



Dental Assisting  
S C H O O L

## Ohio VIP Dental Assisting School

5603 Ridge Road  
Parma, OH, 44129  
Phone: 440-847-8111  
Fax: 440-882-3718

## TABLE OF CONTENT

---

TABLE OF CONTENT .....	2
MISSION STATEMENT.....	4
Non-Discrimination Policy .....	4
Facilities and Equipment .....	4
Placement Services .....	4
ADMISSIONS POLICIES .....	5
Admissions Requirements .....	5
Credit for Previous Education, Training, or Experience .....	5
Transfer of Credits .....	5
Cancellation Policy .....	5
Refund Policy .....	6
ACADEMIC POLICIES .....	7
Grading Policy .....	7
Satisfactory Progress.....	7
Academic Probation .....	8
Remedial Work and Repeated Courses .....	8
Attendance Policy .....	9
Make-Up Work .....	9





## MISSION STATEMENT

---

Ohio VIP Dental Assisting School endeavors to offer a highly professional and comprehensive dental assisting course that prepares students with the skills necessary to qualify for a position as a dental assistant in a general dentist's office. Our aim is to provide effective, fast and affordable training that is educational, practical and convenient.

### Objectives

- Ohio VIP Dental Assisting School faculty members are dental professionals who represent their area of expertise academically and professionally.
- Ohio VIP Dental Assisting School graduates and students achieve a value of life-long learning and training in the dental profession.
- Ohio VIP Dental Assisting School keeps a breast of current technology and equipment and thus providing students with latest state of the art dental training.

## NON -DISCRIMINATION POLICY

---

Ohio VIP Dental Assisting School is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic course activities, employment practices, or admissions policies.

## FACILITIES AND EQUIPMENT

---

All class sessions are held at the main Ohio VIP Dental Assisting School campus located at 13990 Cedar Road, Suite A, University Heights, OH 44118. The area of the school is approximately 7,300 sq. ft. with a front entrance and back entrance, which is divided into reception area, offices, dispensary, theory and practical classrooms, student lounge, library, and restrooms for students. Classrooms are equipped with TV/DVD, visual aids and/or other instructional resources, which are for the use of students. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

## PLACEMENT SERVICES

---

Ohio VIP Dental Assisting School does not guarantee employment for its graduates. The institution will assist students in their job searches before and after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The institution makes reasonable efforts to satisfy the wishes of a graduate as to location of the possible future employers. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.

## ADMISSIONS POLICIES

---

The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. A prospective student is encouraged to call the school and make an appointment with an admission representative to discuss the program they are interested in and arrange for a tour of the school's facilities. Each applicant will have an interview with an admissions counselor, a tour of the facilities will be provided, and the student academic and career goals discussed.

## ADMISSIONS REQUIREMENTS

---

Individuals applying for this course are required to:

- a. interview with an admissions counselor and have a tour of the facility.
- b. be at least 18 years of age.
- c. present proof of secondary education (high school diploma or GED certificate).

## CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

---

Ohio VIP Dental Assisting School will review previous education, training, or experience. Ohio VIP Dental Assisting School does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards its program.

## TRANSFER OF CREDITS

---

The transferability and acceptance of credits you earn at Ohio VIP Dental Assisting School is at the complete discretion of the institution to which you may seek to transfer. A student will need to contact the schools to determine if the credits will transfer. If the credits that you earn at Ohio VIP Dental Assisting School are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

## CANCELLATION POLICY

---

A full refund will be made to any student who cancels the enrollment contract within five calendar after the enrollment contract is signed provided that the school is notified of the cancellation in writing.

If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

## REFUND POLICY

---

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332110.1. There is one (1) academic term for this program that is 88 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program.

Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity

## ACADEMIC POLICIES

---

Ohio VIP Dental Assisting School' attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

## GRADING POLICY

---

Ohio VIP Dental Assisting School grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution's system. The system of qualification of the school is based on the participation of the student in classroom classes, laboratory, projects and exams. The final grades will be given at the end of each course of training based on the following:

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official school transcript.

Numeric Grade	Letter Grade	Grade Points
90 - 100	A	4.00
80 - 89	B	3.00
70 - 79	C	2.00
60 - 69	D	1.00
Below 60	F	0.00
*Incomplete	I	0.00

**Withdrawal	W	0.00
--------------	---	------

## SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00 with no class grade below 70%.

A written numeric grade report will be provided to students at midpoint through the program at week six and week ten. Grade reports will also be provided to a student's sponsors if applicable.

