



Muscatine
Assist To Succeed
Dental Assisting
School

Course Catalog
&
Student Handbook

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School Catalog

Courses

DA 101

Fundamentals of Dental Assisting

Course offers instruction in all requirements for a basic understanding of dentistry and proficiency of the fundamental tasks delegated to the dental assistant by a licensed dentist in the state of Iowa. Upon completion of this course students are given a certificate to document completion of the fundamentals course. Course runs approximately 10 weeks and is held one 8 hour day per week. Students participate in a mix of lecture and hands-on training in a dental clinic using the materials and methods they learn in lecture.

Time: 8:00 am to 5:00pm one day per week

Student Handbook

Welcome to Muscatine Assist To Succeed!

We are pleased to offer you a thorough education in dental assisting. It is our goal to make this the number one place to receive an education for dental assisting.

Policy and Procedures

GRADING

Grading procedures will be explained to students before grading begins. Students have access to all of their personal scores and grades upon request to the instructor. The instructor shall provide such requested information within a reasonable period so as to benefit the student without violation of privacy of other students. *See Privacy Policy below

Students of Muscatine Assist to Succeed must complete the Assist to Succeed course work, examinations, practical examinations, in class requirements, and other evaluations with an average of 85% correct completion.

Students who do not complete the course with an 85% and meet all in-class requirements will not be awarded a graduation, nor be endorsed in any manner by Muscatine Assist to Succeed.

A student who fails to achieve a passing grade as defined above, may be eligible for remediation by re-taking the full course for a fee of \$1495* to be paid in full prior to beginning the next class where space is available. *Subject to change and based on availability

WITHDRAWAL AND REFUND

A student may withdraw from the Muscatine Assist to Succeed course within the first 2 weeks of instruction to receive a full refund of tuition fees if he/she paid with cash or check. A 4% fee for credit card payments and a 10% fee for care credit payments will be deducted. Students will receive no refund if he/she withdraws after the first 2 weeks.

Students will not receive a refund of tuition nor receive certificates if they fail to complete course work or pass examinations with an average of 85% or higher.

INSURANCE

Students must provide their own health insurance and other accident insurance. Muscatine Assist to Succeed will make every reasonable effort to prevent injury or illness, but is not liable for the same in the event either should occur during the course of instruction or thereafter beyond the allowance of Iowa State Code.

ATTENDANCE (ABSENTEEISM/TARDY)

Because of the volume of material covered in a class period, students cannot miss more than one day of class or it will result in failure of the class.

Class starts promptly at 8am and following lunch at 1pm. Unless specifically indicated by the instructor - 2 tardies will equal 1 absence. More than 2 tardies can result in failure of the class. Tardy is defined as not being seated and prepared to learn when the lecture begins. Instructors will advise students of the clock being utilized for the purposes of time keeping so that they may be properly advised and aware of the school time.

HONOR CODE

Assist To Succeed operates as an educational institution and believes that it is imperative to health and safety that students understand the procedures, methods, and materials they will use in assisting a professional in the treatment of others. To that end ATS requires a very high level of excellence as outlined above. Students are not only required to perform in order to receive school endorsement but are expected to do so honestly. Students who are caught in any form of dishonest behavior (cheating, stealing from the school, stealing from other students or other affiliates of the school) will be dismissed from ATS as a student and no refund, material or monetary, will be received. Students suspected of dishonest behavior will be brought before the administration (course directors) at a scheduled time and the case reviewed. It will be the sole discretion of the administrators to determine the course of action, if any, that will be taken based on the solidity and dependability of the evidence presented by the student and the school staff. Individuals damaged will be responsible for legal prosecution of the accused.

Students are expected to conduct themselves in the professional and polite manner reasonably expected of a dental assistant. Interference with other student learning will not be tolerated and may result in expulsion without refund.

Examinations, quizzes and homework assignments are designed for the learning and education of the student. All work is expected to be completed solely by the student unless specifically indicated otherwise by the instructors assigning such learning activity.

