

**MIDDLE GEORGIA SCHOOL OF DENTAL ASSISTANTS, LLC**

*"Nonpublic Postsecondary Education Commission Certified School"*

**1295 Russell Parkway**

**Warner Robins, Georgia 31088**

**478-929-2190/fax 478-922-6496**



**Curtis O. Hayslip, DMD**  
Director

**Michelle Craven, CDA**  
Instructor

Middle Georgia School of Dental Assistants...Giving you something to *smile* about!

## TEN WEEK DENTAL ASSISTING COURSE OUTLINE

### ○ WEEK 1 **Welcome!**

Part 1 & 2      *The Profession / The Sciences*

Read Chapters 1-4

1. *Introduction of Dental Assisting*
2. *Professional & Legal Aspects of Dental Assisting*
3. *Anatomy & Physiology*
4. *Dental Anatomy*

### ○ WEEK 2 (quiz 1-week 1 material)

Part 3      *Infection Control & Hazardous Materials*

Read Chapters 5-8

5. *Disease Transmission*
6. *Infection Control & Management of Hazardous Materials*
7. *Surface Disinfection & Treatment Room Preparation*
8. *Instrument Processing*

### ○ WEEK 3 (quiz 2-week 2 material)

Part 7a & 4      *Preventative Dentistry / Dental Treatment*

Read Chapters 9, 10, 17 & 18

17. *Preventative Care*
9. *Clinical Dentistry*
10. *Moisture Control*

### ○ WEEK 4 (quiz 3-week 3 material)

Part 5      *Patient Care*

Read Chapters 11-14

11. *The Dental Patient*
12. *The Dental Examination*
13. *Medical Emergencies in the Dental Office*
14. *Pain & Anxiety Control*

- **WEEK 5** \_\_\_\_\_ (quiz 4-week 4 material)  
Part 8a                      *Restorative Dentistry*                      **\*Study for Mid-Term Test**

Read Chapters 19-21  
19. *Instruments, Handpieces & Accessories*  
20. *Restorative Materials*  
21. *Restorative Procedures*

- **WEEK 6** \_\_\_\_\_ **Mid-Term Test** (Chapters 1-21)  
Part 8b                      *Restorative Dentistry*

Read Chapters 22 & 23  
22. *Impression Materials & Laboratory Procedures*  
23. *Prosthodontics*

- **WEEK 7** \_\_\_\_\_ (quiz 5-week 6 material)  
Part 9                      *Specialized Dentistry*

Read Chapters 24-28  
24. *Periodontics*  
25. *Endodontics*  
26. *Oral & Maxillofacial Surgery*  
27. *Pediatric Dentistry*  
28. *Orthodontics*

- **WEEK 8** \_\_\_\_\_ (quiz 6-week 7 material)  
Part 6                      *Dental Radiography*

Read Chapters 15 & 16  
15. *Radiation Safety & Production of X-Rays*  
16. *Oral Radiography*

- **WEEK 9** \_\_\_\_\_ (quiz 7-week 8 material)  
Radiology Video / Preparation for Employment

- **WEEK 10** \_\_\_\_\_ **Finals & Graduation!**

- a. Written Exam  
b. Practical Exam

**cPlease note that MGSDA, LLC can not issue any Certificate without a copy of diploma or GED.**

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## **WELCOME**

Middle Georgia School of Dental Assistants, LLC would like to welcome you to a new career in the exciting field of Dentistry. As a trained Dental Assistant you will enjoy the great hours, excellent benefits, and the opportunity to help others. The Dental Profession is facing a shortage in today's job market for well-trained Dental Assistants. Our program will quickly and easily get you into the workforce through our fast track certificate training program, at a minimum cost of time and expense.

## **HISTORY**

Middle Georgia School of Dental Assistants, LLC came about as a result of not being able to find well-trained Dental Assistants. With the current shortage in Dental Assistants and the Dentist unable to find the time to train someone with no experience, we found a "win-win" solution. Thus, we opened a Saturday, 10 Week Dental Assistant school

## **LEGAL STATUS**

Middle Georgia School of Dental Assistants, LLC, is a private coeducational school registered as a corporation with the Secretary of State. The school assumes full responsibility for any agreement reached between the student and the school. The school President is Curtis O. Hayslip, DMD.

## **INSTITUTIONAL PHILOSOPHY**

Middle Georgia School of Dental Assistants, LLC will provide the opportunity for students to master and apply those skills basic to dental assisting to obtain a career in dentistry. Each student will acquire the basic knowledge necessary to understand dental assisting and be prepared for this position to work alongside the dentist. We will provide an atmosphere conducive to the educational development of every student regardless of racial, ethnic, or socioeconomic differences or models of learning. Each student will be provided group and individual attention based on their development needs. We have created a learning setting for students that will encourage them to achieve their goals. Education as the process of teaching and learning involves the whole person, developing the knowledge, values, and skills that enable the individual to succeed.