## ACADEMIC PROBATION

A student who is not making satisfactory progress at the completion of a module will be placed on academic probation for the next module. A module is one day (Saturday). If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated. When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After the program has elapsed, a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent program in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

\*Incomplete: An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term (program), or the student can notify the school for readmission for one opportunity to complete the work in a subsequent term (program) beginning no later than 12 calendar months after the end of the term (program) in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or equipment.

**\*\*Withdrawal:** a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

## REMEDIAL WORK AND REPEATED COURSES

---

Ohio VIP Dental Assisting School does not offer remedial work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

## ATTENDANCE POLICY

---

Students are expected to attend all lectures and labs and to be punctual in attending classes. Instructors will maintain a positive record of attendance for the classes and for both the morning and afternoon sessions of the classes. A tardy is defined as arriving in the classroom three minutes after the designated time for the beginning of the class or for the continuation of class after breaks. Five tardies to class will be counted as one absence. A student who misses more than 10% of class hours will be placed on attendance probation with conditions stipulated by the School Director. Enrollment in the program will be terminated for a student who is absent for more than 15% of the class hours of the program. A student whose enrollment was terminated due to unsatisfactory attendance may reenroll on attendance probation in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy. If the reenrolled student on attendance probation is absent for more than 15% of the class hours, the student's enrollment in the program will be terminated, and the student will not be readmitted to the program. Ohio VIP Dental Assisting School will not terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

## MAKE -UP WORK

---

Ohio VIP Dental Assisting School does not offer makeup classes but students who have failed or missed a test will be expected to study the material and prepare to take the test again. All tests missed due to the absence of a student must be taken on the first day of attendance after the absence.

## LEAVE OF ABSENCE

---

The School Director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during that period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the School Director indicating approval, will be placed in the student's permanent file.

## STUDENT CONDUCT REQUIREMENTS

---

Students are expected to dress and act properly while attending classes. Students on Ohio VIP Dental Assisting School campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

- Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud.
  
- Actions that disrupt teaching, learning, administration, or interfere with the rights of others
- Non-compliance with the directives of school faculty and staff.
- Violation of written policies, rules, or procedures.
- Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission.
  - Damage to property or destruction of property.
  - Creation of unsafe conditions.
  - Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat.
  - Hurting others, threatening others, or engaging in behavior that may result in harm to others
  - Selling, consuming, and/or possessing alcoholic beverages.
  - Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics.
  - Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building.

- Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

At a minimum, a student will be placed on probation when found for the first time to be engaging in any of the listed activities. Subsequent engagement in any of these activities may result in termination. Students terminated for any of the reasons listed above may be not readmitted before the start of the next grading period of the subject they were enrolled in at the time of their termination. Students wishing to be readmitted after being terminated for conduct must first be interviewed by the School Director before being readmitted.

## SEXUAL HARASSMENT DEFINED

---

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### *Reenrollment after Dismissal for Violation of Student Conduct Expectations*

After program has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for reenrollment in a subsequent term in the next 12 calendar months.

## READMISSION

---

Timelines and conditions for reenrollment are described under the following titles of this catalog: Attendance Policy and Makeup, Grading Policy, Academic Probation, and Student Conduct Requirements. If the student enrolls to repeat a subject that is no longer offered, the School Director will select an appropriate substitute subject for the student to meet that part of the program requirement. If a student is dismissed due to tardiness or not attending a minimum of

85% of the scheduled course and wants to re-enroll the student must: Write a letter requesting re-enrollment and must speak to the School Director to get approval for re-enrollment.

## STUDENT GRIEVANCE PROCEDURE

---

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the School Director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the School Director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the School Director is not required before a student files a formal written complaint.

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

## OFFICE HOURS

---

Office hours are 10:00 a.m. – 6:00 p.m. Monday; 9:00 a.m. – 4:00 p.m. Tuesday; 10:00 a.m. – 5:00 p.m. Wednesday; 9:00 a.m. – 5:00 p.m. Thursday, 10:00 a.m. – 2:00 p.m. Friday

## SCHEDULE OF FEES

Program of Study	Registration	Tuition	Books	Materials (included in tuition cost)	Total Cost
Dental Assistant Training	\$100.00	\$3,070.00	\$280.00	\$0.00	\$3,450.00

## PROGRAM DESCRIPTION

---

*Program Title:* DENTAL ASSISTANT TRAINING

*Occupational Objective:* The program will prepare a student to work as a Dental Assistant. 31-9091 O\*Net

*Length of Program:* 96 clock hours over 12 Saturdays at 8 hours a day

*Program Description:* This course of instruction prepares individuals for entry-level jobs as a dental assistant. Graduates may find suitable employment with general dental practices as well as in the offices of dental specialists including Endodontists, Periodontists, Orthodontists, Prosthodontists, Pediatric Dentists and Oral Surgeons.

