



"Advancing the field of dentistry...one career at a time."

Family Dental Center Dental Assisting

School Catalog

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School Location

4301 NW 63rd St. #303
Oklahoma City, OK 73116
Telephone: (405) 726-0440

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School Information

Family Dental Center Dental Assisting (FDC Dental Assisting) school is owned by Derek R. Cohlma, DDS, PLLC (dba Family Dental Center Dental Assisting School). The school is directed and operated by Melissa Steele, EFDA.

All faculty members meet or exceed the minimum educational and industry experience requirements as set forth by state approving agencies in which provides permits/licenses to successful graduates of FDC Dental Assisting.

Admissions/Administrative Staff

Melissa Steele, EFDA – Director

Faculty

Melissa Steele, EFDA – Instructor

Derek R. Cohlma, DDS – Instructor

Mission Statement and Objective

With a vision to “advance the field of dentistry, one career at a time”, FDC Dental Assisting is committed to providing education to students seeking entry-level employment in the field of dentistry. With high ethical standards and integrity, FDC Dental Assisting is dedicated to an environment conducive to both learning and growing professionally.

Release of Records and Diplomas

An initial copy of a student’s diploma will be issued to students, at no charge, who have successfully completed all educational requirements and have paid all tuition owed in full. Additional copies of diplomas are \$25.00 each. An additional diploma request must be made in writing and include payment before a document can be released.

FDC Dental Assisting will maintain a permanent transcript for every student to include course, all subjects within the course attempted or completed and the grade received for each, including the date the student graduated or ceased to be enrolled. FDC Dental Assisting will provide initial copies of student transcripts at no cost once all financial obligations have been met. Additional copies will be made available upon written request and payment of \$25.00. If the student has not met all financial obligations to the school, the transcript will be held until the debt is paid.

Admission Requirements

Family Dental Center Dental Assisting School (FDC Dental Assisting) admits, as students, applicants meeting necessary requirements to obtain a dental permit (license) from the Board of Dentistry. Individuals seeking a career in dental assisting must submit an application to the Board of Dentistry that includes a background check. Required application is provided by the Board of Dentistry. The applicant must be of good character and have effective communication skills.

The Director must give final acceptance of each student. FDC Dental Assisting meets with and evaluates each student during an Admissions Interview to determine eligibility for admission in the dental assisting program. FDC Dental Assisting reserves the right to decline any application for admission.

Admission Procedures

Each applicant for admission will be expected to:

1. Complete an application for admission
2. Complete an initial interview
3. Meet admission requirements as outlined above
4. Remit down payment as outlined in financial contract

Each candidate for admission is considered based on individual merit and potential and will be considered without regard to race, color, national origin, sex, age, or disability.

Credit for Previous Training

In effort to meet current industry requirements and the nature of the accelerated program provided, FDC Dental Assisting does not provide credit for previous training or work experience.

Health and Safety

Students are expected to use common sense at all times to prevent injury to themselves and others. FDC Dental Assisting maintains a first aid kit for emergencies. All accidents and injuries must be reported to a supervisor immediately. General safety rules that should be observed at all times include:

- Operating mechanical and electrical equipment only according to prescribed procedures
- Wearing safety glasses and other personal protective equipment whenever and wherever training activities call for them

Student Insurance

Certain risks are inherent in any work involving regular contact within a dental office setting. While stringent precautions are taken to ensure safety, minor accidents can occur. FDC Dental Assisting does not assume monetary responsibility due to student negligence. All students should have their own personal medical insurance or be covered by their families' medical insurance while attending school. While health insurance is not provided by FDC Dental Assisting, referrals for local healthcare services can be provided to students upon request to the school Director.

Student Conduct

Students are expected to act professionally and are required to respect other students, faculty members, and instructors. Possession of weapons, illegal drugs, and alcohol of any kind are strictly prohibited on school/clinic property/externship. Any violation of school policies may result in permanent termination from the school. A student's ability to reenter school is at the discretion of the Director. Examples of acceptable behavior are below:

1. Students will display respect for fellow students, faculty, and school administration.
2. Students will not interfere with the learning progress of any other student(s).
3. Students will put forth a reasonable effort to learn and conclude their training within the scheduled training period.
4. Students will attend all scheduled classes and have valid reasons for any time missed.
5. Students will adhere to the dress code at all times.
6. Students will refrain from abusive, vulgar, or profane language while on school premises and at any community clinical function.
7. Students will not engage in cheating of any form.
8. Students will not bring alcohol, illegal drugs, or weapons of any kind onto school premises or be under the influence of alcohol or illegal drugs while on school premises.
9. Students will not remove any supplies, textbooks, equipment, or other school property from the premises without written permission from the school Director.

