

# CATALOG

## **CALIFORNIA SCHOOL OF DENTAL ASSISTING**

1506 Huntington Drive  
South Pasadena, CA 91030

California School of Dental Assisting  
Is a private institution approved to operate by the  
Bureau for Private Postsecondary Education

## PHILOSOPHY

It is our endeavor to prepare individuals with the knowledge and technical proficiency that will allow them to become immediately employable in a dental office upon graduation. It is our objective to offer the best possible education in the shortest possible time consistent with proper educational procedures. Students are accepted regardless of sex, race, age, marital status, religious creed, ethnic or national origin.

There are many opportunities available for well-trained individuals in the dental profession. It is our desire to train from chairside dental assistants to dental business administrators and managers to assume the many positions available in the California area. Modern dentistry requires the assistance of dental assistants well-schooled in four-handed or sit down dentistry. Modern dentistry also requires the support of dental assistants in the business office. It is very difficult for dentists today to treat their patients without proper chairside assistance or business support.

California School of Dental Assisting (CSODA), a school for clinical training of dental assistants, has found that dental assistants held about 267,000 jobs in 2004, nationwide. The Bureau of Labor Statistics (BLS) expects employment of dental assistants to grow much faster than the average for all occupations through 2014, ranking these dental careers among the fastest growing occupations.

The California School of Dental Assisting is dedicated to the ideal of developing efficient and effective dental assistants through a competency-based program. The School seeks to provide students with the practical experiences not readily available but actually needed for the job market by placing heavy emphasis on personal attentions and clinical hands on training in our state of art dental office facility.

## HISTORY

The California School of Dental Assisting long recognized the need for well-trained, efficient chairside & front office dental auxiliary personnel and has found difficulty in attracting good assistants. The California School of Dental Assisting will help prepare interested individuals in becoming part of the dental profession and assuming a position as a well-respected professional.

## REQUIREMENTS FOR ADMISSION & GENERAL EDUCATION REQUIREMENT

Applicants must possess a high school diploma, have passed a high school equivalency (GED) test or have equivalent or relevant work experience. Applicants may submit an application for admission in person or by mail. All applications must be submitted prior to the first day of class. No late enrollments will be accepted. A personal interview maybe required with the school director prior to admission.

Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.

## READMISSION

The director will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. The director will determine readmission eligibility for any student having been suspended for attendance problems or disciplinary problems. If eligible, the student may reapply at the beginning of the next term. A complete new application procedure will be required as the application will be considered with other applicants who have applied for a particular course. If accepted, the student will begin at the beginning of the next scheduled term.

EXCEPTION: A student taking a voluntary leave of absence from the school may reenter during the next term at the point in the course where leave was taken. No additional tuition will be required beyond the original contract. Student not returning during the next term must begin at the beginning of the program and be considered a new student.

## EDUCATIONAL OBJECTIVES

The California School of Dental Assisting prepares students from entry-level positions as a chairside assistant in a dental office to that of dental business administration and management. Students will learn proper chairside assisting by practicing the skills necessary to properly pass instruments, mix filling and impression materials, take and develop dental x-rays, sterilize instruments, and maintain a sterile environment as well dental x-ray safety, dental specialties, dental reception, dental insurance, dental treatment coordination, and dental business administration and management

## EXTERNSHIP & PRACTICAL TRAINING

The student will spend many hours in a dental office. This opportunity is offered to the student for practical application of all skills learned while in school. Although the student receives no remuneration, this experience provides actual work experience prior to graduation.

## ORIENTATION

Orientation is held on the first day of class. During orientation, students will be acquainted with the rules and regulations of the school, informed of student services available, familiarized with the facilities, and introduced to instructors and administrators.

## ATTENDANCE

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. Students are responsible for all work missed during an absence and should contact an instructor regarding makeup work. Makeup work shall not be

authorized for the purpose of removing an absence.

Saturday students may not miss more than one class and evening students may not miss more than two classes during a program term for a total of six hours. If a student misses two complete classes (twelve hours), the students must make up these classes the next time the program is taught. If a student misses more than two complete classes, the student will be terminated from the training program and must follow the institutional procedure for readmittance. NOTE: A complete class is defined as a six-hour Saturday class or two three-hour weeknight classes. It is suggested that students arrive on time for all scheduled classes.

A student's tardiness will not be considered an absence. Tardiness is late up to 60% of the class hour. If a student is late more than 60% of the class hour, it will then be considered an absence. A student is subject to be sent home if the lateness is considered an absence.

## CONDUCT STANDARDS

Since career preparation is the objective of the dental assisting program, the student's conduct should be that which is normally required in the dental profession. Uses of profanity, alcoholic beverages or drugs on school property are all grounds for immediate suspension. Neither eating, drinking, nor smoking is permitted in the classrooms. Students may use the office break room for eating; however, no smoking is allowed in these facilities.

## KNOWLEDGE OF RULES AND REGULATIONS

The California School of Dental Assisting reserves the right to change any provision or requirements in this catalog at any time without notice. The school further 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 will be final.

