be discussed, but ultimately it is up to each student to find a job. The Modern Dental Career Center will maintain placement files for each graduate and will provide placement rate information upon request.

## The Learning Resource System

Textbook: Modern Dental Assisting; Elsevier, 12<sup>th</sup> Edition.

Workbook, Modern Dental Assisting; Elsevier, 12<sup>th</sup> Edition.

Modern Dental Assisting Online Elsevier 12<sup>th</sup> Edition for independent study.

Curriculum courses and assignments via student portal: [assistdentist.com](http://assistdentist.com)

Q & A via the student portal.

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

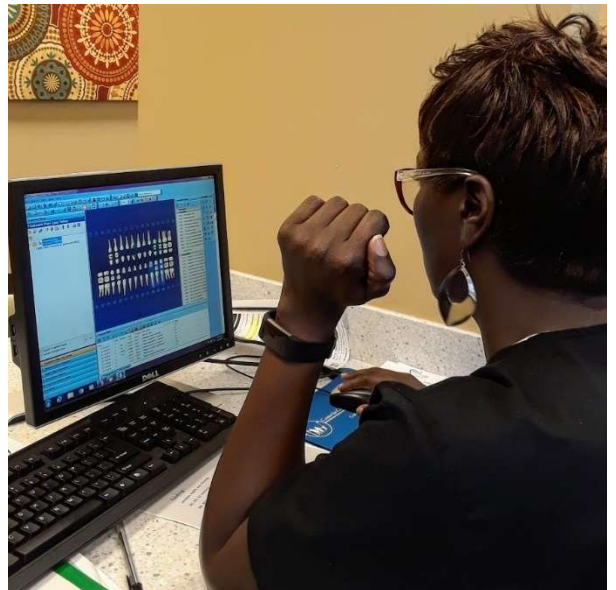
If you have any questions during the week, please contact your instructors via phone, email or GroupMe message. We will respond at our first opportunity, but no later than in 24 hours.

Textbook Modern Dental Assisting: Elsevier, 12<sup>th</sup> Edition will be assigned to you on the first class to use during the entire course. There is no rental fee for utilizing the book. The textbook is a property of the school and must be returned in good condition at the end of your training.

Loss or damage to the textbook will result in a fee assessed in the amount of \$120.00 or you can purchase it new or used to replace it. A used textbook must be in good condition, and it must be the 12<sup>th</sup> edition to be considered 'eligible' as a replacement textbook.

During orientation, you will establish your username and password to access the student portal.

We recommend that do not share your username and password with others.



## Modern Dental Career Center

### Georgia Expanded Duties Dental Assistant Program (EDDA) 16.0 hours

#### The expanded duties (functions) for dental assistants in State of Georgia

Apply desensitizing agents to root surfaces of teeth and prepared dentinal surfaces of teeth prior to cementation of temporary restorations and crowns, bridges, or inlays.

- a. Place cavity liner, base or varnish over unexposed pulp.
- b. Intraoral fabrication of temporary crowns and bridges. All such adjustments must be performed extra orally.
- c. Perform face bow transfer.
- d. Make impressions to be used to repair a damaged prosthesis.
- e. Place periodontal dressing.
- f. Redressing (not initial placement of dressing) and removing dressing from alveolar sockets in post-operative osteitis when the patient is uncomfortable due to the loss of dressing from the alveolar socket in a diagnosed case of post-operative osteitis.
- g. Make impressions to be used to fabricate a night guard (bruxism or muscle relaxation appliance). All adjustments must be performed extra orally. Final adjustment must be made by the dentist.
- h. Monitor the administration of nitrous oxide/oxygen; turn off nitrous oxide/oxygen at the completion of the dental procedure and adjust the level of nitrous oxide/oxygen, but only following the specific instructions of the dentist.
- i. Apply topical anti-cariogenic agents.
- j. Apply pit and fissure sealants, and primer and bonding agents to etched enamel or dentin; and light-cure with a fiber-optic light source (not to include the use of a laser device).
- k. Packing and removing retraction cord, as prescribed by the dentist, so long as said cord is used solely for restorative dental procedures.
- l. Changing of bleaching agent, following initial applications by the dentist, during the bleaching process of vital and non-vital teeth after the placement of a rubber dam; and applying the fiber-optic light source of a curing light for activation of the bleach (not to include the use of a laser device).
- m. Re-bond brackets after a licensed dentist has examined the affected tooth and surrounding gingiva and found no evidence of pathology.

## Modern Dental Career Center

- n. Remove bonded brackets with hand instruments only.
- o. Make impressions for passive orthodontic appliances.
- p. Apply primer and bonding agents to etched enamel or dentin; and light cure with fiber-optic light source (not to include use of a laser device)
- q. Digital scans for fabrication orthodontic appliances and models

All these duties are included in our 16.0 hours training course, that was approved by Georgia Board of Dentistry (refer to GBD site directory).

### Curriculum

Online recorded lectures and final test-8.0 hours

On-site hands-on training-8.0 hours

**Upon successful completion of this course, students will receive State of Georgia Expanded Duties Dental Assistant Certificate.**

### Entrance Requirements

To register for the EDDA program applicant must meet at least ONE of the criteria below:

- Possesses current certification that the candidate is a Certified Dental Assistant.
- Be a graduate of a one (1) year accredited dental assisting program or a dental assisting program approved by the board or be eligible for graduation.
- Have been employed as a chair side assistant by a licensed dentist for a continuous six (6) month period within the previous three (3) years.

### Financial Information

#### Tuition and Fees

Tuition: \$595.00.

Tuition for the expanded duties course must be paid in full upon registration.



# Modern Dental Career Center

## Credit Card Payments

All payments can be made via our website [assistdentist.com/payments](http://assistdentist.com/payments). Payments are processed by Square.

## Program Orientation

1 week prior the program start date, we hold the orientation event where we introduce applicants to the faculty members, training program requirements, describing the training facility and the equipment that will be utilized.

## Orientation Notes:



## Course Academics and Attendance Requirements

The student must complete online assignments, final test and attend 8.00-hour on-site training to receive EDDA certificate.

## 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.

## 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.

## 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.

## 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 of signing the enrollment agreement not to attend the program, all money will be refunded. The withdrawal date will be the date that the director or instructor received written notification of the student's desire to withdraw.



## Modern Dental Career Center

### Georgia Dental X-rays Certification Program 12.0 hours

#### Curriculum

Online lectures and I test-6.0 hours

On-site hands-on training-6.0 hours

1. Introduction to Dental X-rays.
2. Radiation Safety.
3. Producing Diagnostic Dental Radiograph.
4. XCP setup and X-ray Placement technique.

**Upon successful completion of this course, students will receive State of Georgia Dental Radiology Certificate.**

#### Financial Information

Tuition: 375.00.

Tuition for the X-ray Certification course must be paid in full upon registration.

#### Credit Card Payments

All payments can be made via our website [assistdentist.com/payments](http://assistdentist.com/payments). Payments are processed by Square.

#### Course Academics and Attendance Requirements

The student must complete 6-hour online lecture, final test and attend 6-hour on-site training to receive dental radiology certificate.

#### 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.

#### 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.

#### 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.

## Modern Dental Career Center

### **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 before class date not to attend the program, all money will be refunded.

The withdrawal date will be the date that the director or instructor received written notification of the student's desire to withdraw

### **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 2019 there were more than 250 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/>

## Modern Dental Career Center

### 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.