10. Students will not eat or use tobacco products in any non-designated area while on school premises.
11. Students will leave their designated area clean at the end of every class period.
12. Students will not bring visitors to the school without prior permission from the school Director.
13. Students will make all tuition payments as scheduled.
14. FDC Dental Assisting is not responsible for, and will be held harmless for, damage to or loss of personal property, including clothing, jewelry, and other items that may be damaged by equipment, chemicals, etc.
15. The use of cell phones is prohibited while attending school, on clinic property, and externship unless permission is granted.

Student Grievance Resolution

FDC Dental Assisting's objective is to prepare students for a career as a professional dental assistant. If a student has a grievance, the following procedure will be followed:

1. A student will attempt to resolve a grievance with the person involved.
2. If a student is unable to resolve the grievance, it should be submitted in writing to the school Director. A meeting will be set up to include the student, person involved, and the Director. Every effort will be made to resolve the grievance at this point.
3. If after following FDC Dental Assisting's policy the grievance remains unresolved, the unresolved grievance should be directed to the Oklahoma Board of Private Vocational Schools 3700 N. Classen Blvd, Suite 250, Oklahoma City, OK 73118-2864. <http://obpvs.ok.gov/> 405-582-3370.

Academic Information

FDC Dental Assisting will maintain a proper ratio between instructor and student to allow adequate attention to each individual in a clinical hands-on environment. The student-instructor ratio will generally not exceed 9:1 in a clinical setting. A portion of student learning material requires both internet and device not provided by school.

Course Schedule

FDC Dental Assisting operates on a continuous basis throughout the year. Starting dates are determined at the time of enrollment and included as part of the enrollment contract.

Classes are 12 consecutive weeks, 132 clock hours as outlined below and in student schedule/syllabus.

Class material can be viewed either on a laptop/computer, smartphone, or at a local library. Any app that is used should not cost anything to download. Apps that might be used include Google Classroom, Google Meet, Google Docs, and Quizlet. Students are responsible for obtaining their own learning devices.

During weeks one through six, 60 theory hours are completed online via Google Classroom. Students will have access to recorded outline(s) to receive a review of weekly objectives, additional clarification if needed, and preparation for weekly quizzes and tests. Students may request in-person assistance and must schedule time with an instructor. During weeks seven through twelve, students will complete 72 clinical externship hours coordinated with Family Dental Centers' practice schedule. Students may request to complete a clinical externship elsewhere; however, the student's responsible for contacting and securing said clinical externship site.

***Scheduled holidays and breaks are provided in the student schedule/syllabus*

***Hours of operation are included in the student schedule/syllabus*

When an unexpected closure occurs due to extraordinary circumstances, such as inclement weather, students will be notified as soon as possible by phone.

Attendance Policy

Students have the flexibility to progress through their coursework independently. However, adherence to the following guidelines is crucial for successful completion of the program:

1. **Module Completion and Initiative:**
 - a. Students are responsible for completing weekly modules (in order) demonstrating initiative in their learning process according to their schedule provided during enrollment.
2. **Attendance and Engagement:**
 - a. Regular engagement with the course material is essential. While there are no set class times, consistent progress is required for successful completion.
3. **Reporting Progress:**
 - a. In the event of delays or difficulties, students should promptly communicate with an instructor or designated school personnel for guidance and support.
4. **Consequences for Falling Behind:**
 - a. Failure to maintain progress may result in interventions to support student success, such as additional resources or personalized guidance.
 - b. Extended periods of inactivity or non-completion of weekly modules may lead to discussions about the student's readiness to continue in the program.
5. **Re-engagement and Re-admission:**
 - a. Students who encounter challenges or need to take a break from their studies are encouraged to discuss their options with the school Director.
 - b. Re-admission after an interruption in studies may require a re-evaluation of the student's readiness and commitment to completing the program.

