Dental Assisting School

course catalog
Preparation for a Great Career

Bridge Street Dental Assisting School provides the education and skills you need to begin a successful career as a dental assistant. Classes are held once a week for ten weeks to fit easily around your current work schedule. Each 8-hour session is divided into thorough classroom learning and helpful hands-on practice sessions, both taught by practicing professionals in the field. The course even includes assistance in finding your first job.
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Mission Statement
Bridge Street Dental Assisting School aims to provide effective, affordable training that is educational, convenient, and practical. We strive for excellence.

School Philosophy
There are many opportunities available for well-trained individuals in the dental profession. It is our desire to train chairside dental assistants to assume the many positions available in the state of Wisconsin.

General Information
Our facilities include up-to-date dental equipment, clinical training rooms, and computer workstations. There are several working operatories and one lecture room with a variety of teaching tools. The course runs 1 day a week for 10 weeks, with each day consisting of 4 hours of lecture in the morning, 4 hours of clinical (hands-on) in the afternoon, and 1 hour for lunch. Lunch is not provided. However, several eating establishments are nearby.

Required Study Materials
Each student will be provided with a copy of the following study materials:
- CONCEPTS IN DENTAL ASSISTING syllabus
- TORRES AND EHRLICH MODERN DENTAL ASSISTING 9th edition. Book will be available for use during your course of study.

All training equipment, tools, and materials are provided on site by Bridge Street Dental Assisting School.

Administration and Ownership
Bridge Street Dental Assisting School instructors are trained professionals that are actively working in the dental profession. The instructors will link hands-on training with Modern Dental Assisting text book concepts.

Owner and Administrator: Timothy Quirt
CEO: Brian Brandt

Admissions and Entrance Requirements
Upon admission to the Bridge Street Dental Assisting School, each student will be supplied with the necessary equipment and instruction to complete the course and begin working in a dental facility.

See course outline in this booklet for complete breakdown of each class.

With completion of this course, students will be prepared for all tasks required to work as a dental assistant at any dental facility. Applicants must possess a high
school diploma or have earned a GED/HSED, and they must bring an official copy of the high school/GED/HSED transcripts. They must have basic knowledge of the English language and basic computer skills. Applicants may submit an application for admission in person or by mail. All applications must be submitted no later than 5 days prior to the first session of a term. No late enrollments will be accepted. We will approve applications in person or by letter prior to the first session of a term. This course does not provide approved Continuing Education Credits, nor do we grant credit for prior education and training.

**Grading**

Grading system: each test or quiz will be worth a possible number of points. The number of correct answers will be calculated as a percentage.

All test scores will be posted at all the next week’s class.

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<thead>
<tr>
<th>Testing</th>
<th>Class</th>
<th>Posted</th>
<th>Total possible points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>All classes</td>
<td>Class 10</td>
<td>40</td>
</tr>
<tr>
<td>Radiology Quiz</td>
<td>Class 2</td>
<td>Class 3</td>
<td>40</td>
</tr>
<tr>
<td>Mid Term Exam</td>
<td>Class 6</td>
<td>Class 7</td>
<td>100</td>
</tr>
<tr>
<td>Written Final</td>
<td>Class 10</td>
<td>Class 10 end of day</td>
<td>100</td>
</tr>
<tr>
<td>Clinical/Radiology Final</td>
<td>Class 10</td>
<td>Class 10 end of day</td>
<td>120</td>
</tr>
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</table>

--- EXAMPLE ---

<table>
<thead>
<tr>
<th>Test</th>
<th>Total possible points</th>
<th>Points earned</th>
<th>Grade %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>40</td>
<td>36 (4 pts per class)</td>
<td>90%</td>
</tr>
<tr>
<td>Radiology Quiz</td>
<td>40</td>
<td>36 (out of 40)</td>
<td>90%</td>
</tr>
<tr>
<td>Mid Term Exam</td>
<td>100</td>
<td>82 (out of 100)</td>
<td>82%</td>
</tr>
<tr>
<td>Written Final</td>
<td>100</td>
<td>90 (out of 100)</td>
<td>90%</td>
</tr>
<tr>
<td>Clinical/Radiology Final</td>
<td>120</td>
<td>96 (out of 120)</td>
<td>80%</td>
</tr>
</tbody>
</table>

**TOTAL POSSIBLE POINTS** 400
**TOTAL POINTS** 340
**CLASS GRADE** 85%
Probation, Dismissal, and Readmitting

If the student’s grades fall below 70% and enough time remains in the course for the student to raise their grade, the student will be offered a probationary period of 2 weeks to improve the grade. During these two weeks an instructor will help the student raise their grade. The student will be allowed to retest, and upon receiving a passing grade, a 70% grade will be awarded. If, at the end of the probationary period, the student still has not increased their grade, they will be dismissed from the current class and offered the opportunity to retake the course at a future time at a decreased rate.

A Certificate of Achievement, letter of recommendation, and a dental assisting pin will be awarded only to those students attaining a 70% or above grade average.

