

# Palmetto School of Career Development

## Program/Course Listing and Information Catalog

Volume 11 Edition 4  
July 2020



**Administration Office:**  
2183 Ashley Phosphate Rd. Suite A  
North Charleston, SC 29406  
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[www.palmettoschool.com](http://www.palmettoschool.com)

# Locations

Palmetto School of Career Development has 3 locations across South Carolina. Our main campus is located at 2183 Ashley Phosphate Rd. Suite A., with branch campuses located in Columbia SC, and Myrtle Beach SC. A comprehensive list of all of our training locations are listed below.

## **Training Locations South Carolina:**

### **Palmetto School of Career Development**

#### **Main Campus - Charleston**

Lecture/Classroom: 2183 Ashley Phosphate Rd. Suite A  
North Charleston, SC 29406  
Clinical/Lab: 9565 US-78  
Ladson, SC 29456

### **Palmetto School of Career Development – Columbia (Branch)**

Lecture/Classroom: 7001 St. Andrews Rd., Suite 5A  
Columbia, SC 29212  
Clinical/Lab: 7241 Broad River Rd. Suite 90  
Irmo, SC 29063

### **Palmetto School of Career Development - Myrtle Beach (Branch)**

Lecture/Classroom: 854 Jason Blvd. Unit D  
Myrtle Beach, SC 29577  
Clinical/Lab: 1321 44<sup>th</sup> Ave. North  
Myrtle Beach, SC 29577

**I certify that this catalog/handbook/bulletin is true and correct in content and policy.**

## **Brief History**

Palmetto School of Career Development was founded in 2010 by three partners with the goal of providing education and hands-on experience to specialists in the dental office environment. PSCD quickly evolved and expanded their curricula to offer that same practical and “real world” experience to other professional environments, including hospitals, pharmacies, and physicians’ offices.

PSCD is currently operating in cities throughout South Carolina. Our schools and courses are approved by the South Carolina Commission on Higher Education.

### **Owner:**

Palmetto School of Career Development, LLC

### **Governing Board:**

Mark Baty

Dr. Courtney Shelbourne, DMD

Matthew Shelbourne

Daniel Ledbetter

### **Disclosure:**

Palmetto School of Career Development reserves the right to change program/course content, start dates, tuition, and to cancel programs/courses.

### **Date of Printing:**

July 2020

## **Licensed By:**

**South Carolina Commission on Higher Education**

**1122 Lady St, Suite 300**

**Columbia, SC 29201**

**Telephone: (803) 737-2260**

**Website: <https://www.che.sc.gov/>**

**Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.**

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# School Policies

## **Mission Statement**

Palmetto School of Career Development's (PSCD) mission is to ensure that our students have the fundamental tools needed to enter the professional workforce by adding skills, experience, and an education.

## **Goals**

- We strive to improve the lives of our students by providing them with the skills, experience, and education necessary to obtain gainful employment in the career field of their choosing.
- We are committed to meeting the industry standards in all of the courses we offer.
- We aim to be responsive to the needs of our students, employers, and the community.
- We are dedicated to being responsible, good-standing members in each of the communities we serve.
- Each member of our school shall be familiar with and adhere to the code of ethics of the Council on Occupational Education (COE) and the State regulatory institutions.

## **Entrance/Eligibility Requirements**

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in the PSCD training program based on age, race, gender, disability, or national origin. Applicants must meet the following requirements:

1. Have an interest in the chosen program/course of study
2. Be at least 18 years of age or have written permission of parents or guardians
3. Graduation from a public or private high school that operates in compliance with State or local laws or a certificate of high school equivalency (GED).

## **Admissions/Application Process**

Applicants interested in applying for entry to any offered program/course of study who meet the above entrance/eligibility requirements may apply by completing the following application process:

1. Have an in-person interview with a school representative
2. Provide proof of entrance/eligibility requirements
3. Submit a signed Enrollment Agreement (Admissions are made on a rolling basis)

## **Admissions/Application Process for Special Needs Students**

### **Hearing Impaired Students**

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In the event a student is hearing impaired and requires extra accommodations, Palmetto School of Career Development will hire an ASL interpreter from the local area to attend every class and clinical session. This interpreter will also be made available for any extra-curricular sessions the student might require with the instructor for remedial work or with a career adviser during job placement.

### **Visually Impaired Students**

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In the event a student is visually impaired and requires extra accommodations, Palmetto School of Career Development will provide all materials related to the class in a Braille format, if necessary. This includes textbooks, printed materials, and any other visually-based materials which may be a part of the class. Should the student require a personal guide, one will be provided to assist the student in a one-on-one manner. Should a student that is visually impaired require a service animal to be present during class, we will make any accommodation necessary for said service animal, provided they are licensed and trained by a federal, state, or municipal regulatory agency.

## **Transfer or Granting of Credit**

Palmetto School of Career Development does not offer transferable credits to students wishing to continue their education in a traditional college setting. Because of the short length of our programs, PSCD does not accept transferable credits from other institutions.

PSCD will provide students with transcripts, but there is no guarantee that credits from PSCD will transfer to another institution.

## **Language of Training**

All courses are offered only in English. PSCD does not offer English as Second Language instruction.

## **Copyright Infringement Policy**

The unauthorized use, installation, copying, and or distribution of copyrighted, trademarked, or patented material is expressly prohibited. Violation of this law and school policy will result in disciplinary action up to and including dismissal.



# Tuition and Payment Plans

## Registration

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A deposit of \$200.00 is due at the time the enrollment agreement is submitted and is applied to the tuition cost. Of this \$200 deposit, \$100 is considered an application fee, which is retainable three (3) business days after signing the Enrollment Agreement.

## Tuition

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Tuition costs are unique to each program/course offered (See the Tuition section under the program/course listing). Of the tuition cost for each program/course, \$200.00 is a deposit, due at the time the enrollment agreement is submitted, \$100.00 of which is a retainable application fee, three (3) business days after signing the Enrollment Agreement. It is required that payment be made in full by or on the orientation date listed on student's Enrollment Agreement if no special payment arrangements have been made prior to that date.