Absences, Tardiness, and Leave of Absence

At FDC Dental Assisting, we operate on an accelerated program model, where attendance and punctuality are crucial for student success. Absences, regardless of the reason, are recorded each time a student fails to attend a regularly scheduled class. Tardiness is also noted when students arrive after the scheduled starting time. As per our Late Work Policy, any work missed due to absence or tardiness is subject to specific guidelines regarding late submissions.

Due to the accelerated nature of our program, leaves of absence are not permitted. If a student needs to withdraw from an enrolled session for any reason, they may apply for a future session, subject to availability. However, re-enrollment requires payment of the entire tuition and registration costs for the new session.

Late Work Policy

Our late-work policy aims to balance flexibility with accountability, empowering students to progress at their own pace while maintaining academic rigor standards.

1. **Submission Deadline:**
 - a. Students are encouraged to adhere to the suggested timeline for completing module assignments. However recognizing the self-paced nature of our program, there is flexibility regarding deadlines.
2. **Late Submissions:**
 - a. If a student is unable to submit an assignment by the suggested deadline, they may still turn it in within a reasonable timeframe, as determined by the instructor or course guidelines.
3. **Late Submission Consequences:**
 - a. Late submissions may result in deduction of points or a reduction in the overall assessment grade, at the discretion of the instructor.
 - b. The severity of penalties for late submissions will be proportional to the degree of lateness and the impact on the student's progress.
4. **Communication:**
 - a. It is imperative for students to communicate promptly with their instructor or school director if they anticipate difficulty meeting assignment deadlines.
 - b. In cases of extenuating circumstances, such as illness or personal emergencies, students are encouraged to communicate with the school to discuss potential accommodation.

5. Resubmission:
 - a. In some cases, students may be permitted to resubmit late assignments for partial credit, subject to instructor approval within a specified timeframe.
6. Accountability:
 - a. While flexibility is provided regarding submission deadlines, students are expected to take responsibility for managing their time effectively and prioritizing their coursework. Students are expected to contact their instructor should they anticipate the inability to complete assignments within their scheduled module timeframe. Work eligible for late submission is limited to mid-term, final exams, and graded homework. ALL late work submitted will automatically receive 10% deduction. The student must initiate the request for submitting late work in advance. If not, assignment will not be accepted, and student will receive a zero. All assignments must be completed within 1 week of their original deadline.

Progress Policy

Individual student progress is reviewed by the instructors and Dr. Derek Cohlma. Prior to taking radiographs, students must complete required testing provided approved by the Board of Dentistry, which will be scheduled by the school. A clinical evaluation is used to assess understanding of skill level and may include weekly quizzes/exams, mid-terms, and clinical evaluations. All written assignments require a score of 70% or higher to demonstrate competence.

FDC Dental Assisting will assist each student in every viable way to enable him/her to complete the program. If a student cannot achieve satisfaction by instructors' standards or cannot pass Board required examinations, he/she will be notified at which time possible dismissal will be considered.

Grading System

Students are responsible for learning material covered during theory and clinical rotations. Grading scale is indicated as follows: A – 100% to 90%, B – 89% to 80%, C – 79% to 70%, D – 69% - 60%, F – 59% and below.

Dental Assisting Program Curriculum Outline

The Dental Assisting certificate program is designed to prepare students for a dental assisting career which combines laboratory procedures, preventive and restorative chairside procedures, sterilization techniques, and dental radiology. Prerequisites: refer to Admissions Requirements and Procedures.