*Program Objectives:*

After successfully completing this program, the student will be able to perform the following:

- Demonstrate knowledge of the dental health care delivery system and dental health occupations.
- Describe the legal and ethical responsibilities of the dental health care worker.
- Demonstrate an understanding of general anatomy and physiology and apply wellness and disease concepts.
- Recognize and respond to emergency situations.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Use dental terminology.
- Identify structures and explain functions and pathologies of dental and general head and neck anatomy.
- Identify principles of microbiology and disease prevention and perform infection control procedures.
- Identify, describe, maintain and utilize dental instruments and equipment.
- Record patient assessment and treatment data.
- Identify the functions of pharmacology and anesthesia as they relate to dentistry
- Identify properties and uses, and manipulate dental materials.
- Perform chairside assisting for general dentistry and specialty procedures.
- Describe principles and perform techniques of preventive dentistry.
- Perform general dental business office procedures.
- Demonstrate professionalism as a dental team member in the clinical setting.

*Program Schedule:* Saturday from 9.00 am to 1.00 pm

*Class Schedule:* Students will attend class up to 4 classroom hours every Saturday from 9:00 A.M. to 1:00 P.M. Students will participate in up to 4 hours of coursework in an online setting throughout the week for a total of up to 8 hours of instruction a week. A course time hour is 50 minutes of instruction during a 60 minute period.

Saturday Schedule	9:00 am- 10:50 am	Class
	10:50 am- 11:00 am	Break
	11:00 am- 1:00 pm	Class

*Program Outline:*

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
<b>MODULE I</b>	<b>WEEK 1 8 clock hours</b>			
DA101	Introduction to the Dental Profession	2	0	2
DA102	Oral Health and Nutrition	2	0	2
DA103	Infection Control	1	1	2
DA104	Management of Hazardous Materials	1	1	2
<b>MODULE II</b>	<b>WEEK 2 8 clock hours</b>			
DA105	Head and Neck Anatomy	1	1	2
DA106	Histology	1	1	2
DA107	Tooth Morphology	2	2	4
<b>MODULE III</b>	<b>WEEK 3 8 clock hours</b>			
DA108	Preparation for Patient Care	1	1	2
DA109	Dental Charting	1	1	2
DA110	Restorative Materials, Dams and Wedges	2	2	4
<b>MODULE IV</b>	<b>WEEK 4 8 clock hours</b>			

DA111	Dental Radiography	4	4	8
<b>MODULE V</b>	<b>WEEK 5 8 clock hours</b>			
DA112	Chairside Instruments and Tray Systems	2	2	4
DA113	Instrument Transfer & Maint aining the Operating Field	2	2	4
<b>MODULE VI</b>	<b>WEEK 6 8 clock hours</b>			
<b>EXAM</b>	<b>MIDTERM EXAM</b>	4	0	4
DA114	Cosmetic Dentistry and Teet h Whitening	0	4	4
<b>MODULE VII</b>	<b>WEEK 7 8 clock hours</b>			
DA115	Emergency Management	1	1	2
DA116	Liners, Bases & Cements	1	1	2
DA117	Lab Materials & Techniques	2	2	4
<b>MODULE VIII</b>	<b>WEEK 8 8 clock hours</b>			

DA118	Microbiology	4	4	8
<b>MODULE IX</b>	<b>WEEK 9 8 clock hours</b>			
DA119	Pharmacology	1	2	3

DA120	Anesthesia & Sedation	1	2	3
DA121	Ethics and Jurisprudence	2	0	2
<b>MODULE X</b>	<b>WEEK 10 8 clock hours</b>			
<b>EXAM</b>	<b>FINAL EXAM</b>	4	4	8
<b>MODULE XI</b>	<b>WEEK 11 8 clock hours</b>			
DA122	Dental Specialties, Fixed & Removable Prosthodontics	2	4	6
DA123	Employment Strategies	2	0	2
<b>MODULE XIII</b>	<b>WEEK 12 8 clock hours</b>			
	First Aid/ AED/ Basic Life Support	4	4	
Total		58	38	96

### *Course Descriptions*

Module 1, DA101 Introduction to the Dental Profession

2 lecture hrs

Students learn the importance of the historic struggles in, and contributions to, dentistry that advanced the profession into what it is today. Students learn that organized dentistry was formed with the intent to promote the sharing of information concerned with excellence in dentistry and that to provide excellence in dentistry, additional dental team members would become recognized and add contributing roles. Students will be able to identify and define those who contribute to the dental profession. Students learn the role for the dental assistant includes making dental treatment comfortable for patients of any culture by understanding the patients' psychological backgrounds and their paradigms of dentistry. Students appreciate that appropriate communication is key to successful interaction with the patient and that a dental assistant must employ skills in listening and verbal and nonverbal communication and know how to overcome defense mechanisms to meet patients' needs.

