

Program Information & Standards 2023

**Cherry Hill Dental
Program of Dental Assisting
220 Diego Drive
Columbia, MO 65203
Office 573-446-0880
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Objective: It is the objective of Cherry Hill Dental Program of Dental Assisting to educate students in order to provide them with comprehensive knowledge and competence in the professional field of dental assisting. The Cherry Hill Dental Program of Dental Assisting will provide students with the knowledge and technical expertise to significantly enhance their prospects of employment upon graduation as a dental assistant.

Program Information:

Legal Organization: Cherry Hill Dental is a private corporation in the state of Missouri. It was formed for the purpose of offering licensed dental care to the citizens of the state of Missouri. Cherry Hill Dental Program of Dental Assisting Program is certified to operate by the Missouri Department of Higher Education that offers individuals a ten week course in training to become effective dental assistants.

Facilities: Cherry Hill Dental is a 19,500 square foot facility consisting of 7,500 square feet of clinical area and 3,000 square feet of administration/classroom space. The facility offers state of the art equipment, 14 treatment rooms, a sterilization room, lab, reception area, and several administrative offices and classrooms. Cherry Hill Dental is what a premiere dental clinic should be.

The Cherry Hill Dental Program of Dental Assisting will have access to the full spectrum of resources and equipment located within a dental clinic. The fourteen fully functional, state-of-the-art treatment rooms are equipped with patient chairs, doctor's and assistant's instruments, high and low speed air and electric dental hand pieces, dental radiograph units, digital cdr and phosphor sensors, high and low volume evacuators and nitrous oxide/oxygen delivery units. Further, the clinic is equipped with a panoramic radiography station and a cone beam CT

machine. The clinic is fully computerized and networked to the Internet. The clinic records are stored digitally and are managed by a dental software system.

Our History as a Facility and Staff: Drs. Mary and Tony Gadbois have been practicing dentists in the Columbia area since 2000. They each hold DDS degrees from the University Of Tennessee College Of Dentistry. The doctors have extensive experience in training competent dental assistants. Both doctors are licensed general dentists in the State of Missouri. They do not hold specialist degrees in orthodontics; however, Dr. Tony Gadbois is the most experienced certified Elite Premiere Provider of Invisalign in the Mid-Missouri area. He is a former national speaker for Align Technologies – the company that invented Invisalign. Cherry Hill Dental has 3 general dentists, employs 18 dental assistants, 6 financial coordinators, 4 scheduling coordinators, and a patient concierge. The 2023 course instructors are Dr. Tony Gadbois, Dr. Ella Miller and Sara Studt, EFDA. Sara has been an expanded functions dental assistant for Cherry Hill Dental since 2006.

Job Placement Information & Salary Expectations: Cherry Hill Dental will make continuous efforts in developing relationships with numerous practices throughout the area in effort to place as many qualified assistants as possible. Upon the completion of each session, area doctors will be provided a list of graduates to help fill various dental assisting openings throughout the community. Our student’s reputation of excellence will make the biggest impression on the community. Our students will graduate as very knowledgeable and skilled dental assistants.

School Calendar: Classes begin every quarter. See calendar below.

If an individual class is cancelled on a Saturday due to inclement weather the class will be made up the following week. If cancellation of a class due to inclement weather does occur the length of the course will be extended one week to make up for this change in schedule.

Calendar for 2023

January 28, 2023

Additional Dates To Be Determined

*Calendar based on the certification calendar (July – June)

* Calendar subject to change at instructor’s approval

Program Title: Modern Dental Assisting

Program Goals: The object of this course is to give the student the fundamental knowledge required in dental assisting and assist the student in becoming comfortable with the skills necessary to enter a general dentistry office as an assistant. The highlight of the program is that clinical skills accompany the learning process. It is the goal of the Cherry Hill Dental Program of Dental Assisting to teach clinical skills along with the study of subjects that will secure an expertise of knowledge and in the area of dental assisting. It is the goal of this program to teach students the essentials from the dental assisting textbook and at the same time teach clinical skills needed for success. It is our goal not to send the student anywhere else to obtain clinical skills. Students will receive some clinical training from dentists during every session.

Minimal Requirements to Submit an Application: Potential students must have at least a high school diploma or a GED equivalency test (certificate or transcript) from any state accredited school. Individuals are required to thoroughly complete and turn in the Program of Dental Assisting Application, attend an informational session, and submit a \$25 application fee. Due to federal regulations all individuals who work in the medical/clinical setting must show proof of Hepatitis B immunization. The following documents will be retained in the student's file.

