



Dental Careers of Colorado, LLC

7425 W. Hampden Ave. Lakewood, CO 80227

Phone: 303-988-3800 Fax: 303-988-7425

www.dentalcareersofcolorado.com

Program Director/President – Dr. David A. Edlund

Catalog

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Course Title: CONCEPTS IN DENTAL ASSISTING

**Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board**

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Introduction

Dental Careers of Colorado, LLC (DCC) is a private occupational school providing training in the field of dental assisting. DCC is a single member LLC owned by David Edlund. Concepts in Dental Assisting is a fast paced introductory program designed to teach students basic, intermediate and some advanced dental assisting skills. This course is taught by dental professionals with over 60 years (combined) clinical experience. The instructors are practicing dentistry 3 to 4 days per week. This course is unique in that every week the student will have 50% lecture and 50% hands on experience.

Our clinic is a state of the art dental facility, offering digital intraoral x-rays, digital panoramic x-rays, digital 3D x-rays, Cerec 3D milling unit, and PerioLase laser gum treatment.

The goal of this program is to provide the student with the necessary skills to enter the exciting field of dentistry with confidence and enthusiasm.

The field of dentistry has never been as exciting with the introduction of digital radiography, lasers, and CAD-CAM dental milling units.

Dental assisting is expected to be among the fastest growing occupations according to the Bureau of Labor Statistics.

Facilities

Our school is located at 7425 W. Hampden Ave., Lakewood, CO 80227. The school is equipped with state of the art dental equipment including digital panorex, digital 3D scanner, digital intraoral sensors, and CAD-CAM milling unit.



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Faculty Members

David A. Edlund, DMD

David Martinez, RDH

Administrative Staff

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Duties include Operations Management, Business Planning, Marketing and Advertising, and Student Recruitment.

Conducts class lectures and instructs students on dental radiography techniques. Administers all quizzes, Mid-Term and Final Exams, x-ray quiz and Practical exam. Instructs students about common dental office emergencies, as well as front desk skills such as appointment scheduling, dental insurance billing, patient accounts receivable, and preparing patients' dental records using practice management software in the Computer Lab. Instructs students in how to prepare a professional resume and prepare for a job interview.

Programs/Courses Offered

Concepts in Dental Assisting.

Certificate awarded upon successful completion.

Enrollment Procedures

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. There is an open enrollment policy for this course which requires students to be at least 18 years of age. No credit is awarded for previous education or training. DCC does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution. Students with prior work experience in a dental office or those currently in a dental office will find this course to be quite rewarding in strengthening their knowledge about dental assisting while helping them to prepare for a future career in Dental Hygiene or Dentistry. Late enrollment is permitted based on class size.



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Course Description

This course will run ten (10) consecutive weeks (Saturdays) with eight (8) classroom hours per week for a total of eighty (80) clock hours of instruction. The course consists of both lecture material as well as clinical “hands on” training. In addition, students will be expected to complete approximately four (4) hours of home study assignments each week to help reinforce lecture materials as well as prepare them for the upcoming week subject matter.

This course will cover topics which include chair-side assisting (“4-handed techniques”), dental anatomy and charting of patient exam data, dental operatory preparation, sterilization techniques, fabrication of impressions, as well as front desk skills such as appointment scheduling, insurance billing, patient accounts receivable, and preparing patient’s computerized dental records using practice management software. Training will also include how to assist in procedures from all phases of General Dentistry such as Endodontics (Root Canals), Crown and Bridge, Cosmetic Dentistry and Restorative Dentistry, Oral Surgery, Orthodontics and Pediatric Dentistry, and Periodontics. Students will also learn how to construct a professional resume, and receive certification in Basic Life Support while learning about common dental office emergencies. On occasion, lectures will be given by guest speakers in the areas of Dental Hygiene and various Dental Specialties which will help further students’ interests in career opportunities in other branches of dentistry.

