

Weekend Dental Assistant School

WDAS, L.L.C.

2600 N. Richmond St

Appleton, WI 54911

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www.weekenddentalassistant.com

School Catalog

Ten Week Course of Dental Assisting

2018

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WELCOME

We at **Weekend Dental Assistant School** wish to welcome you to a new, innovative and unique course in dental assisting. We offer a course designed to give you the best, basic foundational knowledge and skills necessary to start your new career at a minimum cost of time and expense.

We offer this opportunity from the perspective of practicing dentists and experienced dental assistants in the setting of an actual dental office. While we will seek to give you exposure to a wide range of techniques, materials, and dental knowledge, we will focus on the skills we as dental professionals see as “core necessities” for job acquisition.

Job opportunities for trained dental assistants are quite good in today’s marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained dental assistants. If one examines the want ads for dental assistants, virtually all jobs require experience. How can you get a job without experience and how can you get experience without a job? With our course, we believe that gap can be bridged in a minimal amount of time at a reasonable cost. Students enrolled in this program can continue to work at their regular job Monday through Friday and attend Saturday classes. The focus on education is through academic AND hands on experience from practicing professionals. **Welcome to the Weekend Dental Assistant School!**

PURPOSE

The purpose of Weekend Dental Assistant School is to supply trained dental assistants to the field of dentistry. This course of study came into being as a result of conversations between dentists. Every dentist recognizes the importance of a good dental assistant in helping him/her provide a good service to his or her patients which reduces stress on both the patient and doctor, and keeps the practice growing and profitable. Given the shortage of trained dental assistants, the existing obstacles for a person to go to school for training, and the unwillingness of dentists to train someone “from scratch”, **Weekend Dental Assistant School** came into being. The basic framework for this curriculum is patterned after a successful assisting program in Texas.

LEGAL STATUS

Weekend Dental Assistant School is a private coeducational school registered as a corporation with the Secretary of State. The members are Samantha Krahenbuhl and Janet Krahenbuhl. The name of the corporation is WDAS, L.L.C. The School assumes full responsibility for any agreement reached between the student and the school.

INSTITUTIONAL PHILOSOPHY

The philosophy of Weekend Dental Assistant School is based on people being successfully trained in a relatively short period of time to enter the world of professional dental assisting. Other dental assisting schools around the country support this same philosophy. We believe that our course will prepare any motivated individual to get their first job. We also believe the amount of on the job experience, not classroom hours, is the best teacher. Therefore, it is our purpose to equip each student with the basic skills to enter the workplace and begin to gather experience. We also feel that our many years in the profession and previous years of training others not only qualifies us to provide these skills, but also gives us the opportunity to impart what “golden nuggets” we have discovered along the way. We take the time to teach these valuable skills and patient management in an enthusiastic environment.

INFORMATION

Location:

Weekend Dental Assistant School is located at – 2600 N. Richmond St., Appleton, WI 54911 – Our school is run at a real dental school. Our school is only a school, which sets us apart from others who simply “share apace” in an ongoing dental practice. Our focus is on thorough and excellent training, and we can do this in our school, devoted only to teaching in our state-of-the-art facility.

Website:

www.WeekendDentalAssistant.com

Here you will find the Application to submit online. You will also find Testimonials from our students and dentists who have hired our graduates, Course curriculum, pictures, videos, dental articles, and more.

Course Information:

Our course runs for ten consecutive weeks on Saturdays from the hours of 8:00 am and 5:00pm with an hour for lunch. Morning session is from 8:00am to 12:00, and afternoon session is from 1:00pm to 5:00pm. Academic lecture and Clinical hand-on on is every Saturday. Breaks are given for fifteen minute periods approximately every two hours.

Dress code requires students to wear medium (ceil) blue long sleeved scrub jacket and ceil blue scrub pants for dental attire. Our website has links directly to Amazon to purchase the correct lab jacket and pants. We like our students to get used to “*being and looking like*” dental assistants as they learn *real* dental assisting.

Certificate of Approval:

Weekend Dental Assistant School is approved and regulated by the State of Wisconsin Educational Approval Program.