Checklist for Submitting an Application

- _____ Copy of high school graduation certificate or transcript. Or, a statement or certificate stating the individual passed a high school equivalency (GED) test. (Written documentation from an accredited school is required.)

- _____ Complete the Cherry Hill Dental Program of Dental Assisting Application: Complete the entire application – personal information, work history, 3 references, course request, indication of method of paying tuition, and a signature.
Submit application and we will call for informational meeting

- _____ Meet with the program administrator for an

informational session. Make an appointment to speak with the school administrator. Call 446-0880 to make an appointment. There is always an orientation held on day 1 of the next session.

_____ Application Fee: Check or money order for \$25 dollars made out to Cherry Hill Dental

_____ Proof of Hepatitis B Immunization. The federal office of Occupational Safety and Health Administration requires that all individuals working in a clinical setting receive Hepatitis B immunization.

Selection of students may be reviewed by the Admissions Committee based on their application, references, attendance at the informational session, and written proof of high school or GED completion. All applicants must have the proper immunizations or will not be considered for entrance into the program.

No individual will be considered for the program with regard to sex, age, race, color, creed, national origin, or sexual orientation.

Applicants should be in good general health and have no physical disability which would prevent them from safe performance in the training program, or which would substantially hinder them from successful completion of the training.

Evaluation and Completion Requirements: This program consists of 10 sessions. Each session is held on Saturday morning during a five hour (CH) block. Each block includes two hours of classroom instruction and two and a half hours of clinical training.

Each session concludes with a half-hour examination period. This exam consists of 30 questions that cover the content of that specific week's reading material and clinical training.

After satisfactory completion of all sessions, students will take a 200 multiple choice question exam. The questions on this test will cover the reading and clinical content of the course.

To satisfactorily complete the program, students must achieve a 70% or better on all exams covering classroom and clinical instruction. Students are only allowed to retake one failed exam during a given session. If the student fails a second test the student will need to make up that

particular class in the next session.

Students must have perfect attendance for all sessions (totaling 50 (CH) hours) in order to complete the program. Credit for the session requires concurrent attendance and satisfactory exam completion. If a student misses a class the student has one opportunity to make up this missed class in the next session of the program.

All Cherry Hill Dental Program of Dental Assisting students are also required to experience a 40 hour externship with a dental office prior to graduation. Cherry Hill Dental will accept students to carry out his/her externship with our office. However, students are more than welcome to schedule their own opportunities with other dental offices. The 40 hour externship can be completed within the 10 week period of the program. These working hours can be accrued overtime, totaling the 40 hours. Students will have a period of 10 weeks following the conclusion of the class to finish the externship. Please be aware that students are not able to graduate from the program until the externship is completed.

If students choose to carry out his/her externship with Cherry Hill Dental, arrangements will be made to schedule the student to work at either our Columbia or Jefferson City office by our front office manager, Anna Ramm. If students would rather carry out his/her externship outside of Cherry Hill Dental, they are required to document the hours/dates worked and where precisely, and report such data to Anna Ramm as soon as possible.

The Cherry Hill Dental Program of Dental Assisting will not accept previous education or experience in lieu of training hours.

The Evaluation Process Checklist

- _____ Active participation at each session (50 contact hours)
- _____ Score of 70% or higher on each weekly multiple choice exam
- _____ Score of 70% or higher on the 200 question multiple choice final exam.

What is expected from each student after acceptance into the Program?

The Length of Each Session: Each session will be five hours (CH) in length. Each five hour educational component will be held on consecutive Saturdays during a ten week session. There is a total of 50 classroom hours which consists of instruction, testing, and clinical experience. The 40 hour externship is to be completed during the 10 weeks of the course or within 10 weeks following the last schedule didactic session.

The Break Down of Each Program Component:

Each session is 5 hours in length. Each session is divided into three segments. **Two hours** each session are devoted to lecture on the concepts students studied over the course of the past week. Students will be expected to complete the reading assignment for each session before they arrive to the session. **Two and a half hours** are allocated to clinical hands-on experience on the subjects covered during the lecture. Each session concluded with a **half hour exam** covering the day's topics.

Class begins at 8:00 a.m. sharp!

8:00 a.m. – 10:00 a.m.

10:00 a.m. – 12:30p.m.

12:30 p.m. – 1:00 p.m.