## Payment Plans

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### Administration Fees

PSCD does not charge administration fees for using credit cards.

### Plans between the Student and Outside Lending Sources

Payment plans between the student and outside tuition lending sources must be arranged by or on the orientation date listed on student's Enrollment Agreement.

### Lender Statement

Any holder (*lender*) of a consumer credit contract (*promissory note*) resulting from the enrollment of the student at the School is subject to all claims and defenses which the debtor/student could assert against the School. Recovery shall not exceed the amounts paid by or on the behalf of the debtor/student.

### Plans Offered by PSCD

PSCD offers Private Pay, and WIOA payment plans to aid students facing financial constraints in an effort to provide all of its students the opportunity to learn and advance their career. Each student is allowed to choose the payment plan that he/she feels best suits his/her financial situation. However, students are cautioned that failure to remit payments on time will prohibit the student from attending class.

## Payment Information

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All payments must be made on or before the payment due dates outlined on the Student Enrollment Agreement. Payment can be made over the phone, brought into the location, or mailed into the location. Students will not be allowed to attend class if payments are not remitted on time.

# Cancellations & Withdrawals

## Cancellations by the School

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Any student who enrolls in a program/course that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid.

## Withdrawals

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Students are not required to give written notification to PSCD, either in person or by certified mail, of their intention to withdraw from a program/course. If no cancellation request is made prior to the start date of the program/course, and the student is absent for more than four (4) hours of class without explanation, PSCD will then consider the student to have withdrawn from the program/course. Refunds will be made in accordance with the Refund Policy.

## Termination

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If a student is terminated for any reason, PSCD will notify the student in writing, either in person or by certified mail. The termination date for refund computation purposes shall be the last date of actual attendance by the student or the start date for the class. Refunds will be made in accordance with the Refund Policy.

# Refund Policy

The school shall adhere to the following refund policy in the event of notification of withdrawal by the student or termination by the school prior to completion of the course or program. All refunds will be made within 40 days of the cancellation or termination date (Date of Determination). The refund policy follows South Carolina Commission on Higher Education regulations.

Students that choose to withdraw from class after attending their first session, must notify their Career Advisor or the Admin office of their intent to drop. Students that do not attend any class and do not notify their Career Advisor or the Admin office of their intent to drop, will be considered cancels and drop paperwork will be initiated by the school. Refund calculations are made based on the following conditions:

### **Within Three (3) Days of Signing Enrollment Agreement**

All monies will be refunded if the applicant is not accepted by the school or if the applicant cancels or is terminated by the school within three (3) business days of signing the Enrollment Agreement.

### **Three (3) or More Days of Signing Enrollment Agreement, but Before Attending First Class**

Should a student be terminated or request cancellation three (3) or more business days after signing the Enrollment Agreement, but before attending the first class, all monies paid, less the retainable application fee of \$100.00, and the cost of any materials that are not reusable or equipment not returned to the administration office, will be refunded.

### **If No Notification Made Prior to Program/Course Start Date**

An applicant not requesting cancellation by his/her specified program/course start date will be considered a student after attending the first class of that program/course. If no cancellation request is made prior to the start date of the program/course, and the student is absent for more than 4 hours of class without explanation, PSCD will then consider the student to have withdrawn from the program/course. All monies paid, less the retainable application fee of \$100.00 and the cost of any materials that are not reusable or equipment not returned to the administration office, will be refunded.

### **After Attending the First Class**

If a student chooses to withdraw or is terminated from this program/course for any reason after attending the first class, refunds are based on the proration of tuition and percentage of program completed at withdrawal, up to 60% of the program, less the retainable application fee of \$100.00 and the cost of any materials that are not reusable or equipment not returned to the administration office. The cancellation or termination date for refund computation purposes shall be the date the student requested to withdraw/drop (Date of Determination) or the last date of actual attendance by the student if no request is made.

Below is a breakdown of what all is included in the total tuition:

Dental Assisting Chairside		Medical Admin Assisting	
Retainable registration fee	\$100	Retainable registration fee	\$100
<u>Remaining tuition</u>	<u>\$5,900</u>	Certification Exam	\$117
Total Tuition	\$6,000	<u>Remaining tuition</u>	<u>\$1,883</u>
		Total Tuition	\$2100
Medical Billing and Coding		Pharmacy Technician	
Retainable registration fee	\$100	Retainable registration fee	\$100
Certification Exam	\$117	Certification Exam	\$129
<u>Remaining tuition</u>	<u>\$3,283</u>	<u>Textbook</u>	<u>\$100</u>
<u>Total Tuition</u>	<u>\$3,500</u>	<u>Remaining Tuition</u>	<u>\$1,771</u>
		Total Tuition	\$2,100

# Facilities

## **Administration Office**

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PSCD's administration office is located at 2183 Ashley Phosphate Rd. Suite A, North Charleston, SC 29406. The office is open from 8:00AM - 5:00PM daily, Monday through Friday and closed all federal holidays.

## **Main Campus**

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PSCD's main campus is located at 2183 Ashley Phosphate Rd. Suite A, North Charleston, SC 29406. The office is open from 9:00AM – 5:00PM daily, Monday through Friday and closed all federal holidays.

## **Training Facilities**

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Training facilities are dependent on the program/course (See the Class Format & Training Facility section under the program/course listing).

### **Charleston, SC**

Lecture/Classroom portions of the program/courses are held at our main campus located at 2183 Ashley Phosphate Rd. Suite A. The office is approximately 1000 square foot, and equipped with computer stations and other multimedia equipment. The area seats 16-24 comfortably, depending on set up.

Clinical/Lab portions of the program/courses are held at Nicklas Dental located at 9565 US-78. The practice is approximately 2500 square foot and has dual operatory surgical suite with post-op area, two additional operatories, exam rooms, sterilization area, laboratory, x-ray facilities, and front desk area.

### **Columbia, SC**

Lecture/Classroom portions of the program/courses are held at our branch located at 7001 St. Andrews Rd., Suite A5. The office is approximately 1000 square foot, and equipped with computer stations and other multimedia equipment. The area seats 16-24 comfortably, depending on set up.

Clinic/Lab portions of the program/courses are held at Crowns Now Dentistry located at 7241 Broad River Rd., Suite 90. The office is approximately 3600 square foot with six operatories, x-ray capabilities, laboratory, and front desk area.

### **Myrtle Beach, SC**

Lecture/Classroom portions of the program/courses are held at our branch located at 854 Jason Blvd, Unit D. The office is approximately 800 square foot, and equipped with computer stations and other multimedia equipment. The area seats 16-24 comfortably, depending on set up.

Clinic/Lab portions of the program/courses are held at DocMark General and Cosmetic at 1321 44<sup>th</sup> Ave N. Myrtle Beach, SC 29577. The practice is approximately 2500 square foot. The office has six operatories with digital x-ray technology, sterilization center, laboratory, and office area.

## Learning Materials

Required learning materials are unique to each program/course offered (See the Learning Materials section under the program/course listing).

## Dress Code

Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image you will present to your future employers, customers, and visitors. Good grooming and an attractive appearance are especially important for health care personnel. Therefore, while attending classes at PSCD, students are expected to dress in attire appropriate to the program/course in which they are enrolled and to behave in a professional and businesslike manner at all times.

Students enrolled in clinical programs/courses where lab hours are required as a portion of each class are required to wear school-provided scrubs and closed toed, no-slip shoes (no-mark sneakers, Dansko clogs, etc.) during each class session. Extremes in dress, hair, nails, and makeup should be avoided, especially during lab portions of class.

## Rules of Conduct

Students are expected to conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates at all times. PSCD administration reserves the right to terminate any student guilty of the following:

- Not complying with school rules and regulations
- Creating a safety hazard to other students
- Disobedient or disrespectful behavior to faculty members or other students
- Unsatisfactory academic progress
- Poor attendance
- Unprofessional conduct
- Failure to remit payments when due
- Cheating
- Falsifying records
- Breach of the enrollment agreement
- Entering any school site while under the influence or effects of alcohol, drugs, or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment
- Harassment of any kind including intimidation and discrimination

PSCD will notify the student in writing of the offense. The student will be required to meet with the Business Office Admin prior to returning to class. He/she will make a determination on whether to allow the student to continue in the program/course. If administration decides to terminate the student, refunds will be made in accordance with the school's Refund Policy.

## Drug Free School & Workplace

PSCD has a zero tolerance for illegal drugs and alcohol. No student, instructor, employee, or administrator may be on any school premises under the influence of alcohol, drugs, or narcotics of any kind. Any individual displaying suspicious behavior or suspected to be under the influence of alcohol, drugs or narcotics will be subject to immediate dismissal/removal. The individual will be required to meet with the Business Office Admin prior to returning to class. Administration will make a determination on whether to allow the student to continue in the program/course. If administration decides to terminate the student, refunds will be made in accordance with the school's Refund Policy.

## No smoking

There is no smoking permitted inside any PSCD location. Each location allows smoking outside during breaks. Ask an instructor or administrator if you are unsure of appropriate smoking areas.

# Harassment Policy

PSCD will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature. Such conduct is prohibited in any form on any PSCD premises. This policy applies to all students, instructors, employees, and administrators. Examples of prohibited harassment include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to harassment, tell the harasser that his or her actions are not welcome if you feel comfortable enough to do so, and report this and any additional incidents or retaliation to the administration office immediately. Any reported incident will be investigated immediately, thoroughly, and resolved as confidentially as possible.

## Unresolved Disputes/Student Complaints

We expect that students, instructors, business office administrators and career advisors will maintain an attitude of respect, patience, dignity and attentiveness toward each other at all times.

We understand that there will be times when students need to register complaints or concerns. We take all concerns seriously and will respond quickly to find a resolution. In order to achieve efficient and satisfactory resolutions to concerns, we require our students to adhere to the following policy:

1. Students, instructors, business office administrators and career advisors are expected to address in person any disagreements or conflicts directly with each other first. Typically, open dialogue, and honest and respectful communication, can lead to quick and satisfying resolutions.
2. If, after communicating with the appropriate person(s), no satisfactory resolution is made, the complainant(s) should contact the corporate office at [info@palmettoschool.com](mailto:info@palmettoschool.com).
3. If satisfactory resolution still cannot be made, the student is invited to call or e-mail the Director at the PSCD Corporate Office in North Charleston, SC: Daniel Ledbetter [danielledbetter@palmettoschool.com](mailto:danielledbetter@palmettoschool.com) or call 855-432-2681. Please have all pertinent information ready to discuss, including the specific measures you have taken to resolve the matter.
4. The Director will review the situation and work with the parties to find a resolution.
5. All communications regarding the complaint will be captured in writing and all meetings and communications will be documented and kept in the student's file. Every attempt at a satisfactory resolution will be made.
6. A final resolution/determination will be given by the school.

**For students attending class in South Carolina:**

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If the complaint cannot be resolved by the Director, the complainant(s) may contact the South Carolina Commission on Higher Education via this link:

[http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

## Program/Course Curriculum

On the first day of class or at orientation (1 week prior to class) for each program/course, students will receive an outline of the course curriculum or syllabus, which lists reading assignments and acts as a study guide.

The Medical Director will review the curriculum at the end of each quarter and make recommendations for updates and/or changes that they feel would improve the effectiveness of the program and better prepare the graduating students for a smooth transition into the workplace. During this review, new standards and technologies will also be considered to be sure that students are receiving instruction relevant to tasks they will be expected to complete in their new occupation.

## Attendance Policies

### Absences

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Students are expected to attend all clock hours of program/course instruction. Students must attend 95% of every program/course, in order to earn a certificate of completion or to graduate from the program/course. Failure to meet this requirement will result in termination from the program/course.

If emergencies or extraordinary circumstances occur, students are requested to speak with the Business Office Admin, who will arrange ways to make up the sessions that were missed.

### Late Arrivals or Leaving Class Early

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Arriving late or leaving early will be treated as absences. Missed coursework is to be made up by conferring with the Instructor.

### Legal Holidays

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Palmetto School of Career Development observes all Federal Holidays listed. All schools will be closed on Federal Holidays and classes will not be held.

- New Year's Day
- New Year's Eve
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

## Satisfactory Academic Progress

Starting after the first week of class, the Business Office Admin will begin to monitor each student's progress in the class by running weekly evaluation reports. The students will be notified weekly of their progress. If the student begins to show unsatisfactory progress of a current grade below 70%, the Business Office Admin will notify the student of their declining progress immediately. If they are still showing as unsatisfactory for 3 consecutive sessions, the Business Office Admin will set up a time to speak with the student to offer solutions to help the student improve their progress. Some solutions that may be offered include, but are not limited to: setting up private tutoring sessions with the lecture instructor and setting up private tutoring sessions with the clinical instructor. The student must maintain a GPA of at least 70% or they will be placed on an academic probation. Failure by the student to attain a cumulative GPA of at least a 70% during the probation period will result in academic suspension.

If a student receives a final grade of less than 70% in the program they are enrolled in, he/she will be notified with a written warning letter provided by the Business Office Admin that advises them to submit a written appeal before the start of the next class. The appeal should state the reason for the grade and steps the student can take to improve their grade. If the appeal is approved, the student and Business Office Admin will develop a plan to bring the student back to good standing. The plan will be monitored weekly. If the student is unable to maintain good standing, they will receive a dismissal letter terminating them from the program. If the student's initial appeal is denied, the student will be dismissed from the program and may be allowed to register for a different program.

## Grading

An average grade of 70% is required in order to satisfactorily complete each program/course. Class work is graded as follows:

<b>Excellent</b>	<b>90 – 100</b>
<b>Good</b>	<b>80 – 89</b>
<b>Fair</b>	<b>70 – 79</b>
<b>Failing</b>	<b>Below 70</b>

Lab work is graded on a pass/fail basis. Competency in each task assigned must be demonstrated to the instructor for the student to pass the lab.

All written assignments will be graded and returned to the student to use as study aides for the Midterm and Final Exams. If at any time the student's average drops below 70%, the Business Office Admin will notify the student in person to speak about the options the student has to improve their overall grade.

## Make-Up Work / Retest Policy

Students are expected to make-up all work necessary to meet their course objectives. Make-up for classroom objectives must be made in accordance with the Course Instructor. Hours can only be made up when absence was due to medical reasons or other extenuating circumstances and must be documented by presenting hospital or medical records, and release from a doctor, or other documentation explaining the absence.

If a student misses class, the student must contact the instructor via phone or e-mail immediately to make arrangements to take any assessments before returning to class. Make-up work and assessments should be completed within 7 calendar days from the absent date.

If a student misses clinical skills work, the student must contact the instructor via phone or e-mail immediately to make arrangements. Clinical skills make-up hours can be achieved by attending a class outside of student's current class schedule by week 18 of the course.

Students who do not meet with the instructor prior to returning to school to make arrangements will receive a grade of zero(0) for make-up work and assessments and will not be scheduled to any make-up work.

Students are not allowed to retake an assessment because they are not pleased with their grade. If a student has an issue with their assessment final grade, he or she needs to contact the instructor for further instruction.

## Graduation/Certificates Awarded

Students will receive a Certificate of Completion upon satisfactory completion of all program/course requirements. In addition, there must be no outstanding balances owed to the school.

## Records

Student records will be maintained permanently by the school, and computer files will be backed up regularly. The student's Certificate of Completion shall act as proof of program completion. The school's Administration Office can provide a copy of the student's certificate in the event the certificate is lost or damaged.

Transcripts will be maintained as a permanent record and shall be provided when requested as long as the student has satisfied all financial obligations currently due and payable to the school. Students can request a copy of their transcripts, free of charge, by contacting the school in which they graduated from.

## Changes Made by the School

If the school cancels or changes a program/course or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all money paid by the student.



# GI Bill Participants

## **Attendance Policy**

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed five (5) percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed five (5) percent of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran
- Serious illness or death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Active duty military service, including active duty for training.

Institutions having a published "Leave of Absence Policy" should discontinue VA education benefits (use VAF 22-1999b) while that student is on "official leave of absence".

## **Refund Policy**

By authority of Title 38, United States Code of Federal Regulations 22.4255, Non-Accredited College and University programs are required to adhere to the following refund policy for veterans and others eligible for VA education benefits (collectively referred to as "veterans" within this policy). The policy will be listed as an addendum to the institution's catalog, bulletin, or handbook.

The school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran:

- Fails to enter the program/course
- Withdraws, or
- Is discontinued therefrom at any time prior to completion of the program/course.

Such policy must provide that the amount charged to the veteran for tuition, fees, and other charges for a portion of the program/course shall not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course/program bears to its total length, within the following

limitations:

- Registration Fee – An established registration fee in the amount not to exceed \$10.00 need not be subject to proration. When the established registration fee is more than \$10.00, the amount in excess of \$10.00 will be subject to proration.
- Prompt Refund – Refunds will be made promptly (within 40 days). Veterans are not required to file application for refund.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

#Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

# **Student Services**

## **Housing**

No housing arrangements are available.

## **Student Records**

Student records maintained by the school are available upon written request. No records will be made available to employers, prospective employers, or other schools without a written request made by the student.

## **Family Educational Rights and Privacy Act**

PSCD complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All student records are confidential.

## **Placement**

Neither enrollment in PSCD, nor completion of any of its programs/courses guarantees employment. Employment skills are integrated throughout the program. The final class focuses on resume writing, job search skills, and interview techniques. Students may request counseling and career information from the Placement Coordinator. PSCD will provide its graduates with placement assistance and job leads upon graduation, but cannot guarantee job placement or employment.