## ACADEMIC POLICIES AND STANDARDS

Students must adhere to high standards of scholarship. An overall grade of 70 is required for graduation. Satisfactory progress is considered a grade point average of 70 or better, unsatisfactory progress is considered an overall average of below 70. If a student receives an I (incomplete) for any course of training or a grade below 70, the student may repeat the course the next time it is taught and pay a prorated portion of the tuition for that course. A student may repeat a course only once.

A student will be considered to have unsatisfactory progress and be on probation if his/her average is below seventy. The student will be removed from probation when the overall average is above seventy percent. If a student receives less than a seventy

average in two courses, the student must repeat these courses and receive a passing grade in at least one of them the next time they are taught. If a student receives less than a seventy average in three courses, the student will be terminated from the program. If the student wishes to be readmitted to the program, he/she must follow the readmittance procedures.

#### GRADING SYSTEM

A 90-100  
B 80-89  
C 75-79  
D 70-74  
F Below 70  
P Passing, C or above  
I Incomplete  
W Withdrawal

An overall average of 70 is required for graduation.

The overall grade average is obtained by averaging all grades and assigning a letter grade as defined above. A grade of I is a temporary transcript entry that will be treated as an F until changed. A grade of W will be treated as an F until the course(s) is/are completed.

**RECORDS:** The school will retain permanent files for 3 years from the date of first attendance on each student and will include the grade point average, class attendance, externship evaluations, starting and graduation dates, and any other pertinent information.

**GRADE REPORTS:** The school will issue a transcript of grades at the end of the training period. Each student is entitled to one copy of his/her transcript provided the tuition account has been satisfied.

**MAKE-UP WORK:** Students may make up work missed due to excused absence at the discretion of the individual instructor.

#### GRADUATION REQUIREMENTS

Graduates of the program receive a certificate of completion upon successful completion of their program of study. An overall average of 70 is required for graduation.

#### TRANSCRIPTS

Transcripts are available upon request unless the student is indebted financially to the school. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of her/his academic record. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished

after receipt of a \$25.00 fee. A federal or state agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

## PLACEMENT ASSISTANCE

Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. Our director will provide leads for job opportunities. The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. However, no guarantee of employment can be made.

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

## SCHOOL CALENDAR

Classes begin year round.

4/6/2010

California School of Dental Assisting  
 Program Total Hours Summary  
 1 quarter is 12 weeks or 3 months  
 12 weeks 6 hrs/day x 5 days

I. Basic Dental Assisting Program	
Basic Dental Assisting	1 quarter
Basic Dental Assisting Externship	1 quarter
II. Introduction to Specialty Program	
Introduction to Specialty	1 quarter
Specialty Externship	1 quarter
III. Introduction to Dental Reception Program	
Basic Dental Assisting	1 quarter
Basic Dental Assisting Externship	1 quarter
Introduction to Dental Reception	1 quarter
Dental Reception Residency	1 quarter
IV. Dental Insurance Program	
Basic Dental Assisting	1 quarter
Basic Dental Assisting Externship	1 quarter
Dental Insurance	1 quarter
Dental Insurance Residency	1 quarter
V. Dental Treatment Coordination Program	
Basic Dental Assisting	1 quarter
Basic Dental Assisting Externship	1 quarter
Introduction to Dental Reception	1 quarter
Dental Reception Residency	1 quarter
Dental Insurance	1 quarter
Dental Insurance Residency	1 quarter
Dental Treatment Coordination	1 quarter
Dental Treatment Coordination Residency	1 quarter
Total 8 quarters	
VI. Advanced Dental Reception Program	
Basic Dental Assisting	1 quarter
Basic Dental Assisting Externship	1 quarter
Introduction to Dental Reception	1 quarter
Dental Reception Residency	1 quarter
Advanced Dental Reception	1 quarter
Advanced Dental Reception Residency	1 quarter
Dental Insurance	1 quarter
Dental Insurance Residency	1 quarter
Dental Treatment Coordination	1 quarter
Dental Treatment Coordination Residency	1 quarter
Total 10 quarters	
VII. Dental Business Administration & Management Program	
Basic Dental Assisting	1 quarter
Basic Dental Assisting Externship	1 quarter
Introduction to Dental Reception	1 quarter

Dental Reception Residency	1 quarter
Advanced Dental Reception	1 quarter
Advanced Dental Reception Residency	1 quarter
Dental Insurance	1 quarter
Dental Insurance Residency	1 quarter
Dental Treatment Coordination	1 quarter
Dental Treatment Coordination Residency	1 quarter
Dental Business Administration & Management	1 quarter
Dental Business Administration & Management Residency	1 quarter
Total 12 quarters	

VIII. Radiation Safety	1 quarter
Radiation Safety Externship	1 quarter
Basic Dental Assisting - prerequisite	1 quarter
Basic Dental Assisting Externship - prerequisite	1 quarter
Total 4 quarters	

VIII. Individual Guidance

3/30/2014