Prerequisites: None

Module 1, DA102 Oral Health and Nutrition

2 lecture hrs

Students learn to be effective in preventive dentistry and that as dental assistants, they must first care for their teeth properly and practice good nutrition. Students will become knowledgeable about the oral disease process and will

learn how to educate the public in the prevention of oral disease. Students will learn how to aid patients in maintaining their teeth and gums.

Prerequisites: None

Module 1, DA103 Infection Control 1 lecture hrs 1 lab hrs

Students are trained to maintain a safe workplace. Students learn how compliance with all regulations must be accomplished to ensure that the process of infection control will be adequate.

---

14 | Page

Prerequisites: None

Module 1, DA104 Management of Hazardous Materials 1 lecture hrs 1 lab hrs

The dental assistant students must understand and learn the right way to handle hazardous materials in compliance with all standards of the Occupational Safety and Health Administration (OSHA) regulations, including the hazard communication standard that is required by the employer to provide a safe work environment for all employees.

Prerequisites: None

Module 2, DA105 Head and Neck Anatomy 1 lecture hrs 1 lab hrs

As a vital team member, the dental assistant student will be recognize factors that may influence the general physical health of the patient. The understanding of landmarks of the oral cavity, as well as being able to describe head and neck anatomy as it relates to location of structure and function, will enable the dental assistant student to recognize the abnormal and realize that for this reason, accuracy is especially important when completing the patient's dental chart.

Prerequisites: Module 1

Module 2, DA106 Histology 1 lecture hrs 1 lab hrs

It is vital for the entire dental team to be able to communicate the structure and function of the oral cavity. Therefore, it is important for the dental assistant student to understand the structure and function of tissue, and the oral cavity that surrounds the teeth.

---

19 | Page

Prerequisites: Module 1

Module 2, DA107 Tooth Morphology 2 lecture hrs 2 lab hrs

By understanding tooth morphology, it will better prepare the dental assistant to record accurately for the dentist or hygienist and will make a vital contribution to those individuals to make a more accurate diagnosis. Therefore, the dental assistant student will learn to be able to identify each tooth form from its anatomical form.

Module 3, DA108 Preparation for Patient Care 1 lecture hrs 1 lab hrs

Students learn that the health condition of a dental patient must be private, confidential, and updated at each visit and to treat a patient effectively, the patient's chart should include personal history, medical information, dental history, clinical observation, clinical evaluation, and vital signs.

Prerequisites: Module 1

Module 3, DA109 Dental Charting 1 lecture hrs 1 lab hrs

Students will learn how to document the present dental conditions of the patient and the dental services to be rendered. This serves as a legal record of the patient. The students are taught and asked to prepare a dental chart using appropriate symbols and abbreviations. The dental assisting student will also learn the importance of accurate charting and interpretation for financial and billing purposes, diagnosis, and consultation. Prerequisites: Module 2

Module 3, DA110 Restorative Materials, Dental Dams and Wedges 2 lecture hrs 2 lab hrs

Students will learn the use of bonding agents to be used between the tooth structures and the restoration. They are taught to prepare bonding agents using various instruments. In addition to the actual demonstration, a clinical video of amalgam restoration and composite resin restoration is shown to the students during this session. The dental assistant students learn to appreciate the purpose and application of the Dental Dam and Wedges while studying their expanded functions, such as dental dam; matrix and wedge; coronal polish; placing cavity liners, cavity varnish, and cement bases; suture removal; gingival retraction; placing enamel sealants; and bleaching techniques, as well as specific advanced tasks that require increased skill and responsibility.

Prerequisites: Module 2

Module 4, DA111 Introduction to Dental Radiography & Equipment 4 lecture hrs 4 lab hrs

Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. Dental assistant students are trained in aseptic techniques, radiation hygiene, and maintenance of quality assurance and safety and obtain a proper understanding of exposure and processing techniques. They learn the physics and biological effects of ionizing radiation and comprehend the ALARA principle, and the use of the lead apron with cervical collar for the patient's safety each time an x-ray is taken. The dental assistant students learn to label and store patient x-rays properly to prevent loss and thus the need for retaken x-rays.



Prerequisites: Module 6

Module 7, DA116 Liners, Bases & Cements

1 lecture hrs 1 lab hrs

In this course covers expanded functions, such as coronal polish; placing cavity liners, cavity varnish, and cement bases; suture removal; gingival retraction; placing enamel sealants; and bleaching techniques and that specific advanced tasks require increased skill and responsibility.