## **GENERAL INFORMATION**

### **Location:**

Our school is located in the office of Middle Georgia Center for Cosmetic Dentistry  
1295 Russell Parkway Warner Robins, Georgia 31088

### **Coarse Information:**

This is a ten consecutive week Dental Assistant Program that runs on Saturdays from 8:00am to 5:00pm with an hour for lunch. From 8:00am to 12:00pm each student will be in lecture. From 1:00pm to 5:00pm each student will be in hands-on clinical setting.

Dress code is solid blue scrubs, white lab coat, white tennis shoes and a name tag with "Dental Assistant" under your name. Each student will be required to purchase their dress code attire prior to the start of class.

### **Certificate of Approval:**

Middle Georgia School of Dental Assistants, LLC is approved and regulated by Georgia Nonpublic Postsecondary Education Commission.

### **Procedure to review Licenses and Approvals:**

Students and prospective students may request to review or copy licenses and approvals relating to Middle Georgia School of Dental Assistants, LLC between the hours of 8:00am to 5:00pm Monday through Thursday.

### **Facilities and Equipment:**

Middle Georgia School of Dental Assistants, LLC has a classroom setting equipped with a TV, Computer and DVD. The business office area is equipped with three (3) computers, printer, fax machine, and four (4) line phone system. One (1) photo room with computer, photo printer, and digital camera. The school includes six (6) fully equipped treatment rooms. All treatment rooms are equipped with computers. Five (5) of the treatment rooms equipped with digital radiograph and four (4) with intraoral cameras. Two (2) fully equipped sterilization areas, one (1) fully equipped dental laboratory, and one (1) panorex machine, the facility has three (3) bathrooms and a kitchen. Ample parking is available on site and the facility is equipped for handicap access including our restroom facilities.

### **School Hours of Operation:**

Saturday hours of operation will be 8:00am to 5:00pm, with a one-hour lunch break from 12:00pm to 1:00pm. Breaks for refreshments and restrooms will be given every 1 1/2 hours for 10 minutes.

**Class Schedule and Enrollment:**

Enrollment will take place during the "Open House" 2 weeks prior to the start of class and right up to the start of the first scheduled class.

**Training Aids:**

Each class setting is equipped with teaching manuals, charts, diagrams, audiovisual equipment, dental equipment, and necessary dental supplies.

**Faculty and Staff:****Director:**

Curtis O. Hayslip,  
DMD

Doctor of Dental Medicine, Medical College  
of Georgia School of Dentistry, 20 Years in  
Private Practice.

**Instructor:**

Michelle Craven,  
CDA

Certified Dental Assistant  
478-929-2190

[Michelle.mgccdhaslip@gmail.com](mailto:Michelle.mgccdhaslip@gmail.com)

## **ADMISSIONS**

### **Admission Requirements:**

Any person who has a high school diploma or G.E.D. High School Equivalency Certificate is eligible to attend MGSDA, subject to a personal interview. All Applicants must exhibit a proper willingness to learn dental assisting

Admissions are conducting throughout the year to MGSDA those applicants who apply during the course of class training will be given first consideration to be enrolled in the next 10-week class.

### **Admission Procedures:**

MGSDA will conduct a personal interview with each applicant, we encourage die parent, spouse, or any other family member to attend the interview process and Open House. The Open House will take place two weeks prior to the start of the first class.

### **Statement of Non-Discrimination:**

No person shall be excluded from attending MGSDA based on age, creed, national origin, physical handicap, race, religion, or sex.

### **Financial Aid:**

MGSDA has no financial aid package to offer. We will finance a student's tuition over the 10-week course.

### **Attendance Policy:**

Students are expected to attend all classes and be on time for each class. Any student who demonstrates a pattern of tardiness will be disciplined on an individual basis.

Students are required to maintain an attendance average of 80%, for the total instructional hours enrolled. Students who miss more than 20% of the instructional hours will be placed on attendance probation, and further absenteeism may result in termination with appropriate pro-rated refunds. A student who is absent more than 20% of the total contact hours in a program may automatically be terminated from the current class. The student may, at the sole discretion of the Director, be allowed to pick up the course of study at the next 10-week class. Any missed test due to absenteeism must be made up on the day the student returns to school.

MGSDA has no provision for excused absences. Make up work shall not be authorized for the purpose of removing an absence. A student will be charged with one hour of absence for each hour of tardiness. The time elapsed during an authorized Leave of Absence is not considered as being absent for the purpose of the cumulative attendance average. If a LOA is granted or if inclement weather forces the school to close, a student's completion date will be extended to make up for the missed clock hours. Any scheduled school holiday, summer and Christmas breaks are not counted as absences.



## **Dental Assistant Training Program Information Course Modules**

Week 1-Chapter 1-4 Introduction to Dental Assisting Professional and Legal Aspects of Dental Assisting

Week 2-Chapter 5-8 Disease Transmission  
Infection Control and Management of Hazardous Materials Surface Disinfection and Treatment of Room Preparation Instrument processing.  
Quiz 1

Week 3-Chapter 9-10 & 17-18 Clinical Dentistry Moisture Control Preventive Care  
Quiz 2

Week 4-Chapter 11-14 The Dental Patient The Dental Examination Medical Emergencies in the Dental Office Pain and Anxiety Control  
Quiz 3

Week 5-Chapter 19-21 Instruments, Hand pieces and Accessories Restorative Materials Restorative Procedures  
Quiz 4

Week 6-Chapter 22-23  
Impression Materials and Laboratory Procedures Prosthodontics  
Mid Term Exam

Week 7-Chapter 24-28 Periodontics Endodontics  
Oral and Maxillofacial Surgery Pediatric Dentistry Orthodontics  
Quiz 5

Week 8-Chapter 15-16 Radiation Safety and Production of X-Rays  
Oral Radiography  
Quiz 6

Week 9-Radiology Videos and  
Quiz 7

Week 10 Final Exam - Written and Practical

## ACADEMIC STANDARDS

### **Grading:**

The grading at MGSDA will be a percentile grading for each written and practical exam. Grades will be the sum total of all quizzes, midterm and final, plus the practical exam.

### **Grading Period:**

Students will be notified of their current grade at the end of the first six weeks, after the mid - term exam one again at the end of the 10-week course.

Each student will receive progress reports at the midpoint of each grading period after the mid-term and at the completion of the 10-week course.

### **Satisfactory Progress:**

Accumulated points will determine satisfactory progress. Students must maintain at least 70% of the total possible points. Should a student at the completion of the first grading period fail to obtain at least 70% of possible points, the student will be placed on academic probation *A student on academic probation will be allowed to retake an exam, which will be averaged with the original exam.* If the student on academic probation fails to bring up his/her grade to a 70% at the end of a 2-week probationary period, the student will be terminated. A student terminated for unsatisfactory progress may apply to repeat the course at the next 10 week course offering after a minimum of one grading period has passed.

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 payments of additional tuition.

Permanent grades will be posted 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 plus CPR and X-ray certification.

### **Class Size:**

The minimum of 10 students per one instructor in a lecture class and a maximum ratio of 10 students per one instructor in a lab class.

**Graduation Requirements:**

A Certificate of Dental Auxiliary Personnel will be awarded to those students who have maintained a score of at least 70 points, have compiled a satisfactory attendance record as outlined by the school and is in good standing financially with MGSDA at the time of graduation.

**Leave Of Absence (LOA) Policy:**

A student may be granted one LOA per 10-week course, which must be requested in writing at no additional charge. The student may make up the day missed during the next session. A LOA is discouraged except in emergency situations.

**Appeals:**

A student may appeal an unsatisfactory grade and / or attendance classification to the Director by explaining in writing any circumstances relevant to the situation. The Director will evaluate the circumstances presented by the student 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 is absent more than 20% of the total contact hours in a program may be terminated automatically.

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

- a. Unsatisfactory course work.
- b. Failure to maintain the attendance requirement
- c. Failure to progress within the school's maximum time frame.
- d. 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 Director under the following conditions:

- a. One grading period must elapse before being readmitted.
- b. The problem, which caused the dismissal, must be satisfactorily resolved.
- c. The student must demonstrate the potential to succeed.

A student who re-enrolls after being terminated for unsatisfactory progress will be placed on probation for the next grading period.

A student whose enrollment was terminated for violation of the attendance policy may not re-enter before the start of the next grading period.

A student in good standing who voluntarily withdraws may apply for readmission at any time.

**Tuition and Fees:**

Tuition may be paid in full in advance, or installments due on or before the beginning of each class. The tuition does include fees for registration, books, supplies, lab use and tools. There is no additional charge for out-of-state residents.

**STUDENT SERVICES****Placement:**

We cannot guarantee job placement or employment. If a graduating student provides a resume upon graduation that resume will be kept on file and provided to potential employers who inquire with the school for eligible graduates.

**Advising:**

The staff and faculty of MQDAS are always available to assist students with school or dental profession related concerns or questions.

**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, or the progress of the class in general. The administration of MGSDA reserves the right, in the exercise of their judgment to dismiss a student on any of the following grounds:

- a. Non-conformity with the rules and regulations of the school
- b. Conduct, which reflects unfavorably upon MGSDA and/or its students.
- c. Unsatisfactory academic progress.
- d. Excessive absenteeism.
- e. Failure to pay tuition when due.
- f. Cheating.
- g. Falsifying school records.
- h. Demonstrating poor judgment or inability to function properly which could put student safety in jeopardy.
- i. Entering the school under the influence of alcohol drugs, or narcotics of any kind.
- j. Carrying a concealed or potentially dangerous weapon on school property.
- k. Willful neglect, damage or abuse of school property.

