

Adams Dental Assisting Academy

Catalog

2019 Edition
July, 2019

845 Claycraft Road, Suite A
Gahanna, Oh 43230
(614) 400-9664

Ohio Registration # 2171

Adams Dental Assisting Academy

This catalog provides basic information about classes offered by the Adams Dental Assisting Academy, including student requirements and financial policies.

Educational Services

Overall Program Objectives: Adams Dental Assisting Academy is an adult dental assisting program, that will prepare the students to sit for the CODA exam. The program will also prepare the student for an entry level dental assisting job. Focusing on professionalism in the field of dental assisting.

Type of Instruction

Adams Dental Assisting Academy conducts classes with at least one instructor. We do not offer correspondence programs.

Mission Statement

“Helping students achieve their goals, one dream at a time.”

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Adams Dental Assisting Academy is a program that specializes in preparing students for the CODA exam.

A general dental assistant, prepares and assists the dentist in the following areas. Patient education, Chair-side and Sterilization. In this program the students will have a hands on approach in the following areas: CPR, Anatomy, Radiology, Instrument I.D, Sterilization, Oral Hygiene, Lab and Chair-Side.

Curriculum

Program	Description	Hours
	Dental Assisting Study	48
	Dental Assisting Lab	48
	Classroom hours total	96

Dental Assisting Study

1. Introduction to the dental profession.
2. Oral health and preventive techniques.
3. General anatomy and physiology.
4. Tooth morphology, being able to distinguish primary teeth from permanent.
5. Infection control and how it relates to the dental assistant and patient.
6. Introduction to dental radiography and equipment.
7. Emergency management, the dental assistants role in emergency care.
8. Professionalism as a dental assistant, employment strategies.

Dental Assisting Lab

1. Routine preparedness for the dental team members.
2. The treatment rooms and dental equipment.
3. Instrument transfer and maintaining the operating field.
4. Instruments for basic chair-side procedures.
5. Biological effects of radiation.
6. Mounting radiographs and recognizing common radiographic errors.
7. Restorative and laboratory materials and techniques.
8. Professional conduct during employment/employment search.

Graduation Requirements

1. Complete and pass all practical and written exams.
2. Complete documented work and course work within school guidelines.
A grade of "C" or higher is required for all exams and course work.
3. Comply with Student Policies and Regulations.
4. Complete and pass 7 hour Radiology course, provided by the Columbus Dental Society.
5. Complete and pass CPR course.
6. Complete Hepatitis B vaccine series and or show proof of immunity.
7. Payment in full of tuition and all other fees included.

Policies And Regulations For Students

Admission

Philosophy

To find and enroll students who demonstrate a serious desire to learn and apply the fundamentals of professionalism to the dental assisting field.

Entrance Requirements

1. Minimum age for admission to the dental assisting program is 18. Applicants should have a high school diploma or GED.
2. All applicants must complete an enrollment application and submit it to Adams Dental Assisting Academy, 845 Claycraft Road, Suite A Gahanna, Ohio 43230
3. Admission into the Adams Dental Assisting Academy will be considered after evaluation of the entrance application.
4. Adams Dental Assisting Academy does not discriminate on the basis of gender, race, age, religion, sexual preference, handicap or national origin.
5. Enrollments are accepted anytime prior to the start of a new class.

Student Academic Responsibilities

The duration of each Academy program is based upon the student taking, completing, and passing each course at the time the course is offered. Failure of a course, withdrawal from a course, and/or leaves of absence will increase the length of time necessary to complete a program and therefore increase the cost of attendance.

Standards of Academic Progress

A record of grades and other appropriate information is kept in each student's permanent record. Students are expected to meet the minimum standards as outlined in the school's satisfactory progress statement. Students who fall below the minimum will be reviewed by the Director and provided assistance if need is determined.

For students who continue below the minimum standard one of the following actions will be taken:

1. Modify the student's program

2. Provide academic assistance
3. Academic dismissal

Grading

The record of a student's work is entered and reported according to the following grades:

Academic Courses	
Grade	Score
A	92-100
B	82-91
C	72-81
D	80-71
F	70 and below
INC	Incomplete
WD	Withdrawal

A grading period is defined as one (1) term.

Satisfactory Progress Policy

Evaluation sessions are part of each program schedule. Instructors use a variety of methods, including observation, interview and testing, to determine student progress. Students receive number (100 percent or less) grades on the course tests and assignments. Grading criteria includes exams, written and practical assignments, hands on skills and class participation and attendance. A minimum grade of 72% is required to successfully complete each course. Exams or assignments missed or failed must be made up within 14 days. Students making unsatisfactory progress are given options to improve skills. These options include attendance at additional classes, tutorials and practice supervision.

Course Repetitions

A student must repeat any course in which the student fails to meet the requirements of that course. Repeated courses that are satisfactorily completed may

have that grade replace the previous failed grade and the hours count as earned. Full fees must be paid for each individual course repeated.