DA117 Lab Materials & Techniques

2 lecture hrs 2 lab hrs

Students will learn that Alginate Impressions are taken in order to capture an accurate three dimensional duplication of a patient's teeth and/or surrounding tissues. Students are taught how to get alginate impressions. Students also learn to take impressions using silicon and gypsum.

Performed by the dental assistant prior to seating a patient in the operatory. A standard routine must be established according to the dentist and the appropriate regulatory agencies. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. Topics include the various procedures required to be accomplished following dental treatment. Students are asked to demonstrate the correct routine for breaking down and clean up of operatories following dental treatment.

Prerequisites: Module 6

Module 8, DA118 Microbiology

4 lecture hrs 4 lab hrs

To safeguard against microorganism exposure in a dental office, one needs to understand how these pathogens pass from an infected person to a susceptible person. Therefore, students learn about pathogenic microorganisms, along with the diseases they cause and how the body can defend against them.

Prerequisites: Module 7

Module 9, DA119 Pharmacology

3 lecture hrs

The students study drugs, their properties, how they react to each other, and the actions of the drugs within the body.

Prerequisites: Module 8

MODULE 9 DA120 Anesthesia and Sedation

1 lecture hrs 2 lab hrs

Students will learn the proper use of anesthesia in the dental practice. Students are taught how to load syringes, proper passing techniques and safe recapping techniques. Because most procedures require some form of anesthesia, the dentist may select one or a combination of methods to control pain, depending on the patient and the procedure to be completed. The dental assistant is responsible for preparing, safely transferring, and caring for the anesthetic syringe and accessories. During this time, the students learn to be aware of the various topical solutions, application

sites, how to apply the topical anesthetic, and possible patient reactions. In addition, the students learn to follow the dentist's directions for the administration of sedation and monitoring requirements.

Prerequisites: Module 8

Module 9, DA121 Ethics and Jurisprudence 2 lecture hrs

Students will learn the ethics governing dentistry and the various governmental agencies entrusted with the regulation of the dental profession to ensure and protect the public from incompetent and unethical practices. Topics include procedures and credentialing.

Prerequisites: Module 8

Module 10, Student Course Evaluation, **Final Examination** 4 lecture hrs 4 lab hrs

Module 11, DA122 Dental Specialties 2 lecture hrs 4 lab hrs

Students will learn endodontics (root canal) procedures and the various materials and instruments use. Students are taught to place the rubber dam on the typodont. Students learn that that endodontics is the branch of dentistry that deals with the diagnosis and treatment of diseases of the pulp and periapical tissues. Students learn and practice procedures that include diagnosis, root canal treatment, and periapical surgery. The endodontist is assisted by dental assistants, who perform traditional assisting responsibilities in addition to expanded duties specific to endodontics as allowed by state dental practice acts.

Prerequisites: Module 10

Module 11, DA123 Employment Strategies 2 lecture hrs

This course designed to assist students in securing employment. Students are taught the importance of maintaining a positive attitude and finding employment that will best suit individual needs and that allows for the best possible situation for the dental assistant, employer, and the patients. Students are shown how to make sure that expectations of the job are identified and then how to meet and exceed those expectations by planning in advance. National certification for dental assistants is discussed and although not mandatory in every state, it assures the patients and the dentist that the assistant has the basic knowledge and background to perform as a professional on the dental team.

Prerequisites: Module 10

## REQUIREMENT FOR SATISFACTORY COMPLETION

---

To graduate a student must complete their program within 150% of the length of the program and must:

- Successfully completed the courses required in the training program with a minimum of "C" or major qualification.
- Maintained at least a minimum of 85% of assistance
- Having returned any magazines or books that were taken from the library

Upon completion, graduates will receive a Certificate of Completion from Ohio VIP Dental Assisting School.

## GENERAL INFORMATION

---

### SCHOOL HOLIDAYS 2026

New Year's Day	January 1
Martin Luther King Day	January 19
President's Day	February 16
Memorial Day	May 25
Labor Day	September 7
Independence Day	July 4
Veterans Day	November 11
Thanksgiving Break	November 26 <sup>th</sup> -November 29 <sup>th</sup>
Christmas Break	December 23- January 3

### ACADEMIC CALENDAR 2026

---

Start Date	End Date
01/01/2026	12/31/2026



## STAFF

---

Dr. Dale Kates D.D.S

School Owner

Lauren Millgard

School Director

Tessa Hammel

Dental Assistant Program  
Instructor

Revised 01/27/2026

---