

Gwinnett Dental Career Academy



Basic Dental Assisting Certificate
Program

2011 Catalog

The basic dental assisting program at Gwinnett Dental Career Academy is a 10 week program that is designed to teach basic skills to allow graduates to obtain an entry level position as a sterilization tech, hygiene assistant or chair side assistant in a general dental or specialty office. Graduates of this program will still have much to learn on the job, and may later want to take an expanded duties course to expand their skills and qualifications. The goal of this program is to be a stepping stone to allow the graduate to seek initial employment in a dental office and decide if that is the best career path for them without having to make a large investment in time or money. **Graduates of the program will receive a certificate of completion, a Georgia Department of Human Resources Radiology Certificate, and an American Heart Association Healthcare Providers CPR Certificate. The Radiology Certificate and CPR card are the only certificates that are required for dental assistants in the state of Georgia.**

Students who apply to this program should understand that there are several ways to be trained as a dental assistant. Some dental assistants have been trained on the job and have no formal education at all. Others have attended basic programs such as this one, while others have attended longer programs that may include expanded duties certification. This program is introductory in nature and does not exclude the possible need for additional education if the graduate wants to continue to other higher level positions in dentistry.

Director and Instructor Qualifications

Your instructors for this course will be Tina Heil, DMD, Cindy Maison, and Dana Burns. You will find that all three enjoy dentistry and want to help you become successful in this field.

Dr. Tina Heil is the Director of Gwinnett Dental Career Academy and also a practicing general dentist and the owner of Suwanee Family Dentistry. Before opening Suwanee Family Dentistry, she received her Bachelor of Mechanical Engineering degree from the Georgia Institute of Technology. She went on to obtain her Doctor of Dental Medicine from the Medical College of Georgia School of Dentistry. She is a member of the American Dental Association, Georgia Dental Association, Gwinnett Dental Society, and the Academy of General Dentistry. Dr. Heil is also a clinical instructor in the Oral Rehabilitation Department at the Medical College of Georgia School of Dentistry and an FAA Certified Flight Instructor.

Cindy Maison is the Program Leader and Instructor for Gwinnett Dental Career Academy. She has more than twenty years experience in general dentistry as well as several specialties. She has experience with all back office duties as well as the front office.

Dana Burns is also an Instructor at GDCA. She has more than 20 years experience in general dentistry and oral surgery and also front office administration.

Application and Entrance Requirements

1. Applicant must be at least 18 years of age and have a high school diploma or GED. Applicants who are accepted must supply proof of immunization against Hepatitis B before the last class session. This immunization is available from your physician or the local health department and is required to work for this program and for employment in a dental office.
2. Applicant must submit an application with a \$25 application fee. The application includes biographical information, references, and a personal statement.

3. Applicants may be asked to interview, and may be asked to complete a pre-test at the interview session. The purpose of the interview is to evaluate characteristics such as interest and attitude and to review biographical information such as academics, work experiences and career goals.

Facility

The course is taught in the offices of Suwanee Family Dentistry. The facility is 6800 square feet in size with a state of the art general dentistry office, a large classroom, and a break area. Parking and restrooms are adequate for the number of students, and the building is fully handicapped accessible. The classroom has all equipment necessary for the lecture portions of the course, and is well lit and comfortable.

The laboratory experiences will be conducted in the co-located general dentistry office. All equipment related to the practice of general dentistry is located in the office and will be available for the course. All dental equipment in the office is currently being used for patient care, and thus is being maintained in excellent working order. All equipment has the proper safety equipment installed and has been appropriately certified for use. There are nine fully functional dental treatment rooms available for the course.

Schedule

The class meets for ten weeks on Saturdays from 9am to (approximately) 4pm, with a lunch break. (There may be days that class runs past 4pm so that everyone has a chance to finish, but usually not later than 5pm.) Lunch is not provided but there is a microwave and refrigerator available for student use.