# Faculty and Administration

## **Medical Director:**

Courtney Shelbourne, DMD

Board Certified Oral & Maxillofacial Surgeon, Medical University of South Carolina, 2001

Dental Resident, Yale-New Haven Hospital, 1997

Post-Doctoral Fellow, Yale Medical University, 1997

DMD, Medical University of South Carolina, 1996

B.S., Presbyterian College, 1991

## **Director**

Daniel Ledbetter

## **Operations Manager**

Kim Joyner

## **Placement Coordinator**

Lindsey Drummond

## **Digital Content and Social Media Manager**

Cheyenne Malacara

## **Career Advisors:**

Charleston, SC – Brea Abraham

Myrtle Beach, SC – Shaindel Grant

## **Office Manager**

Columbia, SC – Tiffany Burgess

## **Business Office Administrators:**

Colin Merrill

**Instructors:****Charleston, SC**

Christine Holt – CDA – Certified Dental Assistant through DANB, Cryant Institute – Dental Assisting, 25+ years experience

Fleta Means-Fleming – Trident Technical College – Associates in Dental Assisting, 28+ years experience

Le'Cheryl Purnell – AHIMA, Certified Healthcare Technology Specialist-Trainer – NCCT, Certified Post-Secondary Instructor

Stephanie Reese – Capella University – Masters in Healthcare Administration, 14+ years experience

Daniel Simmons – Miller Motte Technician College – Associates in Paralegal, Registered Pharmacy Technician in South Carolina, PTCB Certified – 9+ years experience

Makeda Winston – University of Phoenix – Master of Health Administration/Informatics, 17+ years experience

**Columbia, SC**

Quinesha Bonner – Eli Whitney Vocational School – Certified Dental Assistant, 17+ years experience

Rosalind Brown – University of Phoenix – Bachelors of Science in Healthcare Administration, 15+ years experience

Pamela Chapman – South University – Associates in Medical Assisting, 17+ years experience

Rinesha Grimes – Midlands Technical College – Expanded Duty Dental Assisting, 5+ years experience

Brandi Guinyard – Presbyterian College School of Pharmacy – Pharm. D., 6+ years experience

Victoria Sweat – Midlands Technical College - Expanded Duty Dental Assisting,

Shalena Thomas – Midlands Technical College – AAS, EDDA Diploma, 5+ years' experience

Michelle Wood – Midlands Technical College – AS in Dental Hygiene, RDH, CDA, 22+ years experience

**Myrtle Beach, SC**

Tiffany Alexander – Francis Marion University – Bachelors of Science Pre-Med, Coastal Carolina University – Bachelors of Science Biology, Palmetto School of Career Development, Dental Assisting Certificate of Completion

Cara Bianco – University of Pittsburg - Pharm. D., 19+ years experience

Amy McCormick – Southern Community College – Certificate in Medical Billing and Coding, 12+ years experience

Mary-Jo Miller – Healthcare Institute – Certified Phlebotomy Tech – Certified Billing and Coding Specialist, 14+ years experience

Lucia Rojas-Sepulveda – Conway High School – 4+ years experience

Raegan Worley – Palmetto School of Career Development – Certificate in Dental Assisting Chairside, X-Ray Certified, 3+ years experience

**Administration Access:**

2183 Ashley Phosphate Rd. Suite A  
North Charleston, SC 29406  
Phone: (843)789-3917 Fax: (843)793-2018

**Main Campus Access:**

Lecture/Classroom: 2183 Ashley Phosphate Rd. Suite A, North Charleston, SC 29406  
Phone: (843)793-1289  
Fax: (843)793-1676  
Clinical/Lab: 9565 US-78, Ladson, SC 29456

**Branch Facilities:****Columbia, SC**

Lecture/Classroom: 7001 St. Andrews Rd., Suite 5A, Columbia, SC 29212  
Phone: (803)781-0023  
Fax: (803)781-0018  
Clinical/Lab: 7241 Broad River Rd., Suite 90, Irmo, SC 29063

**Myrtle Beach, SC**

Lecture/Classroom: 854 Jason Blvd. Myrtle Beach, SC 29577  
Phone: (843)236-2120  
Fax: (843)236-2130  
Clinical/Lab: 1321 44th Ave N, Myrtle Beach, SC 29577

**Toll Free Phone:**

Phone: (855)432-2681

**Course Numbering/Designation is as follows:**

DAC = Dental Assisting Chairside Course  
MAA = Medical Administrative Assisting Course  
PHT = Pharmacy Technician Course  
MBC = Medical Billing and Coding

# PSCD Entry Level Dental Assisting Chairside Program

## **Dental Assisting Chairside with Radiation Health & Safety and Dental Administrative Assisting Course**

### **About the Field**

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Dental assistants are responsible for a wide variety of tasks, both clerical and clinical, such as providing assistance with patient care, office duties, and laboratory procedures. Working as a dental assistant can be challenging and fast-paced work because of the diversity of job responsibilities. The dental assisting field generally requires physical work, moving throughout the office, and standing on one's feet for long periods of time. Successful candidates should be in good physical health because they are in close contact with the public.

Dental assistants are in charge of setting up for exams by sterilizing or disinfecting instruments and preparing tray setups for each exam. They get the patient ready for the exam and help to make him/her comfortable, retrieve patient files, and prepare the patient for treatment. Dental assistants are responsible for taking and developing x-rays, making teeth impressions, and mixing the substances needed to clean the teeth or for fillings. During the exam, the assistant works chair side with the dentist, handing them instruments as needed and using suction to clear the patient's mouth of excess saliva as the dentist works. Upon completion of the exam the assistant will instruct the patient on postoperative and general oral health care. Finally, the assistant will re-sterilize and maintain all the equipment and material after the examination. Additionally, the assistant may be required to make additional appointments for patients, maintain patient records, accept payments, keep inventory of supplies used within the practice, and to reorder supplies as necessary.