Tuition and Fees - Estimate Cost for Each Session

Application Fee	\$25
Textbook	Borrowed
White Shoes	\$35
Scrubs	\$20
Hepatitis B Immunization	\$90

Total Cost of Each Session - \$3400 plus Session Expenses of \$170.

Policies and Procedures

Policies and Procedures for Monitoring Academic Progress:

Attendance Policy – Active participation in each of the ten-week educational components is required. Students will receive no credit for an educational component if they are absent for more than 15 minutes per five hour component. Students who miss more than 15 minutes per a five hour component will be required to repeat the entire component during the next rotation.

Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes.

Exams – Students must score a 70% or better on each of all 10 post-session exams and final exam. Students who score below a 70% on weekly exams will be required to attend that entire week’s educational component and re-take the exam. If the student fails an exam a second time they will not receive documentation that they have satisfactorily completed the program. Students may retake an exam one time in the next program cycle. If the student fails the exam a second time they will not be able to receive a certificate of completion that states they satisfactorily completed the program.

Grades Requirements – Students will take a total of ten weekly exams throughout the course. Students will be required to take a 200 multiple choice question exam. The following grading scale will apply to all course work:

90-100	A
80-89	B
70-79	C
69 and below	F

There are no other means an individual can engage in to meet the requirements for completion of this program. The minimal requirements include following the policies set forth by Cherry Hill Dental Program of Dental Assisting.

Code of Conduct: The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure orderly operation of the school. No code can be expected to list each and every offense which may result in the use of disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend the code of conduct as determined by the school director. If the code of conduct is violated the student may be asked to retake that particular class over again or be expelled as per the school director's judgment. If the offense is criminal in nature the appropriate authorities will be notified. Classroom misconduct may include, but is not limited to: continuous interruption, disrespect to others, verbal or physical assault, and use of tobacco or drugs on the property, cheating, and damage to the property or theft. If it is suspected that someone is under the influence of drugs or alcohol they will be asked to leave the property. It is recommended that tobacco not be used by students during the hours of 8:00 a.m. and 1:00 p.m.

Academic Integrity: The integrity of the academic program and the evaluation of each student's achievements are of primary concern to educational institutions. Cheating on an educational exercise not only reflects dishonesty on the part of the cheater, but also diminishes the value of the work done by his/her classmates. Students who cheat or plagiarize (using another's words, ideas, or writing as their own) shall be subject to the following: a 'zero' recorded for the exercise; repeat the session and exam in the next session possible suspension, and/or removal from the course with a grade of 'F' recorded on the transcript.

Dress Policy: All students are required to wear scrubs, white tennis shoes, and protective eye wear. If students arrive for class without meeting these requirements they will be asked to leave. It is a violation of state law to enter the clinical area without the above items. If the student refuses to comply with these requirements they will be dismissed from the school. The school will follow the cancellation, refund, and withdrawal policies as is appropriate to the time period when the situation occurred.

Cancellation Policy: A full refund will be made of all tuition within 30 days if cancellation is received within 3 days (excluding Saturdays, Sundays, and national holidays) after the student has signed the Enrollment Agreement. The student must provide written notice to the director of

the program.

Withdrawal Policy: Students will be allowed to withdraw from the program at any time through a written submission to the school administrator. The student must submit in writing a dated request for withdrawal from the school. The refund will be calculated based on the refund policy.

Refund Policy: All refunds will be paid within 30 days of the student's exit from the school.

A student who begins the course of instruction and then terminates or withdraws after the expiration of the 3 days cancellation period, but before the start of the course, will have all monies paid refunded as follows: Students who withdraw during or at the end of the first week of class will be eligible for a 75% refund. Students who withdraw during or at the end of the second week of class will be eligible for a 60% refund. Students who withdraw during or at the end of the third week of class will be eligible for a 50% refund. Students who withdraw during or at the end of the fourth week will be eligible for a 40% refund. Students who withdraw during or at the end of the fifth week will be eligible for a 25% refund. No refunds will be given during or after the sixth week of class.

The student's last date of actual attendance will be used in all refund calculations.

A full refund will be made of all monies received should a student not be accepted for enrollment in the school as stated in the above policies. Should the school discontinue educational services thereby preventing the student from completing the program a full refund will be made of all monies received.

Should it be established that a student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school or representation by the owners, director or representatives of the school, a full refund will be made of the monies received. The official date of termination will be in accordance with the provisions stated above. If a student is found out to have provided the school with false information the above refund policies apply and the student will be immediately dismissed from the program.