Dress Code

OSHA requirements for universal precautions will be followed in our course. Gloves, masks, safety glasses and lab coats will be provided when needed. If you have an allergy to latex please inform the instructor at the first class meeting. Long pants, socks and closed toed shoes are required to be worn to each session. Please dress comfortably and bring a sweater as the classroom may be kept cool.

Absences, Tardiness, Make up work, Re-entrance

Attendance at every lecture and lab session is required. No credit will be given for previous courses completed or for work experience. Students who miss a session due to illness or other emergency must read the section in the text and take a test on it prior to the next session. Lab work missed must be made up by making special arrangements with the course instructor or director. Due to the large amount of material covered in each session, students who miss two sessions will not be able to catch up with their class. Students who miss two sessions should submit a request to join the next class or apply for a refund in accordance with the refund policy.

Format of Course

Dental Assisting is a hands-on job, so it is impossible to learn by lecture only. Almost every session includes hands on experiences. There will be at least one test each week to ensure that students are keeping up with the program and retaining the material learned the week before. Test questions may be multiple choice, matching, fill in the blank, charting, or hands on practical exams.

Student Conduct

Students are expected to maintain the highest ethical standards while in the course and in their future as dental assistants. Cheating on any exam is grounds for immediate dismissal from the program with no re-admission and no refund. Dental assistants should be honest, compassionate and concerned for the welfare of the patient, and GDCA requires the same of its students.

Requirements for Graduation

The grading scale will be A – 90-100%, B – 80-89%, C – 70-79%. Students must pass all tests and complete all laboratory work with satisfactory performance in order to graduate. If a student scores less than 70% on any test then a retest will be required and the two scores will be averaged. Failing any retest, or failing more than two regular tests will be grounds for dismissal from the program. Attendance at 9 of the 10 sessions is required and if a session is missed it must have been made up satisfactorily before the next session. Graduation will be held on the afternoon of the final session.

Cost

Tuition for the program is \$3400, which includes all books and supplies. There are no additional fees.

A \$1000 deposit and the signed contract are due within 10 days of receiving the admissions letter to hold the applicant's space in the class. This deposit will be applied towards the tuition. The remaining balance is due at the first class meeting or in accordance with other financial arrangements that have been made in advance. Students on payment plans who miss any payments due will not be allowed to continue in the program.

Refund Policy

Students who apply for the program but are unable or choose not to complete it may be entitled to a refund in accordance with the following policy:

If a student decides within 3 days of signing the contract not to attend the program, all money (except the application fee) will be refunded.

The withdrawal date will be the date that the director or instructor was notified of the student's desire to withdraw, or if no notice is given, the withdrawal date shall be the midterm class date.

Withdrawal Notification Date	% of Total Tuition Refundable
After Session 1	90%
After Session 2 or 3	75%
After Session 4	50%
After Session 5	No refunds given

Students who are unable to complete the program due to extenuating circumstances such as illness or injury may be allowed to join the next class without paying additional tuition. Students wishing to take advantage of this program should submit a written request to the director at the address below.

In the event that Gwinnett Dental Career Academy makes changes to the program, the location or the time such that one or more students are unable to complete the program, those students will be entitled to a refund in accordance with the policy above.

** Refunds are issued by mail to the address on the student's application within 30 days of the date of the request.

Employment Assistance

Gwinnett Dental Career Academy will assist graduates in seeking employment as dental assistants, however, job placement is not guaranteed. Students will prepare resumes and cover letters as part of the course, and interview skills and salary expectations will be discussed, but ultimately it is up to each student to find a job.

Gwinnett Dental Career Academy will maintain placement files for each graduate and will provide placement rate information upon request.

Obtaining Course Records

The graduation certificate will serve as evidence of having completed the course. Students who need additional copies of their certificate or a statement of completion should submit a request to:

Tina Heil DMD, Director
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Suwanee, GA 30024
gdcadental@yahoo.com