



SHAPING SMILES
BUILDING CAREERS
Journey begins here!



Course Catalog

2025-2026

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Message From the Staff

“Welcome to Modern Dental Career Center Johns Creek! I am looking forward to sharing with you my knowledge and experience in dental assisting! “

Elena Monina

Mission Statement

The mission of the Modern Dental Career Center is to train new dental and orthodontic assistants in the latest and most up to date procedures, to reduce on-the-job training requirements, and enhance the students' chances of becoming employed.

Contact Information

Location: 3440 Old Alabama Rd, Johns Creek, GA 30022

School hours: Monday-Friday 9.00AM-4.30PM

Saturday: 9.00AM-3.00PM

Phone number: 855-585-0055

678-510-8987

Email: welcome@assistdentist.com

mdcc.jcr@gmail.com

Center Directors and Instructors

Elena Monina: Program Educational Director, Senior Instructor

Master's degree in biology and Geography Education. 17 Years of Professional Teaching Experience. 18 Years' Experience in the dental field.

Jane Do: Instructor

Authorization to Operate

Modern Dental Career Center Johns Creek has been authorized by
the Georgia Nonpublic Postsecondary Education Commission.

Equipment and supplies

The school facility offers up-to-date clinical dental equipment, materials and supplies and dental laboratory equipment

Clinical area	Laboratory
<p>Operative dental chairs X-ray units Panoramic X-ray machine Digital X-Ray sensors Intraoral Cameras Curing Lights Autoclave Ultrasonic Cleaner Workstation Computers Laptops Dental Typodont Manikins Dental X-Ray Capable Typodonts Dental Typodont models Orthodontic Typodont models Tooth Anatomy model Clear Human Jaw model Intraoral Digital Scanner Dental instruments, supplies and materials Orthodontic instruments, supplies and materials</p>	<p>Model Trimmer Sand Blaster Slow speed motor Stone vibrators Pumice wheel Bunsen burner Vacuum forming machines. Air Compressor</p>

Programs of Study and Course Description

The 13- week Dental Assistant Training Program for students who decided to pursue a dental assistant career. Students will be attending in-person class on Saturdays from 8.00 AM to 2.00 PM. Course includes lectures, hands-on training, and home assignments. Upon graduation students will receive Dental Assistant Certificate, Radiology, and CPR Certificates. 36 hours of ex/internships must be completed at the local dental offices.

The 7-week Orthodontic Assistant Training Program is specifically designed for students who want to pursue an orthodontic assistant career and will be working under the supervision of an orthodontist. Students will be notified upon enrollment that their employment opportunities might be narrowed to the orthodontic specialty only. During the program students will learn a wide range of tasks, including preparing the treatment area, sterilizing equipment, taking radiographs and assisting orthodontist.

Program Orientation

The orientation, usually, scheduled 2 weeks before class start date. At the orientation, we introduce future students to the faculty members, curriculum outline, and program requirements, attendance requirements for dental assisting and orthodontic assisting program students, issuing training materials, describing the training facility and the equipment that will be utilized, and answer any questions that applicants may have. During orientation, students will be given login instructions and establish usernames and passwords to access online student portal for completing homework assignments and quizzes. We recommend not sharing usernames and passwords with others.

Entrance Requirements

1. Applicants must be 18 years of age and have a high school diploma, GED, or its equivalent. Seniors in high school with GPA that will allow them to graduate at the end of the final semester are also eligible to apply. Applicants who will turn 18 by the end of the program are eligible to apply with parents' consent. Parents must sign the enrollment agreement.
All education documents should be in English Language. Certified translation from other languages must be provided at the time of enrollment. Applicants must have a valid identification document.
2. Applicants must submit application fees, fill out and sign the enrollment agreement and GNPEC disclosure form.
3. Applicants will need to supply some basic biographical information, recent employment history, and references.
4. Applicants will answer some interview questions to evaluate interest and attitude, and review the information such as academics, work experiences and career goals.
5. Applicants must have access to an internet connection, computer, laptop, or internet capable cellphone to complete and submit homework assignments and quizzes for evaluation.