Students in this course will also receive dental administrative assistant training. Students will receive instruction in such topics as Dental Office Management software systems (EagleSoft), Dental Insurance, Dental Nomenclature, Charting, Family File Administration, Accounts Receivable & General Ledger, Patient Appointment Scheduling, Dental Office Equipment, Patient Treatment Plans, HIPAA and other regulatory mandates that affect dentistry.

According to the U.S. Department of Labor<sup>1</sup>, because of rapid employment growth and substantial replacement needs, there should be good job opportunities for dental assistants nationally. Dental assistants can seek certification as provided by the "Dental Assistant National Board" (DANB), a membership organization, as a Certified Dental Assistant after meeting work experience requirements. For more information on certification, contact DANB directly by visiting their website ([www.danb.org](http://www.danb.org)) or by calling 1-800-FOR-DANB. No state licensing or certification is required for an entry-level dental assistant to work in the state of South Carolina.

### **Goals and Objectives**

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Palmetto School of Career Development (PSCD) realizes that there is a high demand for dental assistants. Practitioners are often forced to hire individuals with little or no training and experience and then provide them with on-the-job training. PSCD has created a training program to meet the demands of the dental community. Our goal is to prepare students to go from the classroom to the workplace quickly by providing them with the hands-on training needed to work in a dental practice.

It is the objective of PSCD to provide training that focuses solely on the fundamental skills and knowledge required to work in a dental office. We strive to offer dental assistant training that allows an individual to complete training and seek employment in the shortest amount of time possible. Students are instructed in an actual dental office so they become familiar with the work environment before their first day of work as a dental assistant. Superior students with an overall grade of 90% and above, who demonstrate positive attitudes, will have the opportunity to participate in an optional 40-hour internship enabling these students to gain experience during his or her studies.

Upon successful completion of this course, the student will earn a certificate in Infection Control based on OSHA Regulatory Standards, become CPR certified, and earn a certificate of completion in Entry Level Dental Assisting Chairside and Dental Administrative Assisting. The student will be prepared to sit for the DANB Certified Dental Assistant (CDA) Exam once they have completed the amount of work experience required by DANB.

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<sup>1</sup> Bureau of Labor Statistics, U.S. Department of Labor, Occupational Employment Statistics, [Sep. 01, 2015] [[www.bls.gov/oes/](http://www.bls.gov/oes/)]

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## **Class Times/Course Dates**

The lecture portion of each class will be held in the lecture/classroom facility for each location and the clinical/lab portions of each class will be held in an actual dental practice located near each school location. Instructors will divide students into groups and rotate those groups in operatories, sterilization, laboratory, or treatment rooms as necessary.

**South Carolina Schools**  
**\*\*Unless Otherwise Indicated\*\***  
Saturdays 8am – 5pm  
18 Weeks / 140 Hours

Class Schedule is located at the end of this catalog.

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## **Classroom Format & Training Facility**

Training is offered for 18 weeks in succession for a total of 140 clock hours. Classes will be held on Saturdays from 8:00AM – 12:00PM and 1:00PM – 5:00PM. This gives the student hands-on experience in all areas of dental assisting.

Lecture portions of the course are held in each location's lecture/classroom area which are equipped with multimedia equipment and seats 4-24 comfortably, depending on the location. Students will view slides presented by an instructor, and then have time for questions, answers, and review.

Clinical/lab portions of each class will be held in a clinical/laboratory setting in an actual dental practice near each school location, giving the student hands on instruction in a functioning dental practice. Instructors will divide students into groups and rotate those groups in operatories, sterilization, laboratory, or treatment rooms as necessary. Please refer to pages ii-iii, 3-5, or 14-15 to calculate the distance between lecture and clinical.

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## **Learning Materials**

### **Books & Texts**

The following text is required for the Dental Assisting Chairside portion of this course.

Modern Dental Assisting(12<sup>th</sup> Edition) by Doni L. Bird CDA RDH MA; Debbie S. Robinson CDA MS  
*Hardcover, 1184 Pages, Published 2017 by Saunders*  
*ISBN-13: 9780323430302, ISBN: 0323430302*

### **Books & Texts**

The following text is required for the Dental Administrative Assisting portion of this course.

The Administrative Dental Assistant (4<sup>rd</sup> Edition) by Linda J. Gaylor RDA BPA MEd  
*Paperback, 305 Pages, Published 2017 by Saunders*  
*ISBN-13: 9780323442558, ISBN: 0323442552*

### **Equipment Provided**

Classes are held in a modern state of the art dental office with the latest equipment. The school provides each student with (1) pair of scrubs, protective eye wear (to be returned upon course completion), typodonts of human dentition (to be returned upon course completion), mirror and explorer (to be returned upon course completion), and student models of his/her dentition. Each student receives all disposable equipment and supplies needed to perform tasks. Students work in a treatment or specialty rooms in small groups so that each student has the opportunity to use the required tools and equipment in each room.

If the student decides to withdraw from the program/course, protective eye wear, typodonts, mirrors and explorers, and all unused materials must be returned to the location office. The cost of protective eyewear, and any reusable materials or equipment not returned to the administration office will be withheld from the refund amount and retained by PSCD to cover the cost of replacement.

### **Teaching Devices**

Fully equipped dental operatories and/or treatment rooms  
X-ray technology  
Sterilization equipment  
Fully equipped dental laboratory



Fully equipped office including computer, photocopy machine, fax, multiple phone lines

### **Audio/Visual Aids**

DVD presentations of over 750 training images

Power Point Presentations

### **Tuition & Maximum Class Size**

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The total cost of the Dental Assisting Chairside Course with Radiology Certification is \$6000.00, excluding required texts. Of that cost, \$200.00 is a deposit, due at the time Enrollment Agreement is submitted, \$100.00 of which is retainable application fee three (3) business days after signing Enrollment Agreement. It is required that payment be made in full by or on the orientation date listed on student's Enrollment Agreement if no special payment arrangements have been made prior to that date. Cost subject to change without notice. Students must be 18 years or older to take the Radiation Safety course.

