

NORTH SHORE DENTAL ASSISTING ACADEMY

740 Florsheim Dr. #12 Libertyville, IL 60048

(224) 477-4820

[www.nsdentalassisting.com](http://www.nsdentalassisting.com)

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## CATALOG



WHERE YOU LEARN BY DOING

**WELCOME TO NORTH SHORE DENTAL ASSISTING ACADEMY,  
WHERE YOU LEARN BY DOING**

**Admission is open to qualified applicants. No qualified person may be excluded from enrollment in the North Shore Dental Assisting Academy Program based on age, race, or gender.**

The Bureau of Labor Statistics predicts that dental assisting will be the third fastest growing occupation for which a degree is not required. Dental Assistants are a vital part of the dental team. They assist dentists with examinations and treatments, ease patient's anxieties, schedule appointments, and more. Dental Assisting is a respectable profession and dentistry is an exciting field to be a part of.

Dental assistant jobs are expected to increase 19-24% by 2028. There will be a shortage of dental assistants to fill the many jobs that will be available. The demand for dental assistants is expected to surpass other supporting healthcare professionals.

Dental Assistants can work in hospitals, dental clinics, private practices, dental schools, and public health services departments. Many choose the dental assisting program as a stepping stone to a Dental Hygiene Program, and even Dental School.

The mission of the academy is to provide the necessary skills and knowledge to individuals interested in pursuing a post-secondary education in the field of dentistry. It's our mission to prepare the dental assisting student to become a critical and intricate part of a dental office.

## **PROGRAM GOALS**

**We strive to make you a vital part of the dental team. Our program goals are:**

- 1) To prepare the dental assisting student to become a critical thinking healthcare professional who promotes oral healthcare effectively.
- 2) To create learning opportunities for students to qualify for examination and certification as a certified dental assistant.
- 3) To ensure students receive accurate information, guidance, and advisement to obtain optimal direction for their educational pursuit in the dental assisting field and beyond.

North Shore Dental Assisting Academy is dedicated to student success, exceeding industry standards despite non-accredited status.

## **COURSE DESCRIPTION**

The dental assisting course is an accelerated 10 week program that prepares students to enter the profession of dental assisting. During the 10 week course which meets every Sunday from 9am-3pm, includes 60 hours of class/lab time, students receive an in-depth instructional, and hands on education in many aspects of dentistry including clinical procedures, dental materials, radiology, and more. These skills allow the student to be immediately employable upon successfully completing the program. These skills will also prepare the graduate to take the state certification exam. We will provide access to quality dental assisting education through the use of scientific evidence based instruction and technology that meets current industry standards by faculty who act as mentors and professional role models. The curriculum also includes a broad overview of front desk duties, and effective communication. The facility is a working dental office with the latest equipment, technology, lab, and sterilization area. From the first day of class, students experience what it is like to work in a real dental office.

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# **CURRICULUM**

## **Introduction to Dental Assisting**

The student will be introduced to the dental health care team learning the responsibilities of each member. Instruction will include how to prepare the patient for care, including how to record patient information on the computer. Instruction will be given on infection control, and sterilization. The student will have the ability to identify members of the dental team, and understand the roll of the assistant. The student will also have the ability to properly communicate with the patient through communication etiquette instruction.

## **Oral Anatomy**

The student will be instructed on the location, structure, function, and surfaces of teeth. The student will have the knowledge, and ability to identify teeth by name, location, and explain the function of specific teeth.

## **Radiology**

Instruction will be provided in the history and biological effects of radiation, and safety precautions of digital x-rays. Students will receive the necessary training and technique information needed to take diagnostically acceptable intraoral and extra oral x-rays. The student will have the knowledge, and skill set to obtain acceptable x-rays, and recognize and correct errors on dental x-rays.

## **Chairside Assisting**

Instruction will address four handed dentistry, instrument identification, set up, use, grasps, transfer, and procedures. The student will develop the skill set to demonstrate proper exchange of dental instruments using four handed dentistry techniques to assist the dentist in general procedures such as fillings, crowns, oral surgery, endodontics, orthodontics, and periodontics. The student will also have the ability to set up procedure trays with the proper instruments.