Transfer Policy

Modern Dental Career center is not accepting or considering transfer credit earned at other institutions. We do not guarantee that the credit earned at our school will be transferable to another institution.

13- week Denta Assistant program curriculum

Week 1. Lecture: Introduction to Dental Assisting Profession. Sciences in Dentistry. Oral Anatomy.

Overview of dentition. Tooth morphology.

Lab: Alginate impressions. Pouring models.

Week 2. Lecture: Oral Health and Prevention of Dental Disease.

Lab: Trimming models. Fabricating bleaching trays. Performing caries assessment test. Performing proper brushing and flossing.

Week 3. Lecture: Infection prevention in Dentistry. Occupational Health and Safety.

Principles of sterilization. Moisture control.

Lab: Infection control: Treatment room and sterilization area. Processing and packaging instruments for sterilization. Operating autoclave. Sterilization monitoring (spore test). Placing isolate, rubber dam, HVE, and saliva ejectors. Placing gauze, cotton rolls, and cheek retractors.

Week 4. Lecture: Patient Information: New patient (DISC description). Dental Records.

Vital Signs. Oral Diagnosis and Treatment Planning. Introduction to Dentrix software.

Lab: Checking blood pressure, pulse, and oxygen level. Dentrix: Creating a patient file. Entering existing oral conditions, treatment plan and clinical notes into the chart. Periodontal charting.

Week 5. Lecture: Assisting in a Medical Emergency. Medically compromised patient.

Anesthesia and Pain Control. Introduction to Sedation Dentistry. Principles of Pharmacology.

Lab: CPR Training (Certificate). Assisting with transferring patient from wheelchair into a dental chair. Vital signs, monitor blood pressure, pulse, and oxygen level (pulse oximeter). Preparing and placing topical anesthetic. Assembling syringe for local anesthesia. Passing syringe to the dentist.

Week 6. Lecture: Foundation of clinical dentistry. Structure of the dental office. Dental instruments, handpieces, and rotary instruments.

Lab: Instrument passing techniques. Using rheostat light, turning on water for handpiece, attaching handpiece to the unit, placing rotary instrument into a handpiece. Placing water bottles, running waterlines, flashing suction lines, adjusting assistant chair, placing dental chair in supine and sub-supine position, changing light bulb on chair light. Assisting in class 1 composite filling.

Week 7. Lecture: Radiology (X-Ray) training (Certificate). Extra-oral and Intro-oral Imaging.

Lab: Taking full mouth series of x-rays (FMX), panoramic x-ray (PAN), and intra-oral photos. Periodontal charting

MIDTERM TEST

Week 8. Lecture: Dental materials. Introduction to Cosmetic and Restorative Dentistry. Classification of filling restorations. Filling procedure set up and chairside assisting in composite and amalgam filling restoration.

Lab: Filling procedure instrument set up. Assembling, placing, and removing matrix system and wedge for class 2, 3, and 4 restorations.

Week 9. Lecture: Crown and Bridge restoration. Crown and bridge procedure set up and chairside assisting step by step. Provisional crown and bridge Fabrication techniques.

Lab: Taking preliminary impression for provisional crown. Taking bite registration and opposing impression. Mixing IRM. Chairside assisting in composite filling, crown, and bridge procedure. Provisional crown fabrication (posterior and anterior). Dental office internship: week 1.

Week 10. Lecture: Endodontic Procedures, Post and Core. Introduction to Periodontal Dentistry.

Lab: Root canal procedure set up. Chairside assisting with RCT procedure. Provisional bridge fabrication (posterior and anterior). Chairside assisting with provisional and permanent crown cementation. Dental office internship: week 2.

Week 11. Lecture: Oral and Maxillofacial Surgery. Assisting in Extraction Procedure. Removable Prosthodontics. Dentures.

Lab: Surgical and simple extraction instruments set up. Chairside assisting in surgical procedures. Dental office internship: week 3.

Week 12. Lecture: Introduction to Pediatric Dentistry. Overview of children dentition. Pediatric procedures and parent education. Introduction to Orthodontic Dentistry. Employment opportunities and marketing yourself

Lab: Assisting in sealant and topical fluoride placement. Assisting in orthodontic brackets, wires, and ties placement. Building resume and preparation for Job Interview. Explore job opportunities via Dental Post. Lab test Part 1

FINAL TEST

Week 13. Lecture: Dental Administration and Communication Skills. Financial Management and Marketing. Lab: Lab test Part 2.