Facilities and Equipment:

Dental Assisting School includes a classroom area which is fully equipped for teaching with modern power point lectures, and tables and chairs for students. It is an easy and accessible entrance, directly into the classroom space on the main level. The clinical area has five state-of-the-art treatment rooms, a dental laboratory, sterilization center, private conference room, business office and multiple rest rooms. Treatment rooms are fully equipped with dental chairs, provider and assistant chairs. The rear delivery cart systems have fiberoptic handpieces, air/water syringes and suction units. The equipment includes radiology x-ray units throughout each treatment room for bitewing and periapical full mouth series radiology. There is also a gendex panoramic x-ray unit. There are Statim & Chemiclave sterilizers, instrument dryer, ultrasonic cleaner, cold sterile methods, dental lasers, air abrasion equipment, and curing lights. There are plaster and stone for models and dies, impression materials, and cements. The lab also includes a vacuum former, lab vibrator, model trimmer, a lathe and various dental lab hand pieces. There is an up to date OSHA program in place with accompanying SDS sheets and other regulatory necessities. We feel the WDAS is set up as a state-of-the-art school, which allows the ideal facility for students to efficiently maximize their time and allow for the optimal learning experience.

School Hours of Operation:

Saturday hours of operation will be between 8:00 am and 5:00 pm with a one hour lunch break at noon. Doors open at 7:30am. Breaks for refreshments and restrooms will be given every two hours (at the discretion of the instructor) for 15 minutes.

Class Schedule and Enrollment:

The primary enrollment period is during the Orientation/Registration/Tours. However, enrollment is continuous right up until the start of the first scheduled class. Tours are offered weekly because classes book up.

School Holidays:

Christmas Day, New Years Day, Independence Day, Memorial Day, Labor Day, Easter, depending if falling on a Saturday.

Training Aids:

Instructors have PowerPoint audiovisual equipment, teaching manuals, charts and diagrams, dental models, dental materials, diagrams, a human skull, dental handouts and all the dental equipment and supplies necessary for laboratory and treatment room training.

Owners:

Samantha Krahenbuhl, C.D.A., R.D.H.
Undergraduate studies – University of Wisconsin - Oshkosh
Degree of Dental Hygiene, Northeast Wisconsin Technical College
Anesthetic License – Northeast Wisconsin Technical College
Certification in Dental Assisting, DANB
Certification in Nitrous Oxide
Certification in Lasers for Dental Hygienists
Janet Krahenbuhl, C.D.A
Undergraduate studies – University of Wisconsin – Barron County
Degree of Dental Hygiene, University of Minnesota, Minneapolis
Certification in Dental Assisting, DANB

PROGRAM COSTS:

Tuition is \$3650.00.

It is required that the **total cost** of the tuition plus textbooks must be paid by 5:00pm - 10 days prior to the first class to reserve your place in the class. The required textbooks are a Chairside Dental Assisting Textbook and an Instrument Textbook. An optional Workbook and tooth model are available and are highly recommended.

The following supplies are a **requirement** for the Dental Assistant School course:

1 set of medium (ceil) blue scrub jacket and scrub pants.

A comfortable pair of white or black tennis shoes.

Notebook

Class required Textbooks

The school will provide the following items:

Supplies needed for training

Certificate of Achievement/Course Completion

Dental Assisting Pin

ADMISSIONS

Admission Requirements:

#1 Completed application

#2 Completed visit to the school (unless other arrangements have been made) and interview.

#3. Any person who has attained a high school diploma or G.E.D. High School Equivalency Certificate is eligible to apply to **Weekend Dental Assistant School**, subject to personal interview. All applicants must exhibit a proper willingness and enthusiasm to learn the art of dental assisting. Student selection will take into consideration the individual applicant's potential to successfully complete our dental assistant course and allow for a successful career. And will also allow for the safety and success not only of the applicant, but also the fellow doctors, staff and patients routinely encountered in the dental profession. Advanced Standing is not granted for prior education and training, but will be helpful in the successful completion of the program.

#4. A high school Senior may take our course on the condition that he/she has an overall grade point average of B or better.

#5. Admissions at **Weekend Dental Assistant School** are conducted throughout the year. Those candidates accepted to the program receive a letter of acceptance to the program. Those applicants who apply during the course of class training will be given first consideration to be enrolled in the next course. New classes may start approximately every ten weeks. Deadline to apply is the day the 10 week cycle begins. Dates of sessions are announced on advertising, by telephone, and our website to prospective students.

#6. Paid tuition of \$3650.00 payable to Weekend Dental Assistant School 10 days prior to first class or when a spot on the class list is reserved. When the class is full, the student will be placed on the next available class date.

Admission Procedures:

#1. **Weekend Dental Assistant School** requires a personal interview with each applicant prior to acceptance, and encourages the parent, spouse, or other family member, as is appropriate, to attend the interview and/or Open House Tour. An Open House will be conducted for all interested students and their families regularly before the first day of each class session. This gives everyone an opportunity to become familiar with each other and serves as a question-and-answer period for students, family, instructors, and faculty alike. An instructor will interview the applicant for consideration of admission and consideration of possibility of gainful employment in the field.