Records

A copy of the student’s grades, attendance, and payment receipts will be kept on school premises for 6 years. HIPPA rules do apply. If a student or employment agency requests a copy, a copy will be given upon written consent of the student.

Conduct

Each student will behave in a mature and professional manner while attending classes. Bridge Street Dental Assisting School has the right to suspend or dismiss any student who engages in destructive conduct, dishonesty, the consumption of alcohol before or during class, the use of illegal drugs, or any activity deemed to be overly disruptive to others in the class.

· No cheating will be allowed; any attempt at cheating will be grounds for dismissal.

· No student is allowed to take home any written questions or answer sheets.

· All exams are given on an in-house basis and will not be allowed to leave the premises.

· Clinical apparel will be required. Medical scrubs and tennis shoes should be worn to each session.

· We will not allow any misuse of sharp instruments or tools. Destruction of equipment or on-site property will result in dismissal.

· Arguing, horseplay, threatening, or intimidating people with abusive or vulgar language is not allowed. A student caught lying or stealing will be removed from the premises. This will also result in dismissal.

· Smoking is not allowed in or near the building.
· No cell phones, electronics, or wireless devices are allowed while class is in session.

· If a student is more than 10 minutes late we will allow the student to join the class if they alert the instructor ahead of time. (See Attendance for further instruction.)

· Failure to notify the instructor prior to missing a class will be considered an unexcused absence.

· Any student dismissed for conduct reasons will not be allowed to retake the course.

Attendance

Bridge Street Dental Assisting School has 10 required-attendance classes. All students will be checked in prior to the start of class. If a student should be ill and cannot attend class, a phone call prior to the session is required. If the student is missing a class for any other reason the student will need to contact an instructor and explain why they are not able to make it. Only one absence is allowed. This one class will need to be made up during the 10-week course and the student will be responsible for the material and course work covered that day. The student will study the missed material in the syllabus and textbook reading assignments and the instructors will answer any questions the morning before the next class or during the lunch hour of the next class. The instructors, time permitting, will assist the student with mastering the missed clinical skills during the remainder of the course. If the absence is on a testing day, the student will be required to take the test the morning prior to the next class or on the lunch hour while observed by an instructor. It is highly recommended that the student not be absent for any of the classes due to the concentrated learning structure of the course. Except for family emergencies and serious illness, students should plan on attending all classes. If more personal time is necessary, the student should request a leave of absence, and the student will be allowed to rejoin if there is availability at the next session. All attendance records will be kept on the school premises during the course.

Student Complaints

Complaints are dealt with immediately in a private interview with an instructor or director, and/or any other involved party(s). If you have a complaint, please call Dana at 715-843-9800. If you are unable to resolve your complaint, call the Education Approval Board (EAB) at 608-266-1996.
**Tuition and Financial Arrangements**

The tuition for the dental assisting course of study offered by Bridge Street Dental Assisting School is $3200.

The tuition includes all of the following:

- Course syllabus containing all lecture notes to minimize note taking and maximize the learning experience.
- Use of all training and visual aids, materials, textbooks, and dental supplies used in the clinical training.
- Use of all equipment and instrumentation during the course of the study.
- Job referral and employment advisory services. We will help write a resumé and assist in identifying potential employers.
- A Certificate of Achievement, Dental Assistant pin, and a letter of recommendation outlining your training and experience will be awarded to all students who have attained a 70% or above grade average.
- Actual clinical experience working with/on classmates.

**Refunds and Withdrawals**

A full refund will be made of all deposits and/or payments, if cancellation is made within three business days of enrollment.

If withdrawal is made after the third business day cancellation period, but before Class 2, all but $100 will be refunded. Money will be refunded within 40 days of withdrawal date.

For withdrawal during Classes 2 through 6, a prorated refund of the balance paid will be made. No refunds will be given after Class 6.

Those students wishing to withdraw for illness or personal reasons may apply again when the next term begins with no penalty. If the student chooses not to take a refund but instead to take the course over, they may do so by starting at the beginning of the next term or resuming with the classes that they left off at in the next course. We recommend that students start from the beginning.

Any student that is returning to a course after withdrawal or being dismissed must meet with an instructor prior to admission to the course to discuss any issues pertaining to their withdrawal or dismissal and to assist the student in passing the new course. Any student that was dismissed for conduct reasons will not be allowed to retake this course.
The following subjects are covered in depth from both a didactic and a practical clinical experience standpoint. The morning lecture will be followed by an afternoon of clinical “hands-on” training in our state-of-the-art, practicing dental office. During the course of study, students learn the operation of all equipment, instrumentation, and materials commonly used in a general dental practice. Details of the students’ extensive clinical training are outlined below. The course will consist of 10 days, with each day consisting of 4 hours of lecture in the morning and 4 hours of clinical in the afternoon, with 1 hour for lunch.

**CLASS 1**

*(Chapter 1) General introduction to terminology and equipment.*

**Dental Theory and Terminology**

A. Dental and oral anatomy, tooth identification, and numbering system  
B. Instrument nomenclature and identification for all aspects of General Dentistry  
C. Dental terminology  
D. Equipment operation, chair positioning, assistant equipment usage  
E. Treatment options available, depending on oral conditions

**CLASS 2**

*(Chapter 2, Chapter 8) Four-handed dentistry, aspiration, instrument transfer, isolation (dry field), patient positioning, hand piece maintenance methods. Job interview techniques.*

**Four-Handed Dental Assisting**

A. Instrument transfer techniques, chair-side assisting and patient suctioning  
B. Chair-side doctor-patient-assistant positioning  
C. Tub and tray systems of instruments and materials

**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. Dos and don’ts during the interview, what to expect
CLASS 3

(Chapter 3) Radiology theory and practice of intraoral and extraoral x-ray techniques, x-ray safety, and darkroom procedures.

Radiology
A. X-ray theory and technique, use of Rinn® 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 identification, interpretation, safety, and precautions

CLASS 4

(Chapter 4) Amalgam and composite materials and instruments and materials, making temporary restorations, and wax bites. X-ray Quiz.

Operative Dentistry
A. Familiarity and use of instruments and materials in assisting for Operative Dentistry: amalgam and composite restorations

CLASS 5

(Chapter 5) Cements and liners, alginate impressions (upper arch), and model pouring and trimming.

Cements and Liners
A. Introduction to various cements and liners used in dentistry
B. Practice mixing cements and liners

Impressions and Model Trimming
A. Impression materials and practice in their uses: alginates, poly vinyl siloxane, etc.
B. Model pouring and trimming
CLASS 6

(Chapter 9) Mid Term Exam

Oral surgery and periodontal instruments and materials, alginate impressions (lower arch), and sterilization methods.

Sterilization Techniques
A. Sterilization theory and terminology, autoclave operation
B. Instrument and equipment sterilization/disinfection
C. Treatment room disinfection and asepsis techniques
D. Hand piece care and maintenance

Familiarity and use of instruments and materials in assisting for:
Oral Surgery/Periodontal instruments, procedures and post-op protocol

CLASS 7

(Chapter 8) Endodontic and orthodontic instruments, materials, and procedures.

Endodontic and Orthodontic Instruments
A. Endodontic instruments, medicaments, and materials: how and why they are used
B. Endodontic x-rays

CLASS 8

(Chapter 7) Crown and bridge instruments and materials, making temporary restorations, and wax bites.

Making Temporaries and Wax Bites
A. Taking impressions with Arch trays, Triple trays, and Quad trays
B. Size and fit aluminum shell crown
C. Fabricating an acrylic temporary crown
D. Using the wax tray material to fabricate a wax bite
CLASS 9

(Chapter 2) Office Management, front desk operation, appointments, billing, and insurance. OSHA regulations as they apply to dental assisting.

Receptionist - Front Desk Office Management

A. Phone techniques and appointment book control
B. Billing: accounts receivable and accounts payable, collections
C. Filing insurance forms and pre-treatment estimates
D. Insurance terminology
E. Review for Final Exam

CLASS 10

(Chapter 10) Pedodontic assisting, course review, Final Written Exam, and Practical Clinical Exam.

Graduation and Awarding of Certificates and Pins

A. Group discussion regarding pediatric patients in the practice and office policy towards undesirable behavior
B. Final Exam: Written and Practical
Enclosed is my payment for $3200 (PAYMENT ENCLOSED)

I would like to enroll in the following class

☐ Winter of (year)  ☐ Summer of  ☐ Fall of  

Confirmation of enrollment will be mailed or presented in person upon receipt of enrollment form. Applications must be received no later than 5 days prior to the first session of a term.

Payment Agreement for Bridge Street Dental Assisting School

I agree to the following payment plan for the Bridge Street Dental Assisting School course. Choose one:

☐ Payment in full $3200 (PAYMENT ENCLOSED)
☐ Down payment of $1600 (PAYMENT ENCLOSED), then $533.33 per week for 3 weeks. Payments are due at the beginning of each class.

☐ Down payment of $960 (PAYMENT ENCLOSED), then $746.66 per week for 3 weeks. Payments are due at the beginning of each class.

Enclosed is my payment for $ 

Please check payment type  ☐ Certified Check  ☐ Money Order
☐ Discover Card  ☐ MasterCard  ☐ Visa

Credit card holder name

Billing address

City  State  Zip

Credit card number  Expires  Security Code

Signature  Date

I verify that I have read and understand the refund policy listed in this booklet.

Signature (required)

Mail signed Enrollment Form to:
Bridge Street Dental Assisting School
200 East Bridge Street, Wausau, Wisconsin 54401

A $15 fee will be charged for any NSF returned checks.
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<th>Date</th>
<th>Amt Paid</th>
<th>Rec’d by</th>
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<tr>
<td>Down Payment</td>
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<tr>
<td>Class #1</td>
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<td>Class #2</td>
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<tr>
<td>Class #3</td>
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Student signature

Date

Course Director