Grievance Policy: Students may file a grievance with the school director by completing a written grievance form. All grievances will be addressed within 24 hours of the submission.

Transcript Issuance Policy: Students who successfully complete the entire program will be provided an official transcript from the school and a certificate of completion with the appropriate ranking indicated on both the transcript and certificate. If a student requires more than one copy of his or her transcript the student may request additional copies during business hours. The cost of additional transcripts and/or certificates will be \$5.00 for each transcript or certificate. Students may send written notice or call with their request. A signed written request will suffice as a legitimate request and a signed permission form will not be required. All requests should be mailed to:

Withdrawal Policy: Students will be allowed to withdraw from the program at any time through a written submission to the school administrator. The student must submit in writing a dated request for withdrawal from the school. The refund will be calculated based on the refund policy.

Cherry Hill Dental
2012 Cherry Hill Drive, Suite 101
Columbia, MO 65203

Students may call and request a permission form be mailed or faxed to them. If a student calls and does not write a letter of request for extra copies of the transcript or certificate a written consent form will need to be signed by the student. The request form may be mailed or faxed back to Cherry Hill Dental. The fax number is 573-447-3121. The telephone number for Cherry Hill Dental is 573-446-0880.

Knowledge of Rules and Regulations: Cherry Hill Dental reserves the right to require a student to withdraw from the school for just cause, defined as any cause deemed detrimental to the school or other students, as determined by the school director. Students violating the conduct standards may be suspended by the school director. A suspended student may apply for reinstatement after a one month separation. The decision of the director on admittance and withdrawal matters will be final.

Dental Assisting Curriculum: 50 Hours

The Cherry Hill Dental Program of Dental Assisting involves ten weeks of “hand on” training where students have an opportunity to practice the skills required of a chair side assistant. At the completion of the ten week training program students will be ready to enter the field of dental assisting. All assistants who successfully complete the program will have the knowledge and skills to not only be successful in the field, but go on to successfully complete the basic and then the expanded functions exams.

Classes are offered on Saturday’s from 8 a.m. to 1 p.m. Students will attend all session for ten weeks.

Weekly Topics:

<u>Week</u>	<u>Subjects</u>	<u>Hours</u>
Week 1	The Dental Assisting Profession History of Dentistry The Professional Dental Assistant The Dental Health Care Team Dental Ethics Dentistry and the Law	5 hours

Summary: Upon Completion of this educational component students will have a general overview of the dental profession. This study includes a brief history of the profession, professional organizations, and the essentials of professional ethics. It will also include a study of the American Dental Association’s Code of Professional Conduct, and an overview of laws that impact the field of dentistry. **Clinically**, students will be able to take a patient’s pulse and blood pressure. Students will learn how to admit, seat, and register a patient. Students will conclude the clinical session with instruction on how to obtain a medical and dental history from a patient.

Week 2	Sciences in Dentistry General Anatomy General Physiology	5 hours
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Oral Embryology & Histology
Head and Neck Anatomy
Landmarks of the Face & Oral Cavity
Overview of the Dentition
Tooth Morphology

Summary: Upon completion of this educational component students will have an understanding and knowledge of dental anatomy and physiology. Students will learn the language that is specific to dental anatomy. This will provide students with a foundation to study dental health, disease, and the dental procedures that coincide with these topics. **Clinically**, students will learn how to do a soft tissue examination and how to chart a patient's teeth. Students will be taught how to conduct an examination of the gingival tissues, how to record completed treatment, and how to correct a chart entry. Students will conclude this educational component by learning how to use a dental mirror and other instruments intraorally.

Week 3

Infection Control

5 hours

Microbiology
Disease Transmission & Infection Control
Principles & Techniques of Disinfection
Principles & Techniques of Sterilization

Summary: Upon completion of this educational component students will understand the history and importance of microbiology as it applies to oral health, disease transmission and infection control. Students will be able to follow through with disinfection and sterilization procedures. Students will possess a more thorough understanding of how contamination is transferred so to avoid these practices in their daily dental office routine. **Clinically**, students will learn how to place and remove surface barriers and perform treatment room cleaning and disinfection. Students will operate a ultrasonic cleaner and perform biological monitoring. Students will learn how to autoclave instruments, how to properly hand wash before gloving, and how to sterilize the dental handpieces.