Statement of Non-Discrimination:

No person shall be excluded from participation, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin, or physical handicap. Because the Weekend Dental Assistant School's objective is to help our students successfully complete the course and be able to attain a position in the dental assisting field, it is necessary that the applicant be able to function in that capacity, both physically and mentally, while allowing for the safety of their fellow staff and dental patients in the healthcare field.

Financial Aid or Assistance:

Currently, **Weekend Dental Assistant School** has no financial aid packages available.

Attendance Policy

Students are expected to attend and be on time for all classes. Ten (10) minutes late is considered tardy. Tardiness is considered disrespectful to both classmates and instructors. Students who are tardy three times will be dismissed from the program. Three times tardy equals one unexcused absence.

Students are required to complete all assignments and are required to be present for all classes. The school has no provision for excused absences for part or full days. Every effort must be made to attend all ten sessions.

In the event in inclement weather, the instructor will make every effort to call the student at their emergency number. If a class has to be cancelled, the instructor will announce the make-up Saturday class. Every effort will be

made to have classes. Tardiness and absences are recorded in the student permanent record, and the consequences may lead to your termination.

ACADEMIC STANDARDS

Grading:

A	90 – 100%
B	80 – 89%
C	70 – 79%
Unsatisfactory	69 or below

Students are expected to keep their grades 70% or higher. 50% of the grade will be from written exams and 50% are from the practical clinic. Grades will be the equal summation of both.

Below 70% is unsatisfactory and is considered a failing grade. If a student is showing signs of difficulty, the instructor will counsel the student to determine what needs to be done to rectify the situation and may arrange a retake on written or practical clinic. The student will be placed on probation. A student on probation will be allowed to retake an exam, which will be averaged with the original exam. A student terminated for unsatisfactory progress may apply to repeat the course at the next course offering, at the decision of the director at student's expense.

Missed classes cannot be made up.

Students will be constantly aware of their grades, with the return of written tests each week and feedback every week on labs on their checksheet.

No Final Test will be given to any student with incomplete assignments.

A student may request a grade of "incomplete" if a student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

Permanent grades will be provided to the student at the end of the course, which will be made available to prospective employers. Requirements for graduation include 80 hours (class lecture and lab combined).

Clinical Lab also requires a 70% or higher grade level. You will be tested on

1. Disinfecting an operator
2. Sterilization
3. Taking alginate impressions and stone pour up
4. Suction and tissue retraction
5. Instrument Transfer (4 handed chairside)
6. Bitewing x-rays
7. Periapical x-rays
8. Panorex x-ray
9. Syringe/Needle/Carpule

Class Size:

The teacher / student ratio will be a maximum of 18 students per one instructor in a lecture class and a maximum ratio of 6 students per one instructor in lab class. Talented dental professionals teach this class.

Graduation Requirements:

A certificate of successful completion of this course and pin will be awarded to those students who have:

-maintained a score of 70% or higher on written and clinical lab successfully demonstrating their abilities as a dental assistant

-and have attended the day of practical clinic experience between week 1 and 10 under the direction of a director.

Leave of Absence Policy:

A student begins classes and find they need a leave of absence, arrangements are made with the director to enroll in the next available classes. Leaves must be requested in writing. A leave of absence is discouraged except in emergency situations.

Appeals:

A student can appeal an unsatisfactory grade and/or attendance classification (must be in writing) to the Director by explaining any circumstances relevant to the situation. The Director will evaluate the circumstances presented by the student within 1 week of receipt of the written appeal and the student's program record will be amended to reflect the results of the appeal. The student's status will be revised, as is appropriate.

Termination and Re-admittance:

A student who has unexcused absence from a class will be terminated.

A student may be placed on attendance or academic probation or terminated due to:

1. Unsatisfactory course work.
2. Failure to maintain the attendance requirement.
3. Failure to progress within the school's maximum time frame.
4. Failure to abide by the school's rules and regulations.

A student whose enrollment was terminated for unsatisfactory progress or nonconformance with the rules and regulations of the school may only be re-admitted, with the approval of the School Director in the next available class cycle. The problem which caused the dismissal must be satisfactorily resolved.

Tuition and Fees:

Tuition must be paid in full no later than 10 days prior to the first class. The tuition does include fees for registration, supplies, lab use and instruments. There is no additional charge for out-of-state residents. Classes fill quickly, therefore there may be a wait list.