7- week Orthodontic Assistant program curriculum

Week 1. Lecture: Introduction to orthodontic specialty. Orthodontic office. Tooth anatomy and morphology. Teeth numbering systems. Overview of dentition. Tooth morphology.

Lab: PPE and OSHA compliance procedures while working in clinical area and in-house laboratory. Alginate impressions, upper and lower. Use of digital scanner. Pouring up model. Trimming models

Week 2. Lecture: Malocclusion and dental disease. Types of malocclusions. Benefits of orthodontic treatment. Phase 1 and 2 orthodontic treatments. Radiology training (certificate).

Lab: PVS impressions, light body and heavy body. Intraoral and extraoral photography techniques. Taking radiographic images: Cephalometric, PAN and BWX

Week 3. Lecture: Infection control. Orthodontic instruments and materials. Orthodontic appointments

Lab: Infection control: Treatment room and sterilization area. Processing and packaging instruments for sterilization. Operating autoclave. Sterilization monitoring. Placing separators. Fitting molar bands

Week 4. Lecture: Brackets placement appointment. Adjustment appointments. Appliances, instruments, and techniques.

Lab: Assisting orthodontist in bracket placement procedure. Fitting and placing arch wire. Learning to place Ligature Ties, Kobayashi hooks. Learning to assist with Piggyback, under tie, Coil, Wire bend.

Week 5. Lecture: Bracket removal and retainer placement/impressions appointment.

Lab: Assisting orthodontist in bracket removal procedure. Taking impression for retainers (alginate, PVS, digital). Pouring up impression. Assisting dentist with cementing LBR retainer. Learning to fill out laboratory RX. Removable retainer delivery

Week 6. Lecture: Clear aligners orthodontic treatment.

Lab: Assisting orthodontists with preop and post op orthodontic records. Taking preop and post op Cephalometric x-ray. Taking preop and post op impressions or digital scan. Taking impression for retainers (alginate, PVS, digital). Pouring up impression. Assisting dentist with cementing LBR retainer. Learning to fill out laboratory RX.

Week 7. Lecture: FINAL TEST multiple choice

Lab: FINAL TEST clinical

Dental Assisting and Orthodontic Assisting Procedures training will be performed on Dental Manikins.

Course Academics and Attendance Requirements

Students must attend all scheduled sessions of the class to be successful with the curriculum.

Missing two or more sessions for dental assisting class and one or more sessions for orthodontic assistant grounds for dismissal from the school. Some exceptions will be made with valid proof of absence. Validity will be determined by the school and a notice of absence is preferred before the scheduled time the student will be missing. During the week, students will complete homework assignments and quizzes and submit through online student portal assistdentist.com for evaluation. Each student will have a unique username and password to access the system. After login into the system students can view attendance reports, assignments, and academic progress. If students have a problem regarding education, they can communicate with the class teacher using this system, or via phone, email or GroupMe messaging.

To successfully complete and submit assignments through the portal students must have:

A reliable computer and internet access

A separate workspace with a student desk and comfortable chair.

Traditional school supplies

An online or paper calendar with a class schedule and due dates

Each student will be required to perform 36 hours of internship/externship training for dental assistants and 12 hours for orthodontic assistants in local dental offices to complete the course in the last weeks during the normal Monday through Friday work week. This is the most valuable source of training as it gives the additional experience needed to merge with employment in a dental field.

Absences, Tardiness, Makeup Work, Re-entrance

Students who miss training sessions due to illness or other emergency must complete home assignments and take a weekly quiz before the next session. Lab training should be completed as soon as possible by making special arrangements with the course instructor.

Due to the large amount of material covered in each session, students who miss two or more sessions for dental assisting class and one or more sessions for the orthodontic assistant will not be able to catch up with the class.

School attendance records will reflect absences, late arrivals, and early departures. Students who miss more than two sessions should submit a request to join the next class or apply for a refund in accordance with the refund policy.

Financial Information

Tuition includes Dental Assistant Certificate, Radiology and CPR certifications.

Uniforms should be purchased by the student according to the class dress code. Tuition and fee increases will not occur during the training period.

Tuition and Fees

Total amount	Application fee	Tuition	Payment options			
			Full tuition payment	In-house Financing		
				Down payment	Weekly payments	
13-week Dental Assistant Program						
3800.00	50.00	3750.00	3750.00	890.00	220.00x13	
Includes application fee and tuition	Non-refundable Due upon registration		75.00 discount if paid in full by check or cash before the orientation	Downpayment is due at the orientation	Due before each class	
7-week Orthodontic Assistant Program						
2425.00	35.00	2390.00	2390.00	850.00	220.00x7	
Includes application fee and tuition	Non-refundable Due upon registration		50.00 discount if paid in full by check or cash before the orientation	Downpayment is due at the orientation	Due before each class	

All tuition & fees are payable for one term only.

Modern Dental Career Center Johns Creek currently does not offer financial aid for students.

Credit Card Payments

All payments can be made via our website assistdentist.com/payments. Students on our in-house payment plan who miss weekly payment will not be allowed to continue the program.

Re-admission Policy

If a student is unable to complete the training program due to a valid reason, he/she may be readmitted during the next training session to continue to graduation.

Compliant and Grievance Procedures

If a student has a problem with the training, he/she should bring it to the attention of the instructor immediately. The school faculty members will help to resolve the issue.

Our contacts:

Email: mdcc.jcr@gmail.com
welcome@assistdentist.com

Phone: 855-585-0055
678-510-8987

Alternatively, if the issue is unresolvable, students may request to drop from the training course and be issued a refund in accordance with the school's refund policy.

If student's complaint with the Modern Dental Career Center Johns Creek remains unresolved, he/she can file it with the Georgia Nonpublic Postsecondary Education Commission online: <https://gnpec.georgia.gov/student-complaints> or

2082 East Exchange Place, Suite 220 Tucker, GA 30084 770-414-3300

Student Conduct Policy

The dental office is a busy place where personal contact with other employees, dentists, and patients is a common element. Everyone must be accountable for everything they do and say as a dental assistant. The same terms apply during our dental assistant training program.

The students are expected to maintain the highest ethical standards while on the training course and in their future as dental assistants. Cheating on any exams, disrupting the class in an inappropriate way, or damaging dental equipment, is grounds for immediate dismissal from the program.

Dental assistants should be honest, compassionate, and concerned about the welfare of the patients, and we require the same in our school. This is all about starting a new, rewarding career in the dental field, and helping patients get a nice smile!

Dress Code

OSHA and CDC requirements for universal precautions will be followed in this course. Gloves, masks, protective eyewear, and lab coats will be provided during the training. If you have an allergy to latex, please inform the instructors during orientation day. Long pants, socks and closed-toed shoes are required to be worn in each session.

Cancellation and Refund Policy

Students who apply for the program but are unable or choose not to complete it may be entitled to a refund. If a student decides within 3 days after signing the contract not to attend the program, all money (except the application fee and 3.29% Processing fee if paid by credit card) will be refunded.

Refunds are determined based on the provision of the total tuition based on the percentage of the program completed at withdrawal, up to 50% of the program after which no refunds are guaranteed. The withdrawal date will be the date that the director or instructor received written notification of the student's desire to withdraw.

In the case of unsatisfactory academic performance, the withdrawal date will be the date the student's dismissal letter is mailed.

In the case of absences, the date of the third absence will be the withdrawal date.

If the Modern Dental Career Center Johns Creek cancels or changes a program of study or course (time, or location, or other change considered substantive by the Executive Director) in such a way that a student who has started the program or course is unable to continue, it shall make arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program; or refund **all money paid by the student** for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the institution and the student are not possible.

Refunds are issued by mail to the address on the student's application within 30 days of the date of the request.

The training textbooks must be returned to the school prior to the refund. If books are lost or damaged, they should be replaced, or a security deposit will be held by the school. The textbooks must be in good to excellent condition.