## **Dental Materials**

The student will be instructed on the many different types, and uses of dental materials in general, and specialty procedures. The student will have the knowledge and skill set to properly demonstrate material set up and usage in all procedures.

## **Sterilization**

# **WHAT SETS US APART**

- 1) The course is taught in a state of the art working dental office
- 2) Dental materials and supplies that are used in actual dental procedures are provided
- 3) Use of real equipment and instrumentation
- 4) Instruction delivered by highly trained dental professionals
- 5) Small classes
- 6) Hands-on curriculum
- 7) Extensive instruction in chairside assisting, four-handed dentistry, radiology, restorative materials and procedures, laboratory materials and techniques, infection control, sterilization, dental specialties, and communication.
- 8) **Classes begin every 11 weeks**
- 9) **Affordable Tuition**

## **TUITION/FEES**

Application/Enrollment fee is **\$500.00 (non-refundable)**

The tuition for North Shore Dental Assisting Academy is \$4,500

Tuition includes all fees, course material and supplies

The student is responsible for one pair of black scrubs, and gym shoes to be worn for each class.

After successfully completing the program, the student will receive a

North Shore Dental Assisting Academy Certificate, and participate in a graduation ceremony.

### **Refund Policy**

Refunds are based on tuition paid in full

First week: 100%

Second week: 75%

Third week 50%

**Transferability and acceptance is at the discretion of the receiving institution.**

**North Shore Dental Assisting Academy is not accredited by a US Department of Education recognized accrediting body, but is approved by the State of Illinois, Illinois Board of Higher Education Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.**

**Complaints which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org)**

## **CONSUMER INFORMATION**

**North Shore Dental Assisting Academy**

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The number of students admitted in the program as of July 1 of reporting period:  
16

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school:  
11 The total number of students admitted in the program during the 12 month reporting period: 27

The number of students enrolled in the program during the 12 month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled: 4

The number of students enrolled in the program who were: placed in their field of study, placed in a related field out of the field, not available for placement due to personal reasons, and not employed: 22 placed in their field of dental assisting

The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passes:0

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period: 7

The average starting salary for all school graduates employed during the reporting period: \$21

## North Shore Dental Assisting Academy Complaint Policy/Procedure

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### **Complaint Policy/Procedure**

If a student has a problem regarding a specific course, instructor, or decision, the student should first discuss it with the instructor or staff member involved. If the problem is not resolved and the problem involves an academic matter, the student should request a meeting with the director.

If the problem is not an academic matter, the student should request a meeting with the director.

**Complaints which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education,**

**1 North Old State Capitol Plaza, Suite 333,**

**Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).**



**2025 10 WEEK PROGRAM SUNDAY START DATES 9am – 3pm**

**March 2<sup>nd</sup>, - May 18<sup>th</sup>, 2025**

**June 1<sup>st</sup>, - August 3<sup>rd</sup>, 2025**

**August 17<sup>th</sup>, - October 19<sup>th</sup>, 2025**

**October 26, - January 4<sup>th</sup>, 2026**

**2026 10 WEEK PROGRAM SUNDAY START DATES 9am – 3pm**

**January 18<sup>th</sup> – March 22<sup>nd</sup>, 2026**

**April 12<sup>th</sup> – June 14<sup>th</sup>, 2026**

**June 28<sup>th</sup> – September 6, 2026**

**September 20<sup>th</sup> – November 22<sup>nd</sup>, 2026**

## **ACADEMIC CALENDAR**

**Week 1 Introduction to Dental Assisting**

**Week 2 Chairside Assisting**

**Week 3 Radiology**

**Week 4 Sterilization**

**Week 5 Dental Materials**

**Week 6 Chairside Procedures**

**Week 7 Lab Procedures**

**Week 8 Review**

**Week 9 Review**

**Week 10 Final**