STUDENT SERVICES:

Employment Assistance:

Employment assistance is available to all students at no additional cost. Students are assisted and/or advised with regard to resume preparation, interview techniques and employment opportunities during the last weeks of the program. We will do our best to help students find a rewarding job; however, **we cannot guarantee employment**. The school can refer students to the modes of advertising a dental office may use to seek a dental assistant.

Advising:

The staff and faculty of the school are always available to assist students with school or dental profession-related problems or questions. At the student's request, student information like grades, attendance, student performance can be sent to a prospective employer. A listing of student employment is kept on file to measure gainful employment into the dental field to evaluate program success.

STUDENT CONDUCT

Students must adhere to the highest standards of conduct, which will reflect credit upon themselves and the school. Students must conduct themselves in a manner, which will not in any way interfere with the learning process of other students, the instructor's classroom presentation, the progress of the class in general, or the safety of students, staff or the public. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds:

1. Non-conformity with the rules and regulations of the school.
2. Conduct which reflects unfavorably upon the school and/or its students. (examples: inappropriate touching of patients or students, foul language, or disrespect to others property or feelings)
3. Unsatisfactory academic progress.
4. Excessive absenteeism.
5. Failure to pay tuition when due.
6. Cheating.
7. Falsifying school records.
8. Demonstrating poor judgment or inability to function properly, which could put student safety in jeopardy. This would include behavioral, physical or emotional aspects of a student's make-up.
9. Entering the school under the influence of alcohol, drugs, or narcotics of any kind.
10. Carrying a concealed or potentially dangerous weapon.
11. Willful neglect, damages or abuse of school property.

	the first day of class	100%
1 unit/class	10% of the program	90%
10%	20% of the program	80%
20%	30% of the program	70%
30%	40% of the program	60%
40%	50% of the program	50%
50%	60% of the program	40%
60%		no refund

As part of this policy, the school may retain a one-time application fee of no more than \$100. The School will make every effort to refund prepaid amounts for book, supplies and other charges. A student will receive the refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction, and the withdrawal is due to mitigating circumstances beyond the student's control, the school will refund a pro rata amount.

A written notice of withdrawal is not required. For students receiving funds under Title IV and Title 38, the school will comply with federal guidelines concerning constructive notice of withdrawal. All or a portion of the refund will be used to pay grants, loans, scholarships or other financial aid in conformity with federal and state law. The school will make a "good faith" effort to make a refund, if necessary, by sending priority mail to student's or parent's permanent last known address.

DENTAL ASSISTANT TRAINING **PROGRAM INFORMATION/ COURSE OUTLINE**

Weekend Dental Assistant School has designed this program for the individual who wants to gain the basic knowledge and skills necessary to enter the professional field of dental assisting. This program will allow people access to the job market quickly without incurring a burdensome debt and loss of time at their current job or profession. The course runs for ten (10) consecutive weeks on Saturdays from the hours of 8:00 am and 5:00 p.m. with an hour for lunch. **Morning session is 8:00am - 12:00, and afternoon session is 1:00pm to 5:00pm and include academic lecture and clinical hands-on. Instructors are available by appointment from 5-5:30 p.m. for tutoring.**

Eighty clock hours are required for the successful completion of this course. The program title for this course is ***Dental Assistant Training***. The Following is a description of each session and the number of clock hours for each module:

101 MODULE 1: Description: Introduction to Dentistry, Dental Assisting, Structures of the Head and Neck, Dental Anatomy and Tooth Morphology

- (Text Chapters 1-4)
- Prerequisite: none
- Clock Hours: 5 Lecture, 3 Lab

Objective: to be introduced to the field of dental assisting, the operatory, plus dental terminology as it relates to the head and neck and teeth and to understand tooth anatomy.

102 MODULES 2: Description: Disease Transmission and Pathology, Infection Control, Hazards Management, Emergencies

- (Text Chapters 5-9)
- Prerequisite: Module 1
- Clock Hours: 4 Lecture, 5 Lab

Objective: to learn how to prevent disease transmission with proper infection control and to handle medical emergencies.

103 MODULE 3: Description: Dental Operatory, Dental Hand Instruments, Rotary Instruments, Oral Evacuation and Instrument Transfer

- (Text Chapters 10-13)
- Prerequisite: Module 1, 2
- Clock Hours: 3 Lecture, 5 Lab

Objective: to effectively perform four handed dentistry and understand equipment in the operatory and instruments.