Total Clock Hours: 132

Total Weeks in length: 12

Credential: Certificate

Course #	Course Title	Online Hours Week 1 - 6	Lab Hours Week 7 - 8	Externship Hours Week 9 – 12	Total Clock Hours
DA1001	Introduction to Dental Assisting	1	-	-	1
DA1002	Anatomy and Oral Structures	2	-	-	2
DA1003	Tooth Origins and Formation	8	-	-	8
DA1004	Practice and Facility Setups	2	4	-	6
DA1005	Infection Control	6	2	-	8
DA1006	Emergency Care	8	-	-	8
DA1007	Examination and Prevention	2	1	-	3

DA1008	Pain Management and Pharmacology	2	1	-	3
DA1009	Radiography	2	4	-	6
DA1010	Tooth Restorations	3	1	-	4
DA1011	Cosmetic Dentistry	3	1	-	4
DA1012	Prosthodontics	3	1	-	4
DA1013	Endodontics	3	1	-	4
DA1014	Oral and Maxillofacial Surgery	3	1	-	4
DA1015	Orthodontics	3	1	-	4
DA1016	Periodontics	3	1	-	4
DA1017	Pediatric Dentistry	3	1	-	4
DA1018	Dental Laboratory Materials	1	4	-	5
DA1019	Dental Laboratory Procedures	2	-	-	2
DA1020	Clinical Externship	-	-	48	48
	Program Totals	60	24	48	132

***Note—other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.*

DA1001 Introduction to Dental Assisting

Overview of professionalism and ethics in dentistry including various laws and how they apply to a dental practice.

DA1002 Anatomy and Oral Structures

Overview of the anatomy and anatomical features of the skull focusing on the cranial and facial bones. Overview of names, locations, and attachment of the major muscle groups and the function of TMJ and disorders. Overview of the structures surrounding the oral cavity, air way classification, and major and minor salivary glands and functions.

DA1003 Tooth Origin and Formation

Overview of classification of human dentition including histological stages of tooth development. Identify tissue structure of the teeth, tissue composition of the periodontium. Name and identify tooth surfaces and characteristic landmarks.

DA1004 Practice and Facility Setups

Overview of different roles of dental professionals, places of employment emphasizing the expectations from students and the career opportunities involved in becoming a successful dental assistant. Overview of dental hand instruments, rotary dental instruments, and operative equipment found in a dental operatory.

DA1005 Infection Control

Overview of causes of disease and infection, port of entry for disease and transmission, immunity factors, and importance of disease prevention. Overview of HIPAA, OSHA, and CDC.

DA1006 Emergency Care

Overview of common medical and dental emergencies in the dental office focusing on prevention, diagnosis and plan of action, and train reviewing most current guidelines from CPR certification through American Heart Association.

DA1007 Examination and Prevention

Overview of procedures involved with the initial examination. Methods used to examine the teeth and disease associated with decay and mouth structure. Overview of different types of teeth-numbering systems to include: Universal, ISO, and Palmer Notation and mouth-charting symbols. Introduction to alginate impressions.

DA1008 Pain Management and Pharmacology

Overview of dental pain and methods to relieve distress. Identify and understand local anesthesia focusing on necessary equipment/injection sites and general anesthesia including stages of sedation, and the terms used.

DA1009 Radiography

Overview and history of X-rays, including radiation safety, x-ray generation, equipment settings, image development, and placement of intraoral and extraoral films. Identify and demonstrate film mounting.

DA1010 Tooth Restorations

Overview of patient preparation and procedure area including tray setup, isolation of the operative site, and matrix placement. Discuss material terminology, chemical, mechanical properties, and their applications in dentistry. Identify methods used to complete, finish, and refine tooth restoration.

DA1011 Cosmetic Dentistry

Overview of cosmetic dentistry trends and their various applications in dentistry. Discuss tooth whitening, bonding and veneer application, implants and their use and necessity.

DA1012 Prosthodontics

Overview of indirect fixed restorations including crowns, bridges, inlays & onlays, and fixed dentures. Overview of removable partial and complete dentures focusing on different types of dentures.

DA1013 Endodontics

Overview of fundamentals of root canal therapy as well as challenges and limitations, discussing various pulp therapies for primary and permanent teeth. Discuss treatment process including tray setup.

DA1014 Oral and Maxillofacial Surgery

Overview of simple and surgical extractions of primary and permanent teeth including instruments and tray setup, and tooth impaction classification.

DA1015 Orthodontics

Overview of treatment of malocclusion/malalignment, including using traditional braces and Invisalign including other accelerated methods such as FastBraces.

DA1016 Periodontics

Overview of the periodontal management including preventive and surgical procedures of supporting structure of teeth. Identify anatomy of periodontium and measurement and recording techniques to include instruments and tray setup.