The maximum class size for this course is limited to 25 students per class start date. A minimum enrollment of 6 students is required for the class to begin.

### **Tuition Refund Schedule**

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If a student chooses to withdraw or is terminated from this program/course for any reason, refunds will be made in accordance with the school's Refund Policy.

### **Program Clock Hours**

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#### **140 Clock Hours Total – 76 Lecture Hours & 64 Lab Hours**

Our classes provide an overview of and introduction to the topics taught. The objective of each class is to provide students with the vocabulary used in the dental office, demonstrate the tasks performed in the office, and to allow students to practice these skills. These classes are short and are not intended to cover the subject matter in-depth. Each class is 4 hours in length and one clock hour equals 50 minutes of lecture or lab. The sequence of classes is shown below. The prerequisite for each class is satisfactory completion of the one preceding it.

### **Student Learning Outcomes**

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The student, upon successful completion of this course will have reliably demonstrated the ability to:

1. Demonstrate entry level skills in office etiquette and professionalism
2. Patient reception and dismissal
3. Maintain and manage patient records
4. Managing receivables and payables
5. Employ correct methods of verifying insurance and processing insurance claims
6. Appointment book control and managing recall systems
7. Communicate effectively using accurate dental terminology
8. Apply working knowledge of various dental procedures
9. Age and prepare outstanding account statements
10. Take dental impressions and molds
11. Identify and establish tray set ups
12. Take and develop x-rays
13. Understand Dental terminology

### **Legal Disclosures - SC**

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#### **South Carolina**

- Dental assistants have many tasks, ranging from patient care and taking x-rays to recordkeeping and scheduling appointments. Their duties vary by state and by the dentists' offices where they work. Dental assistants in SC, under the supervision of a licensed dentist, perform basic supportive dental procedures specified by the state dental practice act: <http://www.llr.state.sc.us/POL/Dentistry/>. General information about the occupation is available from the US Bureau of Labor Statistics <http://www.bls.gov/ooh/healthcare/dental-assistants.htm> and O\*NET <http://www.onetonline.org/link/summary/31-9091.00>.
- Most dental assisting programs are offered by community colleges, take about one year to complete, and lead to a certificate or diploma. Programs offered by private vocational schools are shorter (two to three months) and less comprehensive than those offered by community colleges. Programs that last two years, also offered in community colleges, are less common and lead to an associate's degree.

- Dental assistants who do not have formal education in dental assisting may learn their duties through on-the-job training. A dental assistant or dentist in the office teaches the new assistant dental terminology, the names of the instruments, how to complete daily tasks, how to interact with patients, and other activities necessary to help keep the dental office running smoothly.
- South Carolina does not require that dental assistants graduate from an accredited program or pass a state exam. However, many dentists require the Certified Dental Assistant designation (CDA) for those employed as dental assistants.
- The dental assisting program at Palmetto School of Career Development is not CODA-accredited. For a list of accredited dental assistant programs, visit Commission on Dental Accreditation, American Dental Association (<http://www.ada.org/en/coda>). To become a CDA, graduates of this program must complete the requirements shown in Pathway II Below. For more information about becoming a CDA and for a list of state boards of dentistry, visit the Dental Assisting National Board, Inc. (DANB) (<http://www.danb.org>).
- Options for eligibility to take the DANB CDA certification exam are listed below.
  - o Pathway I:
    - Graduation from a CODA-accredited dental assisting or dental hygiene program, AND
    - Current CPR from a DANB-accepted provider
  - o Pathway II:
    - High School graduation or equivalent, AND
    - Minimum of 3,500 hours of approved work experience, AND
    - Current CPR from a DANB-accepted provider
  - o Pathway III:
    - Former DANB CDA status, or graduation from a CODA-accredited DDS or DMD program, or graduation from a dental degree program outside the U.S. or Canada, AND
    - Current CPR from a DANB-accepted provider.
- To perform expanded functions under the direct supervision of a licensed dentist, a dental assistant must earn status as an Expanded Duty Dental Assistant (EDDA). Acceptable credentials are:
  - o Diploma from a CODA-accredited dental assisting program or
  - o Complete two years of continuous full-time employment as a chair-side dental assistant
- To legally operate dental x-ray equipment and perform radiographic procedures in a South Carolina dental office, a dental assistant must hold a certificate documenting training acceptable to the SC Department of Health and Environmental Control (DHEC). Acceptable certificates include:
  - o Diploma from a CODA-accredited dental assisting program, or
  - o Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) certification or the DANB Radiation Health and Safety (RHS) certificate of competency, or
  - o Certificate in radiation safety from the SC Dental Association (SCDA)
- Access Certification for Monitoring of Nitrous Oxide Sedation information on the website of the SC Board of Dentistry: <http://www.llr.state.sc.us/Pol/Dentistry/PDF/Policy/MonitNitrousOxideSedationPolicy.pdf>
- Graduates may expect to be employed at entry-level wage. Entry-level wages vary with employers; contact potential employers for specifics.