104 MODULE 4: Description: Dental Exam, Dental Radiography

- (Text Chapters 14-16)
- Prerequisite: Module 1-3
- Clock Hours: 3 Lecture, 5 Lab

Objective: to understand dental charting and related procedures for a dental exam and take bitewing and periapical x-rays.

105 MODULE 5: Description: Mid-Term Exam, Alginate Impressions and Diagnostic Casts, Pharmacology and Pain Control, Rubber Dam, Dental Cements

- (Text Chapters 17-20)
- Prerequisite: Modules 1-4
- Clock Hours: 3 Lecture, 5 Lab

Objective: to take accurate alginate impressions and pour them up in dental stone, understand medicines to manage pain, rubber dams and dental cements.

106 MODULES 6: Description: Amalgam Restorations, Cosmetic Restorations, Custom Trays and Elastomeric Impressions

- (Text Chapters 21-23)
- Prerequisite: Modules 1-5
- Clock Hours: 3 Lecture, 5 Lab

Objective: to understand and assist on amalgams and resins, custom trays and elastomeric impressions.

107 MODULES 7: Description: Crown and Bridge Restorations, Complete and Partial Removable Dentures, Pediatric Dentistry

- (Text Chapters 24-26)
- Prerequisite: Modules 1-6
- Clock Hours: 5 Lecture, 2 Lab

Objective: to understand and assist for crowns, bridges, complete and partial dentures and children.

108 MODULES 8: Description: Periodontics, Endodontics, Oral Surgery

- (Text Chapters 27-30)
- Prerequisite: Modules 1-7
- Clock Hours: 4 Lecture, 4 Lab

Objective: to understand and assist for periodontic, endodontic and oral surgery procedures.

109 MODULE 9: Description: Course review

- (Text Chapters 1-30)
- Prerequisite: Modules 1-8
- Clock Hours 4 Lecture, 4 Lab

Objective: to review all materials and procedures and get any questions answered.

110 MODULE 10: Description: Final exam, Graduation and awarding of certificates and pins

- Prerequisite: Modules 1-9
- Clock Hours: 4 Lecture, 4 Lab

DENTAL ASSISTING COURSE OUTLINE

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in the operation of all the equipment, instrumentation and materials used in our state-of-the-art dental assistant school. All students receive in excess of 8 hours of instruction in radiology.

I. Dental Theory and Terminology

- A. Dental and oral anatomy, tooth numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental terminology

D. Equipment operation, chair positioning, assistant equipment usage

II. Four-Handed Dental Assisting

A. Instrument transfer techniques, chairside assisting and suctioning

B. Chairside doctor-patient-assistant positioning

C. Tub and tray systems

D. Use of instruments and materials in assisting for:

1. Operative Dentistry

2. Oral Surgery

3. Crown & Bridge

4. Endodontics

5. Periodontics

6. Pedodontics

7. Orthodontics

8. Handpiece care and maintenance

III. Radiology

A. X-ray theory and technique, use of Film holders and other methods

B. Intraoral, bitewing, panoramic, and endodontic exposure methods

C. Developing x-rays using the automatic processor

D. Darkroom care and maintenance

E. X-ray safety and precautions

IV. Impressions and Model Trimming

A. Impression materials and practice in their use: alginates.

B. Model pouring and trimming

V. Sterilization Techniques

A. Sterilization theory and terminology, sterilizer operation

B. Instrument and equipment sterilization/disinfection

C. Treatment room disinfection and asepsis techniques

VI. Job Interview and Placement Assistance

A. Proper image, dress, resume, and how to prepare for the job interview itself

B. Difficult questions you may face - how to answer them

C. Do's and don'ts during the interview, what to expect

Additional Course:

Because of student request, there is a **Professional Development Course** called : **Focus on X-Rays: Advanced Concepts Course**. It meets on a Friday or Saturday for about 3 ½ hours. The capacity is only 5 students per instructor and the cost is \$249 (which includes an oral radiology reference textbook). Many students have inquired about remedial x-ray review and more information on dental x-rays including cone beam radiology and actual dental charting from real x-rays and how advancing radiology relates to sleep apnea. It is a class to provide a broad review of x-ray techniques utilizing standard principles and advances in radiology with hands-on and lecture. It would be for those people wanting more of x-ray principles on a broad and advanced spectrum. Many large clinics employ an “x-ray person” who has more responsibility in radiology. This course would enable people with an interest in x-rays to learn more about the field and make a proper career choice in dentistry. This course provides information, and there would be no grades, no tests, written or verbal.