DA1017 Pediatric Dentistry

Overview of pediatric dentistry focusing on behavior management and types of sedation. Discuss development and growth concerns of the pediatric dentition. Overview of preventive and restorative care for the primary dentition including space management of the mixed dentition.

DA1018 Dental Laboratory Materials

Overview of laboratory materials and techniques including fundamentals of taking various types of impressions. Discuss techniques of pouring alginate impressions and trimming diagnostic study models.

DA1019 Dental Laboratory Procedures

Overview of laboratory procedures and techniques including construction of fixed and removable prosthodontics.

DA1020 Clinical Externship

Students will complete a scheduled externship that is to be uncompensated. *During weeks nine thru twelve, students will complete a total of 72 clinical externship hours coordinated with Family Dental Centers' practice schedule. Student's may request to complete clinical externship elsewhere; however, it is the student's responsibility to contact and secure said clinical externship site.* Student understands and takes full responsibility for arranging transportation to and from scheduled clinical externship. Clinical Externship hours begin during weeks seven through twelve and following any and all Board of Dentistry requirements are fully met. Clinical externship hours are to be completed within weeks seven through twelve. To be eligible for clinical externship, students must have received their DA permit/license issued by the OK Board of Dentistry and successfully completed Radiation Safety. If student does not successfully complete Radiation Safety, student will be required to retake and pay out of pocket to retake and pass the examination prior to beginning externship. FDCDA will pay for the initial DA permit, and the student understands and takes full responsibility for renewing annually by December 31st.

Students may complete required clinical hours at Family Dental Center or a general dental office. If a student chooses an off-site location for externship hours, they are required to secure and report to that office to complete scheduled hours agreed upon by the clinical externship site supervisor. Students must wear scrubs and OSHA-approved lab jackets and be prepared with personal safety glasses. If problems arise while on the clinical externship site, the student should discuss them with the supervisor. If the problem continues, the student should contact the FDCDA Director. The student is required to submit a clinical timesheet with accurately observed hours weekly to the FDCDA Director. A signed Skills Checklist will be submitted to the FDCDA Director upon completion of clinical externship hours.

Students may not change clinical externship locations without informing the FDCDA Director. Should students be terminated from a clinical site, they must find a site replacement within 48 hours or may be terminated from the dental assisting program.

Dress Code

FDC Dental Assisting maintains a dress code to prepare students for their careers. Students will be required to comply with the following:

- Scrubs, solid color, *matching top, and bottom (purchased by Student)*, tennis shoes, and socks must be worn at all times. Scrubs must be clean and wrinkle-free.
- Minimal jewelry, (no necklaces or bracelets, one stud style earring per ear), no nail polish or nails that extend past the fingertip, no acrylic nails.
- Hair must be clean and a natural color. Long hair must be pulled back or pinned up off shoulders so that it does not fall forward
- Students should bathe regularly and practice good hygiene.
- Personal Protective Equipment (PPE) is required to be worn in designated clinical areas.
- Visible piercings may not be worn, (facial and/or tongue are prohibited). When possible, tattoos must be concealed with either clothing or tattoo concealer.

Cancellation and Refund Policy

- An applicant rejected by the school is entitled to a refund of all monies paid.
- An applicant who provides written notice (delivered to FDC Dental Assisting) of cancellation within three days of signing an enrollment agreement is entitled to a refund of all monies paid.

- Expenses such as DA permit application *that has been submitted*, Core Books, and PPE eyewear are not returnable; therefore, no refund is allowed. (\$100)
- All refunds will be made within 30 days from the date of termination.
- This Cancellation and Refund Policy applies to a student who withdraws or is dismissed from the school.

Withdrawal after Commencement of Classes by the Student

FDC Dental Assisting determines the effective date of withdrawal or termination to be:

- The 3rd consecutive day of enrolled classes with no attendance, or
- The date the student makes the official request to withdrawal from the program, or
- The date FDC Dental Assisting terminates the student's enrollment for reasons other than attendance.

In all cases, FDC Dental Assisting will process the refund of tuition based on the student's last date of attendance.