Graduation Requirements and Transcripts

The grading scale will be the standard A-F scale, with corresponding percentage ranges:

A: 90-100%, B: 80-89%, C: 70 to 79% D: 60-69%, F: 59% and below. Students must complete all courses, assignments, quizzes, tests, and laboratory work with an overall satisfactory grade (70% or higher) to graduate.

If a student scores less than 70% on any quiz or test, he/she will have an opportunity to retake it once. The original score will be replaced by the retake score. An academic transcript will be provided to the student on the day of graduation. If a student needs an additional copy of the transcript after graduation, he/she can reach out to Elena Monina at mdcc.jcr@gmail.com. There is no fee for additional transcripts.

Internships and Externships

During the training courses we require each dental assistant student to complete 36 hours of internship/externship training in a dental office, and orthodontic assistant students to complete 12 hours in the orthodontic office. During this time, students will observe and assist as directed by an experienced dental professional.

Depending on students' skills and interaction with the staff, it is possible that the office may encourage them to fill out an application for employment. This is a good indication that the office may be interested in hiring. During internship(s), it is imperative that students arrive and leave on time, dressed, and groomed appropriately, and show desire to learn and help others.

After each internship day, office staff members must fill out a report of students' experience in the office. If there is any uncomfortable situation in the office, students should contact the instructors immediately.

Career Services

Modern Dental Career Center Johns Creek does not guarantee employment after graduation; however, we provide the assistance with dental/orthodontic offices externship placement, building resume and preparation for job interviews. We help students to explore job opportunities via DentalPost.net, CloudDentisty.com, Facebook, and personal references.

The Learning Resource System

PowerPoint Presentation for Dental assistant program.

PowerPoint Presentation for Orthodontic Assistant Program

Textbook: Modern Dental Assisting; 12th Edition.

Textbook Orthodontic Assisting

Workbook, Modern Dental Assisting; 12th Edition.

Homework assignments and quizzes via student portal.

Q & A via the student portal.

Our LRS is designed to maximize training. It is imperative to complete each week's assignments before the following in-person session.

For any questions, please contact your instructors via student portal, phone, email or GroupMe message. We will respond at our first opportunity, but no later than 12 hours. The necessary textbooks will be assigned to students in the first class to use during the entire course. There is no rental fee for utilizing the book, but we require 120.00 security refundable deposit for the books. Deposit will be returned at the end of the training. The textbooks are property of the school and must be returned in good condition.

In case of loss or damage to the textbook deposit will be kept by the school. Students can also purchase new or used textbooks to replace it. A used textbook must be in good condition to be considered 'eligible' as a replacement textbook.

Technical support

In case of technical issues while completing homework via student portal (such as server downtime) we notify students as soon as problems occur and provide timely technical support. Usually, the issue is resolved within 24 hours.

Extracurricular activities

Giving Back to the Community Events

Community of Smiles is a unique event where dentists, assistants and administrators volunteer to provide free dental work to the local community. These events are usually announced in the news, media, including television, radio, and newspapers.

These events are very busy as many people line up early to receive free dental treatment. Local television stations perform live reporting from the event!

If one of these events is scheduled to happen during scheduled course, it is great opportunity as the future dental assistant to be exposed to real dental world, help the community, and meet local dentists. <http://www.dentalheart.com/>

The Thomas P. Hinman Dental Conference

The Thomas P. Hinman Dental Meeting is an annual conference, providing dentists, dental hygienists, dental assistants, laboratory technicians and dental office staff with the latest and most comprehensive continuing education courses in dentistry.

This meeting is known for its Southern Hospitality, extraordinary educational programs, impressive roster of speakers, unsurpassed social events, and all-inclusive technical exhibitions.

The Meeting is sponsored by the Hinman Dental Society, a non-profit organization, and all excess revenue is invested and then gifted in the form of scholarships to individuals and institutions that foster dental education. <https://www.hinman.org>

If this unique annual event occurs during your training course, attendance is voluntary but encouraged! This event has no effect on course length.

SCHOOL ACADEMIC CALENDAR
2025-2026

Programs of Study	Start Date	End Date
Dental Assisting		
Orthodontic Assisting		

Modern Dental Career Center Johns Creek will be closed during National Holidays:

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day