## **GRIEVANCE POLICY**

At times differences in interpretation of school policies may arise among students, faculty and the administration. When such differences arise, usually a miscommunication or misunderstanding is a contributing factor. For this reason, we urge both students and staff to communicate any-problems that should arise directly to the individuals involved. If the problem cannot be resolved in this manner, the Director of the school should be contacted. Normally the informal procedure of "discussing" the difference will resolve the problem. Occasionally a more formal (written) procedures are required. When deemed appropriate by either a student or staff member, the individual is encouraged to communicate the specific issues and concerns in writing to the Director. The Director will review the grievance; meet with the parties involved, and will notify all parties of the decision in writing within seven working days. If the director's decision does not resolve the grievance to the satisfaction of all parties, the student or staff member may contact:

**Dr. Ben Sealy-**  
**Nonpublic Postsecondary Education Commission**  
**2082 East Exchange Place Suite: 220**  
**Tucker, GA 30084**  
**770-414-3300**

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

*The family Educational Rights and Privacy Act, each student is given the right to inspect and review his/her records, and to request that errors in those records be changed to ensure that they are not inaccurate, misleading, or otherwise in violation of the students privacy or other rights. The detailed policy mid procedure that MGSDA uses in this regard can be obtained from the School Director. These include our right to refuse to provide such records if the student has an unpaid financial obligation to MGSDA*

*Under Federal rules, die school is permitted to disclose certain basic information about the student without permission from die student, unless the student specifically requests that this information not be disclosed. If you do not wish this information to be released, you must contact the School Director within thirty (30) days of signing the enrollment contract This basic information is called Directory Information, and this school includes the student's name, address, telephone number, date and place of birth, program of study, participation in activities, dates of attendance, certification and diploma awarded, photograph, and place of employment*

*Students who feel that the institution has not complied with their rights under the law may file a complaint under Section 99.64 with die U.S. Department of Education.*

## **CERTIFICATE / TRANSCRIPTS**

There is no charge for the original copy of your certificate. Additional copies of your certificate / diploma will be \$20.00. Official transcripts of student records are issued only on written request, the first copy is at no cost to you, any additional copies are \$3.00 each. Transcripts must be requested 24 hours in advance.

## CANCELLATION POLICY

Any student may cancel the enrollment agreement or contract by written or oral notice without any penalty or obligation and receive a full refund of any monies paid within 72 hours after the enrollment agreement or contract is signed and a tour of the facilities is made. This excludes Saturdays, Sundays and Legal Holidays. The enrollment agreement is not binding until signed by the School Director.

An applicant who has not visited the school, toured the school facilities, and inspected the equipment prior to signing an enrollment contract has an additional three days, excluding Saturdays, Sundays and Legal Holidays following a tour of the school facilities and inspection of equipment to withdraw without penalty and request a full refund of any monies paid and released from all obligations.

## REFUND POLICY

1. All refunds will be based on the period of enrollment computed on the basis of program time expressed in clock hours. Refund computations shall be based on scheduled hours of class attendance.
2. The termination date for refund computation purposes is the last date of actual attendance by the student
3. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and non-conformance with the rules and regulations of the school.
4. Refunds to students who fail to enter school will be made as follows:
  - a. An applicant who is not accepted by the school will receive a full refund.
  - b. An enrollee who cancels by written/ oral notice within 72 hours after the contract has been signed.
  - c. An enrollee will receive a full refund if the school discontinues educational service, preventing the student from completing.
  - d. An enrollee will receive a full refund if the owner of the school procured the enrollment as a result of any misrepresentation in advertising, promotional materials of the school, or representations.
5. After a student enters school, he/she may voluntarily cancel or terminate by contacting the school. Charges to students who terminate after entering school will be as follows:

Registration Fee of \$100.00 will be retained by the school plus tuition and fees, as indicated in the following:

Applicants requesting cancellations more than three business days after signing the contract will be refunded 95% of tuition.

Students completing more than 5% but no more than 10% will be refunded 90% of tuition.

Students completing more than 10% but no more than 25% will be refunded 75% of tuition.

Students completing more than 25% but no more than 50% will be refunded 50% of tuition.

Students completing more than 50% of instruction will receive no refund.

In case of a prolonged illness or accident, death in the immediate family, other circumstances that make it impractical to complete the program: the school shall make a settlement, which is reasonable and fair to both parties.

6. A full refund of all tuition and fees is due and refundable in each of the following

If class is postponed from its starting date.

If the program of instruction is discontinued by the school and this prevents the students from completing the program.