Course Incomplete

Incompletes will be given to any student who does not fulfill the requirements of a course by the end of the quarter in which they are enrolled. A grade will be substituted for the incomplete if the student successfully completes the work in the period stipulated will result in a failing grade.

Graduation Requirements

1. Complete and pass all practical and written exams.
2. Complete documented work and course work within school guidelines.
3. Comply with Student Policies and Regulations.
4. Complete and pass 7 hour Radiology course provided by the Columbus Dental Society.
5. Receive and complete the Hepatitis B Adult Series of vaccines or show proof of immunity.
6. Payment in full of tuition and all other fees incurred.

Fees

Registration Fee

The registration fee for the program is \$75.00.

Tuition Fee

For students enrolling 2019:

Tuition fee for Dental Assisting is: \$5,500.00

All supplies including book, two scrub tops, CPR, CODA exam fee, background check are included.

Tuition is charged for repeated courses.

To receive the Adams Dental Assisting Academy certificate the student must successfully complete the program. Cost for the program of Adams Dental Assisting

Academy in dental assisting is \$5,500.00 ,the registration fee of \$75.00 for a total of \$5,575.00 for students enrolled as of July, 8 2019.

Additional Fees or Expenses

All students are required to receive the Hepatitis B series adult vaccine and or show proof of immunity. As of July 8, 2019 the normal fee is \$89.99 per dose and you are required to receive a 3 dose series.

All students are responsible to apply for the Radiology certificate , as of July 8, 2019 that application fee is \$25.00.

All students are required to wear black scrub bottoms and white lab coat. As of July 8, 2019, the price of a white lab coat on average is \$30.00 and black scrub bottoms \$30.00.

Purchase of Bookstore Items and Scrubs

Purchase of any required books will be supplied to the student. Purchase of additional scrubs not supplied may be made elsewhere.

Tuition and Fee Changes

Adams Dental Assisting Academy reserves the right to change the tuition and fee charges listed in this catalog. A student will not be subject to any increases announced after the date of that student's enrollment. Current prices are available from the Academy upon request.

Billing and Payment

Tuition is due by the 15 of each month. The first installment of \$1,375.00 is due the first day of class and the remainder balance will be broken up into 3 equal payments of \$1,375.00 and the last payment must be made before the student graduates.

A 10% discount will be given for cash payments.

Refund Policy (Ohio Administrative Rule 332-1-10)

The refund policy outlined below will be adhered to by Adams Dental Assisting Academy.

1. If the enrollment application is not approved, all payments to the school will be refunded.

2. Applicants who cancel their enrollment within five (5) days of signing this agreement will have all fees refunded. Students who cancel after five (5) days but prior to attendance will be refunded all but \$75 of the registration fee. Once the student has started school, the registration is not refundable.
3. If a student withdraws the date of withdrawal shall be the last date of recorded attendance.
4. The registration fee and the cost of any books or supplies purchased are not refundable once the student begins school.
5. Refunds shall be made within 30 days of official withdrawal or 30 days of the date of determination of withdrawal if the student does not officially withdraw.
6. Tuition refund is based upon the payment of the full amount of the tuition fee.
7. If a student withdraws during a term, partial refunds of tuition will be made on a declining basis, depending on the length of time a student has remained enrolled. The following schedule of refunds applies to tuition charges only:

Tuition Refund Schedule

Ohio Administrative Rule 332-1-10-6B

- A. A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition plus the registration fee.
- B. A student who starts class and withdraws after the academic term is fifteen per cent completed but before the academic term is twenty-five per cent completed will be obligated for fifty cent of the tuition plus the registration fee.
- C. A student who starts class and withdraws after the academic term is twenty-five per cent completed but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition plus the registration fee.
- D. A student who starts class and withdraws after the academic term is forty per cent complete will not be entitled to a refund of the tuition and fees.

Student Financial Responsibility

Students are responsible for any financial obligations incurred while attending Adams Dental Assisting Academy. No certificate will be issued to any student who owes tuition or any other fees to Adams Dental Assisting Academy.

Attendance Policy

Absence at more than 5% of the regularly scheduled course sessions will result in the student receiving an incomplete in that course, until such time as the material missing has been satisfactorily completed. We will work with students to accommodate schedule problems, including providing make-up options. Tardiness is also documented. Excessive tardiness or absences are cause for dismissal from school. Leave of absence not granted.

Non-attendance

Any student who misses four (4) consecutive class sessions is considered to have officially withdrawn from the school.

Withdrawal

Any applicant or student wishing to permanently terminate enrollment must submit a written or oral statement of intent to a school official. If withdrawing up to three days prior to the beginning of class a full refund is issued, less any non-refundable enrollment fees. After that date see the refund schedule to determine the amount of tuition refunded.

