

# COLORADO SCHOOL OF DENTAL ASSISTING

## DENTAL ASSISTANT IN-OFFICE TRAINING CURRICULUM

The shortage of trained-dental auxiliary staff is a problem felt in all dental offices. Often, dental offices find themselves hiring new employees with little or no skill. Training new employees takes valuable time away from the ongoing tasks in an office, thereby decreasing efficiency, and losing revenue. The estimated cost for hiring a new employee in a dental office is \$10,000 to \$20,000 due to lost production and training time. The cost can be especially high when the training is done in an inefficient manner. In addition to the monetary cost, is the frustration during the training period for the new and existing employees. The Colorado School of Dental Assisting (CSDA) in-office course was created in response to the demand for a more efficient process of training your own staff. The course is 75% student-directed, and 25% auxiliary staff-directed. It is not necessary for the dentist to partake in the educational process.

The program consists of a 30-day curriculum, which is easy to follow and introduces dental assisting concepts in a sequential pattern. With reading and exercise assignments every week, the new employee can acquire knowledge in the dental field while working in the office. Hands-on exercises are assigned as well in order to advance a proactive approach to their dental assistant training.

Training that is presented in a sequential order, as opposed to the random order of skills often thrown at new staff, allows for a better retention of the new material. The CSDA in-office course can vastly reduce training time of “new hires” as well as making the training experience more positive for both the experienced staff members and the trainee. Think of it simply as an organized, pre-chewed method to train your staff. In addition to using the dental-assisting course for your “new-hires,” it can also be used to cross-train front office personnel. The dental assisting course can also be used as an objective skill evaluation tool on which to base initial raises and promotions during review periods.

The Colorado School of Dental Assisting has experienced enormous success in the training of our students. Dentists who have participated in our externship program, and who have hired the CSDA’s graduates, are very satisfied with the skill level of our students. The creation of the in-office dental assisting course is a natural next step in our services to the dental community. The dental assisting curriculum was put together by G. Peter Najim, D.D.S. and Zoë C. Najim, M.S., (in teaching). In both the in-office package as well as in our classrooms (all of our courses are taught in dental offices), the program is taught from a dentist’s perspective, using learning tools and activities especially formulated for training in a dental office.

Please call toll free (800) 509-2864 with any questions concerning the In-Office Dental Assisting Training Curriculum.

**Mission Statement and Objective**

The Colorado School of Dental Assisting strives to offer a highly efficient and thorough dental assisting course that prepares “new-hires” with the skills necessary to perform the duties of a dental assistant. Our aim is to provide effective, affordable training that is educational, practical and convenient, presented in a student-directed format.

**Program**

The in-office program covers all basic-functions as well as some expanded functions. The course begins with background information such as identifying the dental specialties and tooth anatomy and moves through basic functions such as moisture control and sterilization. Homework assignments, a textbook, handouts, a final exam and answer keys are included in the curriculum as well as in-office assignments that are student-directed.

The dental assisting course is a 30-day curriculum, divided into 4 weeks. Certain in-office activities will be assigned every week, as well as homework assignments and a final exam. The program is designed to take approximately 12 hours total per week for the in-office and at-home portions, with most of that time spent learning in the office.

***Subject Areas***

*Orientation to Dentistry*

*Dental Anatomy and Charting*

*Disinfection and Treatment Room Care*

*Instrument Sterilization*

*Moisture Control*

*4-Handed Dentistry and Instrument Transfer*

*X-Ray Techniques*

*Coronal Polish*

*Cements and Instrument ID*

*Restorative Dentistry and Advanced Charting*

*Instrument Setups*

**Cost**

\$350 USD (includes textbook Essentials of Dental Assisting)

## ORDER FORM

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COST: \$350 USD, includes textbook Essentials of Dental Assisting, 3<sup>rd</sup> Edition

### PAYMENT METHODS

Payment can be made in the form of a money order, check or VISA/Master Card

Please send me a copy of your **DENTAL ASSISTANT IN-OFFICE CURRICULUM**

I am paying by

- ☐ Check, payable to CSDA
- ☐ Money order, payable to CSDA
- ☐ Credit Card: VISA
- ☐ Credit Card: MC

Credit card # \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

Billing Address:

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Shipping Address

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Phone Number:

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How did you hear about us?

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Please fax or send to

fax: 720-294-8395

address: CSDA, P.O Box 8534, Breckenridge, CO 80424

Thank you for your order.

The Colorado School of Dental Assisting is Approved and Regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools.