

# Southeastern Dental Assisting Academy

5500 Summerville Road • Phenix City, AL 36867 • (334)297-7100

## Tuition and Financial Arrangements

The tuition for the *DENTAL ASSISTING* course of study offered by this institution is **\$3295.00** for early registration (up to 4 weeks before the semester begins) and **\$3595.00** for late registration (4 weeks prior to the beginning of week one). The tuition covers all costs for the course. Lunch is not provided, however several eating establishments are within short walking distance.

The course will run ten (10) consecutive weeks, eight classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands on" training. In addition, there is approximately 60 hours of home study plus **a minimum of 3 clinical hours per week to be completed in addition from the chairside study during classtime** for a total of approximately 155 course work hours. The tuition fee includes all of the following:

- ❖ Syllabus: Written by the instructors at Southeastern Dental Assisting Academy
- ❖ Textbook: "Modern Dental Assisting", Torres & Ehrlich; 9th. Ed (2008); Elsevier Publishing.
- ❖ All training and visual aids, materials and dental supplies used throughout the course.
- ❖ T-shirt to wear during class and labs (wear khaki scrub bottoms or pants of your choosing with neat closed toed shoes).
- ❖ Job Interview preparation and coaching.
- ❖ Use of all dental equipment and instrumentation with actual "hands on" training during the course of study. There are NO hidden or additional expenses.
- ❖ Training in ALL aspects of General Dental assisting, including dental specialties.
- ❖ A Certificate in Dental Assisting, Dental Assistant pin and a letter outlining your training and experience will be awarded to students attaining a 70% or above grade average.
- ❖ All training is done by dental professionals in an actual practicing dental office, not a classroom.

The tuition may be paid using one of the following payment options:  
*All tuition includes \$750 registration fee.*

- ❖ \$3295.00 for early enrollment
- ❖ \$3595.00 for late enrollment, which is 4 weeks prior to the beginning of week 1

# Please fill out the application and send in with your selected payment option. Thank You!

I wish to register for the upcoming class and have selected one of the following **2 payment options**:

- ❖ \$3295.00 Paid-in-Full (ENCLOSED).
- ❖ \$3595.00 Paid-in-Full (ENCLOSED).



Check     Money Order     Care Credit     Cash

Credit Card # \_\_\_\_\_ Credit Card Exp Date: \_\_\_\_\_ Sec.Code (3-digits): \_\_\_\_\_

Card holder Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Student Name: \_\_\_\_\_ (PRINT) Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Soc.Sec.# \_\_\_\_\_ (last 4 digits)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

**Mail or Drop by  
Payment &  
Registration to:**

Southeastern Dental  
Assisting Academy  
5500 Summerville Rd  
Phenix City, AL 36867

**How did you find out  
about our course?**

- ❖ website
- ❖ Social Media
- ❖ Former Student: \_\_\_\_\_
- ❖ Other: \_\_\_\_\_

We will be ordering your t-shirt to wear in class and lab, which is included in your tuition. So that we may order the correct size t-shirt for you, **WE NEED TO KNOW YOUR SIZE**. Please use the chart and mark your sizes below:

t-shirt Size	S	M	L	XL	2XL	3XL
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**\*\*Please bring your current immunization records\*\***

# Refunds and Cancellations

- ❖ A graduation certificate and pin will only be awarded to those students attaining a 70% or above grade average.
- ❖ Those students whose grade average is below 70% will not receive a certificate and pin.
- ❖ Those students whose grade is below 70% on any portion of the midterm or final examination will not receive a certificate and pin.
- ❖ Those students whose grade average is below 70% will not receive a certificate, but will be allowed to retake the entire course (if desired) at the early enrollment rate.
- ❖ If course materials have been delivered, whatever payment has been made will go towards a future semester. If a student would still prefer a refund (minus the registration fee) than that registration fee will not be applied to a future semester.
- ❖ A refund will be given less the registration fee (\$750.00) if cancellation is made before the start of the first class **and** course materials have not been delivered.
- ❖ **NO** refunds will be given once classes have begun **or** course materials have been distributed.
- ❖ If more than **1** (one) class is missed, you will automatically receive a failing grade. Anyone who fails the course may sign up for the next course at the early enrollment rate.
- ❖ We reserve the right to condense the total course down to 9 weeks if there are only a maximum of 5 students registered.
- ❖ You must have your competency check off list completed before taking both the written and practical Final Exam.

\*All payments made via Visa, Mastercard, Discover, American Express or CareCredit are subject to a 5.9% processing fee that is non-refundable.

**I have read and understand Southeastern Dental Assisting Academy's refund and cancellation policy. I have been given a copy of the policy to retain in my records.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Dental Assisting

## Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our *state-of-the-art* practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive in excess of 8 hours of instruction in radiology. Our students have been trained in many of the "expanded duties" as well. Details of the student's extensive clinical training are outlined below.

### I. 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

### II. 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

### III. 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
- D. Familiarity and use of instruments and materials in assisting for:
  - 1. Operative Dentistry-amalgam and composite restorations
  - 2. Oral Surgery - instruments, procedures and post-op protocol
  - 3. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
  - 4. Endodontics - instruments, medicaments and materials: how and why they are used
  - 5. Periodontics - disease origin and usual treatment methods
  - 6. Pedodontics - commonality and differences in treating children vs. adult patients

### IV. Radiology

- A. X-ray theory and technique, use of Rinn<sup>®</sup> 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

### V. Impressions and Model Trimming

- A. Impression materials and practice in their uses: alginates, poly vinyl siloxane, etc.
- B. Wax bites, counter impressions,
- C. Model pouring and trimming

### VI. Cements and Liners

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

### VII. Sterilization Techniques

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

### VIII. 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. Do's and don'ts during the interview, what to expect.