Week 4

Oral Health & Prevention of Dental Disease 5 hours

Dental Caries
Periodontal Disease
Preventive Dentistry
Nutrition

Oral Pathology

Summary: Upon completion of this educational component students will have learned about dental caries and periodontal diseases. Students will learn how to help their patients prevent dental caries/decay, what foods assist in optimal dental hygiene, and learn the many types of dental pathology. **Clinically**, students will learn how to rubber cup coronal polishing. Students will apply topical fluoride foam, assist with a dental prophylaxis. Students will learn how to assist the patient with dental floss.

Week 5	Dental Materials	5 hours
	Restorative and Esthetic Dental Materials	
	Dental Liners, Bases, and Bonding Systems	
	Dental Cements	
	Impression Materials	
	Laboratory Materials and Procedures	

Summary: Upon completion of this educational component students will be familiar with restorative and esthetic dental materials. Students learn how to use dental liners, bases, cements, and learn how bonding works and what role its plays in dental procedures. Assistants will learn how to make dental impressions and about the products used to do so. Students will become familiar with laboratory hand pieces, how to make dental impressions and models. **Clinically**, students will engage in many activities. These activities include: apply topical anesthetic, assemble the local anesthetic syringe, assist in the administration of local anesthesia, mix alginate impression material, take a mandibular impression, take a maxillary impression, mix dental plaster, pour dental models, and trim and finish dental models.

Week 6	Foundation of Clinical Dentistry	5 hours
	The Dental Office	
	Delivering Dental Care	
	Dental Hand Instruments	
	Dental Hand Pieces & Accessories	
	Moisture Control	
	Anesthesia & Pain Control	
	Radiation, Radiograph Equipment, & Safety	
	Dental Film and Processing Radiographs	
	Legal Issues, Quality Assurance, & Infection	

Control
Intraoral Radiographs
Extra oral & Digital Radiography

Summary: Upon completion of this educational component students will learn how to prepare the dental treatment area for a variety of procedures. Students will learn the name of the dental instruments and accessories and how each is used during different procedures. Students learn how the assistant role in the control of moisture, anesthesia, and pain control during a dental procedure. Students will learn how to take x-rays and radiographs. Students will also participate in taking intraoral radiographs and extra oral and digital radiographs. **Clinically**, students will learn how to conduct first aid after an exposure incident. Students will engage in many tasks during this educational component. These tasks include: transferring instruments using the single-handed and two-handed technique, perform infection control during film and exposure, assemble the xcp instruments, how to conduct an exposure of a full mouth survey using the paralleling technique, produce a four film bitewing survey, and prepare and position the patient for a panoramic radiograph.

Week 7	Occupational Health and Safety	5 hours
	Regulatory and Advisory Agencies	
	Chemical Safety	
	Dental Unit Waterlines	
	Ergonomics	

Summary: Upon completion of this educational component students will be able to identify the many regulatory and advisory agencies. Students will learn a myriad of terms and techniques to better follow chemical safety regulations and waste management requirements. OSHA rules and regulations will be discussed along with learning how to properly use and manage dental unit waterlines. This component will address how the dental assistant can apply techniques of ergonomics in order to maintain a long and healthy profession within the field of dental assisting. **Clinically**, students will learn to identify examination instruments, restorative instruments, and identify and attachment of hand pieces. Students will position the high volume evacuator during a procedure, perform a mouth rinse, place and remove cotton rolls, and prepare, place and remove the dental dam.

Week 8	Patient Information & Assessment	5 hours
	The Patient Record	

Vital Signs
Oral Diagnosis & Treatment
The Medically & Physically Compromised Patient
Principles of Pharmacology
Assisting in a Medical Emergency

Summary: Upon completion of this educational component students will learn how to assess a patient and record patient information and assess a patient in accordance with dental terminology, parts of a chart, and laws concerning documentation. Standards and criteria for record keeping will be learned along with how to assist the dentist in charting a patient's treatment plan. **Clinically**, students will assist in Class I restoration, Class II restorations, Class III restorations, and Class IV restorations. Students will learn how to assemble the matrix band for a universal retainer and learn how to place plastic matrix for a Class III procedure.