PRIVACY POLICY

All personal and academic information about a student will be considered private and will be used only in conjunction with the operation of the school for academic purposes in order to enhance the education of the student and the security of the business. ATS will make reasonable effort to protect student information, personal and academic, from any party not directly affiliated with the operation of the school. If the student requests his/her information not be provided to those seeking to employ or interview students this request will be honored. Student information shall not be shared, sold, rented, or in any other way exposed to parties wishing to use that information to solicit sales of merchandise or services by ATS. Parties inquiring about academic performance will be referred to the student, REGARDLESS OF WHO PAID FOR THE COURSE, who may then request an official copy of his/her performance evaluations including attendance, test scores and other information as requested.

FACILITY AND LEARNING AIDS

Assist To Succeed prides itself on providing its students the finest facility available for education in dental assisting. We provide all needed equipment, supplies and general

materials needed to learn the course material we teach. We pledge to provide a safe, comfortable learning environment conducive to learning and growth. The Muscatine campus boasts a large 5000 square foot facility with 14 rooms that are fully equipped for student use and learning and a classroom equipped with an overhead projections screen for video and Power Point ® assisted lecture.

Assist To Succeed uses a variety of learning aids including videos and demonstrations along with lecture and practical application of skills. We guarantee that students will be safe comfortable and have access to all learning materials in a reasonable and timely manner. If a student is not satisfied that this promise has been met, the student should contact the administration with concerns about facilities or learning aids if inquiry to the instructor is unsatisfactory.

OTHER INFORMATION:

Cardio Pulmonary Resuscitation (CPR) CERTIFICATION

Students will need to secure CPR certification and vaccinations on their own time and expense.

Vaccinations: Students should contact the local health department to obtain pertinent vaccinations including but not limited to Hepatitis B and Tetanus vaccinations

OUR PERSONAL PROMISE:

We are confident that students will be given every opportunity to fill their minds with principles that will drive them to success when properly applied. It is our personal promise to help students learn the skills they need to succeed in whatever endeavors they choose in life. The courses we teach offer the tools students need to succeed in dental assisting. We also hope to equip students with the desire and drive to use those tools to reach their dreams! *Please note we are not making any promises of employment. You must use your skills after graduation to find employment.

COMPLAINTS

Iowa College Student Aid Commission

Toll-free telephone number: (877) 272-4456, option 4

Online student complaint form: <https://www.iowacollegeaid.gov/content/constituent-request-review>

Below is SAMPLE course schedule. The precise dates and times and order of instruction may vary according to the particular needs of the student with which you enroll and is provided only as a sample for you understand the progression of your education.

Sample Course Schedule

Must pass all tests and exams with 85% or Higher

Student syllabus chapters correspond to the day numbers.

- Day 1 General introduction to terminology and equipment.
- Day 2 Four-handed dentistry, instrument transfer, isolation techniques, suctioning (HVE), local anesthesia, patient positioning, and handpiece maintenance. **Sealants/ Coronal polishing**
- Day 3 Radiology theory and practice of intraoral & extraoral xray techniques, xray safety and darkroom procedures.
- Day 4 Amalgam & composite materials, instruments, mixing, curing, tubs & trays
- Day 5 Cements and liners, alginate impressions (upper arch), model pouring and trimming. **XRAY QUIZ**
- Day 6 **MID-TERM EXAM**, Oral surgery & periodontal instruments and materials, sterilization procedures, alginate impressions (lower arch).
- Day 7 Crown & bridge instruments and materials, making temporary restorations, and bite registration.
- Day 8 Endodontic materials and instruments, orthodontics, job interview skills.
- Day 9 Office Management, front desk operation, appointments, billing dental insurance, office management software, OSHA regulations as it applies to dental assisting. Review and practice for final exams.
- Day 10 **FINAL EXAM AND PRACTICAL EXAM**, Pediatric dentistry, final written exam, xray practical, and practical clinical exam, Graduation and awarding of certificates and pins.

***** Day 11 Graduation**

Note: the Day #s correspond to the Chapter #s in the syllabus, "Concepts in Dental Assisting".