Student Conduct

Positive ethical behavior is expected of all students while enrolled in any program. Students must follow all school policies which include:

1. Students are prohibited from using, possessing, exchanging, selling, and/or distributing controlled substances (illegal drugs) and/or the unlawful use of alcohol while on school premises or engaged in any school activity.

2. Students are prohibited from coming to school or engaging in any course requirement while under the influence of alcohol or illegal drugs.

3. No firearms, knives or weapons are permitted on Adams Dental Assisting Academy property.

4. Academic honesty.

5. Respect personal property.

6. Follow the attendance policy.
7. Be on time for classes.
8. Proper behavior and courtesy are expected of students at all times.

Dismissal Policy

Student dismissal is viewed as a last recourse. A student may be dismissed for, but not limited to the following:

1. Violation of the school rules and policies
2. Recurring attendance or tardiness problems
3. Poor academic progress
4. Failure to make any scheduled tuition payment
5. Violation of the student conduct policy

A student violating the school's published policies will be expelled when authorized by the school director. In the event of dismissal, any refund will be made according to our refund policy.

Reentrance

Students who are dismissed for unsatisfactory conduct will not be permitted to reenter. Students who are dismissed for unsatisfactory performance and who have proven themselves incapable of doing the work required will not be permitted to reenter. If a student has previously withdrawn, all current application and admission procedures must be followed as if the student is a new applicant. Full tuition, at current rates, must be paid.

Grievance Policy

Every effort is made to maintain open communications between all people associated with the school. Adams Dental Assisting Academy provides an informal complaint procedure. Students are encouraged to contact the instructor to confidentially discuss any student problem or concern. If any concern or problem cannot be resolved with the instructor then the school director can be contacted to schedule an appointment. If a student has gone through this informal procedure and does not think the concern has been reasonably resolved, the student may begin the formal complaint procedure.

Formal academic and Professional Grievance Guidelines

1. Student submits written complaint with Adams Dental Assisting Academy Director.
2. Director provides written acknowledgement of complaint to student.
3. Director investigates and gives student written response, upon completion of investigation.
4. Student may appeal this decision by Adams Dental Assisting Academy to the Director of The State Board of Career Colleges and Schools.

Ericka Adams Director
845 Claycraft Road, Suite A
Gahanna, Oh 43230
(614) 400-9664

Executive Director
State Board of Career Colleges and Schools
30 East Broad St. Suite, 2481
Columbus, Oh 43215
(614) 466-2752 Fax (614) 466-2219
Toll Free (877) 275-4219

E-mail: bpsr@scr.state.oh.us Website: <http://scr.ohio.gov/>

General Information

Program or Faculty Changes

Adams Dental Assisting Academy reserves the right to (1) change classes, cancel classes of insufficient size and/or add classes, (2) to change, add or delete courses from a program, and (3) to change faculty, as long as said changes do not alter the overall objectives of a program or increase the requirements needed to graduate.

Placement Assistance

Employment is not guaranteed a student. However, Adams Dental Assisting Academy does provide its graduates assistance in seeking employment. Assistance will normally encompass the following:

- Interview preparation
- Job search training
- Scheduling of interviews
- Assistance in resume preparation

Location

Adams Dental Assisting Academy, is located near Morrison Rd and Hamilton Rd. Is easily accessible from anywhere in Gahanna or the surrounding area.

State and Federal Tuition assistance

At this time, Adams Dental Assisting Academy does not accept state or federal aid.

Smoking

Adams Dental Assisting Academy is a non-smoking facility.

Certification

N/A

Continuing Education Credits

N/A

Transfer Credits

N/A

Scholarships

At present Adams Dental Assisting Academy does not award scholarships.

Faculty List

Ericka Adams: Director, Dental Assisting Instructor

Cora Brown: Office Manager, Student Relations and Admissions

2019 Academic Calendar

Dental Assisting 2019

Winter Program

December 9, 2019 Winter Class Begins..April 15, 2020- Winter Classes End

Winter: class will meet from 9AM to 3PM on the following dates.

December:

Monday: 9,19,23

Tuesday : 10,17

Wednesday: 11,18

Thursday: 12,19

January:

Monday: 6, 13,20, 27

Tuesday: 7, 14, 21,28

Wednesday:8,15, 22, 29

Thursday: 9, 16, 23, 30

February:

Monday: 3, 10, 17, 24

Tuesday: 4, 11,18, 25

Wednesday: 5, 12,19, 26

Thursday: 6,13,20, 27

March:

Monday: 2,9,16, 23, 30

Tuesday: 3,10,17,24, 31

Wednesday: 4,11,18,25

Thursday: 5, 12, 19, 26

April:

Monday: 6, 13

Tuesday: 7, 14

Wednesday: 1, 8, **15 last day of school**

Thursday: 2, 9

Days Off from school:

December 2019: 24, 25, 26, 30 and 31

January 2020: 1 and 2

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