Progress Policy

Course Requirements and Grading System:

Grading will consist of the following:

1. X-ray Quiz (**40 points**)
2. X-ray Practical (**20 points**)
3. Mid-Term Exam (50 Multiple choice questions - **100 points**)
4. Final Exam Practical (**100 points**)
5. Final Exam (50 Multiple choice questions – **100 points**)

The final grade will be calculated on a scale of 1-100% based on the scores of all of the above. Students **must** obtain a grade average of **70% or above** to pass the course.



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Course Tuition

The tuition for the course “**Concepts in Dental Assisting**” is **\$2995**. Books cost \$100, Supplies total \$500.00 are not refundable. Books and Supplies total \$600.00. Total tuition is **\$2995.00** (includes books and fees).

This fee includes all of the following: (There are no hidden costs once you get started)

- Textbooks (digital copies provided).
- All training and visual aids, materials, and dental supplies used in the clinical training.
- Use of the computer lab, dental lab, and digital radiography system.
- Use of all equipment and instrumentation during the course of study. (**All equipment essential to the training is located at this facility.**)
- A ***Certificate of Achievement***, Dental Assistant pin, and a letter of recommendation will be awarded to students who have attained a grade average of 70% or above. (See Page 6 for a description of the *Certificate of Achievement*).

** Students are strongly urged to bring a notebook and pens/pencils to take additional notes during the lectures.

Attendance and Conduct Policy

Students will be expected to conduct themselves in a responsible manner at all times and be respectful of other students as well as the instructors. Any acts of violence, drug use, or disruptive behavior will not be tolerated or permitted. Any acts of theft or malicious destruction of school property will be considered grounds for immediate dismissal for those students involved and no refunds given whatsoever. Smoking is not permitted inside the facility, but students will be permitted to smoke outside of the facility at designated locations during scheduled breaks in the class schedule.



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Students are expected to attend scheduled classes each week to complete in-class assignments and various workstation training exercises. Attendance will be recorded for each class. Students who are tardy or absent for any particular class will be required to meet with the Program Director to discuss the reasons for the tardiness or absence as well as to receive the necessary lecture/study materials and/or to set up a time to make up any quiz, exam, or practical exam missed due to the tardiness or absence.

Students who have missed more than sixteen (16) hours of class instruction at any given time will not be permitted to complete the course. These students and those wishing to cancel for illness or personal reasons will be allowed to resume their course of study in the next available class series with no penalty or additional costs incurred.

Job Placement Assistance

Dental Careers of Colorado, LLC does not guarantee job placement, however, Dental Careers of Colorado, LLC does network with temporary employment agencies. After successful completion of this course, DCC will write a letter of recommendation for the student.

Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

School does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

Class Schedule

Open House - Please contact the school administrator for more information.

Late Enrollment: A student may be accepted as late as the starting date if the class is not full.

Classes are held on Saturday's from 8:00 am – 5:00 pm, including a one-hour lunch break.



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Next course start date will be announced 8 weeks prior to start date.

** Scrub attire is required for class instruction. One (1) pair of DCC scrubs will be provided by the school at no additional cost (included in tuition).

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.



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Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (before end of week 1)	90% less cancellation charge
After 10% but within first 25% of program (week 1-2)	75% less cancellation charge
After 25% but within first 50% of program (week 3-4)	50% less cancellation charge
After 50% but within first 75% of program (week 5-6)	25% less cancellation charge
After 75% (week 7-10) [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.



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Student Complaints

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at higher.ed.colorado.gov/dpos or by requesting a complaint form at (303) 862-3001. There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.

Certificate Of Achievement, *Dental Assistant* pin, and a letter of recommendation will be awarded to all students who have attained a grade average of 70% or above and have completed all of the course requirements.

Dental Careers of Colorado, LLC is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational School Board. Completion of the program can lead to employment as a dental assistant. After two years of employment, the student may become a CDA (Certified Dental Assistant) by passing the Dental Assistant National Board (DANB). For more information go to www.DANB.org.