Week 9

Comprehensive Dental Care

5 hours

Restorative Dentistry
Matrix Systems for Restorative Dentistry
Fixed Prosthodontics
Dental Implants
Endodontics
Periodontics
Oral and Maxillofacial Surgery
Pediatric Dentistry
Coronal Polishing
Dental Sealants
Orthodontics

Summary: Upon completion of this educational component students will learn the role assistants play in assisting the doctor in many dental procedures. Assistant will learn about the materials used and for what procedures they are used. Students will assist with restorative procedures during this session. Students will learn the different techniques of how to assist with procedures such as implants, endodontics, periodontics, surgery, polishing, and sealants. Students will also learn the differences between assisting in the restorative setting versus the orthodontic setting. **Clinically**, students will assist in a crown preparation and delivery and cementation of a crown. Student will learn to fabricate and cement a custom acrylic provisional crown, cement removal from a permanent and temporary cementation, and prepare the auto mix final impression material.

Week 10

Dental Administration & Communication Skills
Communication in the Dental Office
Business Operating Systems
Financial Management in the Dental Office
Marketing Your Skills
Final Exam

Summary: Upon completion of this educational component students will know how to communicate with patients in order to educate the patient about the steps of the procedures being performed for them. The assistants will be introduced to how their level of communication well translates into the success of the operating system, and financial management of any practice. Students will participate in a lecture and discussion about how to market their skills to get hired in the field of dental assisting. Students will also take the multiple choice final exam of the program during this educational component. **Clinically**, students will prepare a sterile field for instruments and supplies, perform a surgical scrub, and engage in sterile gloving. Students will learn how to assist in forceps extraction, removal of sutures and suture placement, and assist in treatment of alveolitis. In conclusion, students will place and remove elastomeric ties and place and remove elastomeric separators.

Clinical Objectives

Week 1: The Dental Assisting Profession - Clinically, students will be able to take a patient's pulse and blood pressure. Students will learn how to admit, seat, and register a patient. Students will conclude the clinical session with instruction on how to obtain a medical and dental history from a patient.

Week 2: Sciences in Dentistry - Clinically, students will learn how to do a soft tissue examination and how to chart a patient's teeth. Students will be taught how to conduct an examination of the gingival tissues, how to record completed treatment, and how to correct a chart entry. Students will conclude this educational component by learning how to use a dental mirror and other instruments intraorally.

Week 3: Infection Control - Clinically, students will learn how to place and remove surface barriers and perform treatment room cleaning and disinfection. Students will operate a ultrasonic cleaner and perform biological monitoring. Students will learn how to autoclave instruments,

how to properly hand wash before gloving, and how to sterilize the dental handpieces.

Week 4: Oral Health and Prevention of Dental Disease - Clinically, students will learn how to rubber cup coronal polishing. Students will apply topical fluoride foam, assist with a dental prophylaxis. Students will learn how to assist the patient with dental floss.

Week 5: Dental Materials - Clinically, students will engage in many activities. These activities include: apply topical anesthetic, assemble the local anesthetic syringe, assist in the administration of local anesthesia, mix alginate impression material, take a mandibular impression, take a maxillary impression, mix dental plaster, pour dental models, and trim and finish dental models.

Week 6: Foundations of Clinical Dentistry - Clinically, students will learn how to conduct first aid after an exposure incident. Students will engage in many tasks during this educational component. These tasks include: transferring instruments using the single-handed and two-handed technique, perform infection control during film and exposure, assemble the xcp instruments, how to conduct an exposure of a full mouth survey using the paralleling technique, produce a four film bitewing survey, and prepare and position the patient for a panoramic radiograph.

Week 7: Occupational Health and Safety - Clinically, students will learn to identify examination instruments, restorative instruments, and identify and attachment of hand pieces. Students will position the high volume evacuator during a procedure, perform a mouth rinse, place and remove cotton rolls, and prepare, place and remove the dental dam.

Week 8: Patient Information and Assessment - Clinically, students will assist in Class I restoration, Class II restorations, Class III restorations, and Class IV restorations. Students will learn how to assemble the matrix band for a universal retainer and learn how to place plastic matrix for a Class III procedure.

Week 9: Comprehensive Dental Care - Clinically, students will assist in a crown preparation and delivery and cementation of a crown. Student will learn to fabricate and cement a custom acrylic provisional crown, cement removal from a permanent and temporary cementation, and prepare the automix final impression material.

Week 10: Dental Administration and Communication Skills - Clinically, students will

prepare a sterile field for instruments and supplies, perform a surgical scrub, and engage in sterile gloving. Students will learn how to assist in forceps extraction, removal of sutures and suture placement, and assist in treatment of alvolitis. In conclusion, students will place and remove elastameric ties and place and remove elastameric separators.