- **During the first week** of enrolled classes, the school earns 10% of the stated tuition price plus \$100 for expenses already paid: DA permit application *that has been submitted*, Core Books, PPE eyewear and scrubs.
- **During the first 25%** of enrolled classes, the school earns 25% of the stated tuition price.
- **During the second 25%** of enrolled classes, the school earns 50% of the stated tuition price.
- **After more than 50%** of the enrolled classes, the school earns 100% of the stated tuition price, and no refunds will be made for any termination or withdrawal circumstances.
- **Other cancellation:** An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the school retain more than \$150.00.
- **Special cases:** In cases of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement that is reasonable and fair to both.
- **Discontinued class:** If a class is discontinued while students are still enrolled in the class and the school is still offering training in other areas, all monies paid to the school for students enrolled in the class at the time it is discontinued shall be refunded to the entity legally entitled to the refund. A school shall have thirty (30) days to restart the class or pay their fund.
- *Core books and supplies, including the required DA permit and PPE eyewear, are included in the cost of tuition and are not returnable; therefore, no refund is allowed.*

Missed Payments

If a student has missed a payment (defined as three days after the initial agreed date has passed), the student will meet with the Director and discuss a solution to resolve the missed payment. If the student cannot complete their portion of their financial agreement, the student will be dismissed from the program, and any outstanding unpaid tuition will be determined and collected according to the student's last date of attendance.

Dismissal from Program

Students may be terminated/dismissed for violation of policies as listed in this enrollment agreement, including not maintaining satisfactory academic progress, excessive absences or tardiness, improper conduct or violation of the conduct policy, and failure to fulfill financial obligations to the school.

Students will not be re-admitted in the middle of a session. Students can re-apply for a future session but will be subject to paying the entire tuition and registration for the new session. Students dismissed for not adhering to the policies listed in this catalog will not be allowed to re-apply.

Should student be terminated from a clinical externship site, they are required to find a site replacement within 48 hours or may be dismissed from the dental assisting program.

Reinstatement

Students may request to be readmitted to the school after voluntarily withdrawing. An application for re-admission to the school must be made in writing to Dr. Derek Cohlma and include the recommendation of the school director. It will be approved only for reasons of merit. Consideration will only be given if the student can demonstrate that the conditions that led to the interruption in training have been satisfactorily resolved.

Tuition and Fees

Program	Clock Hours	Hourly Cost	Total Cost
Dental Assisting	132	\$22.73	\$3000.00

****Includes \$100.00 Registration Fee, Textbook, DA Permit, and PPE eyewear.** Core Books are provided to each student in an electronic format as required. At times, expendable supplies must be replaced at the student's expense. Some clinical sites may require drug screens, additional immunizations, and background checks; the student will be responsible for those fees. These fees shall not exceed \$300.00.

Payment Options

(1) Tuition and registration paid in full or (2) extended payment arrangements made before the first day of class. Cash, check, money order, or credit card payments are accepted. All payments should be made payable to Dr. Derek Cohlma. ALL extended payment arrangements require ACH Auto-Pay according to financial contract terms

Included in tuition, students will receive the following:

- Textbook: *Intro to Dental Assisting*
- *Dental X-ray certification *must complete process with Board of Dentistry*
- All dental supplies used in the clinical training
- "Hands-on" training and experience using instruments and techniques in an actual dental office
- Certificate of Achievement and letter of recommendation outlining training and experience

Hours of Operation

Program	Times	Days of the Week
Dental Assisting Weeks 1 - 6 (Online)	<i>Required hours outlined in student schedule</i>	Online Google Classroom
Dental Assisting Weeks 7 - 8 (Clinic)	<i>Required hours outlined in student schedule</i>	Mon Tues Wed Thurs
Dental Assisting Weeks 9 - 12 (Clinic)	<i>Required hours outlined in student schedule</i>	Mon Tues Wed Thurs

Observed Holidays and Breaks

Dental Assisting	
Memorial Day	<i>*specific dates outlined in student schedule</i>
Independence Day	<i>*specific dates outlined in student schedule</i>
Labor Day	<i>*specific dates outlined in student schedule</i>
Thanksgiving Day	<i>*specific dates outlined in student schedule</i>
Winter Break	<i>*specific dates outlined in student schedule</i>