**Class Number: #Lecture Hrs/#Lab Hrs, Name, & Description**

<b>Orientation</b>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"><li>• Receive Student Materials and fill out all appropriate forms. See handouts in student spiral: pages 5-15.</li></ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"><li>• Orientation PowerPoint</li><li>• Introduction to Dental Assisting Chairside</li></ul> <p><b>Homework:</b></p> <p>Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"><li>• Read Chapters 1-5, 8, 10-12, 15, 26 and 32.</li></ul> <p>Workbook:</p> <ul style="list-style-type: none"><li>• Complete the Fill in the Blank, Multiple Choice and Labeling Exercises from your workbook. Chapters 1-5, 8, 10-12, 15, 26, and 32.</li><li>• Your instructor will check your homework to ensure it is completed.</li></ul> <p>Study:</p> <ul style="list-style-type: none"><li>• Universal Tooth Number System – Taken After Lecture</li><li>• Figure Quiz 8-15 and 8-19 (Taken After Lecture)</li><li>• OSHA Quiz (After Watching OSHA Video)</li></ul> <p>OSHA:</p> <ul style="list-style-type: none"><li>• Complete OSHA Study Guide</li></ul> <p>Evolve:</p> <ul style="list-style-type: none"><li>• Review Chapter 15 Activities</li><li>• Watch Chapter 7 Animation – Overview of the Cardiovascular System and Vascular System</li><li>• Review Tooth Numbering Activity in Dental Office Simulation within Evolve</li></ul> <p>Please note: Information from Chapter 1 is included on the DANB exam. Due to the accelerated nature of the course and its objective to prepare you for employment, there will be no lecture on this chapter, only a brief overview.</p>
<b>Session 1</b>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"><li>• Check Homework – Chapters 1-5, 8, 10-12, 15, 26 and 32 in Workbook</li></ul> <p><b>Lecture Topics: (Order will vary during lecture)</b></p> <ul style="list-style-type: none"><li>• Chapter 2: The Professional Dental Assisting</li><li>• Chapter 3: The Dental Healthcare Team</li><li>• Chapter 4: Dental Ethics</li><li>• Chapter 5: Dentistry and the Law</li><li>• Chapter 8: Oral Embryology and Histology</li><li>• Chapter 10: Landmarks of the Face and Oral Cavity</li><li>• Chapter 11: Overview of the Dentitions</li><li>• Chapter 12: Tooth Morphology</li><li>• Chapter 15: Preventive Dentistry</li><li>• Chapter 26: The Patient’s Dental Record</li><li>• Chapter 32: The Dental Office</li></ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"><li>• Universal Tooth Numbering System Quiz</li><li>• Figure Quiz 8-15 and 8-19</li><li>• OSHA Quiz</li></ul> <p><b>Break:</b></p> <ul style="list-style-type: none"><li>• 1 Hour Lunch Break</li></ul>

	<p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>OSHA:</b></p> <ul style="list-style-type: none"> <li>• Watch OSHA Video and Review PowerPoints</li> </ul> <p><b>Homework:</b> Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"> <li>• Read Chapters 18-24</li> </ul> <p>Workbook:</p> <ul style="list-style-type: none"> <li>• Complete the Fill in the Blank, Multiple Choice and Labeling Exercises from your workbook. Chapters 18-24</li> <li>• Your instructor will check your homework to ensure it is completed.</li> </ul> <p>Patient Chart:</p> <ul style="list-style-type: none"> <li>• Create a fictional patient chart using the blank chart provided. DO NOT use personal information to complete the assignment. Only complete the Patient Registration and the Medical/Dental history. Put the fictional patient name (Last Name, First Name) on the tab of the folder. Then write your name on the front of the folder. This assignment is important because you will use this chart during every clinical for the rest of the course, so be sure to keep up with it. You must show the chart to the instructor at the beginning of Session 2 to get credit for the homework grade.</li> </ul> <p>Clinical:</p> <ul style="list-style-type: none"> <li>• Review the Clinical for Session 2 so you are familiar with the procedures.</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Session 1 Quiz: Chapters 2-5, 8, 10-12, 15, 26, and 32 (Beginning of Class)</li> <li>• Figure Quiz 10-4 and 10-5 (Beginning of Class)</li> </ul> <p>Evolve:</p> <ul style="list-style-type: none"> <li>• Review Chapters 19-21 Activities</li> <li>• Watch Chapter 7 Animation – Overview of the Digestive System.</li> </ul>
<p><b>Session 2</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Chapters 18-24 in Workbook</li> <li>• Check Patient Chart Homework</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Session 1 Quiz – Chapters 2-5, 8, 10-12, 15, 26, and 32</li> <li>• Figure Quiz 10-4 and 10-5</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• Chapter 18: Microbiology</li> <li>• Chapter 19: Disease, Transmission and Infection Prevention</li> <li>• Chapter 20: Principles and Techniques of Disinfection</li> <li>• Chapter 21: Principles and Techniques of Instrument Processing and Sterilization</li> <li>• Chapter 22: Regulatory and Advisory Agencies</li> <li>• Chapter 23: Chemical and Waste Management</li> <li>• Chapter 24: Dental Unit Waterlines</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office</li> </ul> <p><b>Homework:</b> Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"> <li>• Read Chapters 6, 9, 28, 33-35, and 37</li> </ul> <p>Workbook:</p>

	<ul style="list-style-type: none"> <li>• Complete the Fill in the Blank, Multiple Choice and Labeling Exercises from your workbook. Chapters 6, 9, 28, 33-35, and 37</li> <li>• Your instructor will check your homework to ensure it is completed.</li> </ul> <p>Handout:</p> <ul style="list-style-type: none"> <li>• Complete the Charting Exercise Handout in your Student Spiral.</li> </ul> <p>Clinical:</p> <ul style="list-style-type: none"> <li>• Review the Clinical for Session 3 so you are familiar with the procedures.</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Session 2 Quiz – Chapters 18-24 (Beginning of Class)</li> <li>• Figure Quiz 10-6 (Beginning of Class. A list of terms will be provided)</li> <li>• Review Basic Setup and Local Anesthetic Syringe Procedure Tray Setups in the Tray Setup Handout within your student spiral.</li> </ul> <p>Evolve:</p> <ul style="list-style-type: none"> <li>• Review Chapter 6, 28, 33, 34, 35, and 37 Activities</li> <li>• Watch Chapter 7 Animation – Overview of the Endocrine System</li> </ul>
<b>Session 3</b>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Chapters 6, 9, 28, 33-35, and 37 in Workbook.</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Session 2 Quiz – Chapters 18-24</li> <li>• Figure Quiz 10-6</li> <li>• Handpiece and Restorative Bur Block Tray Setup</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• Chapter 6: General Anatomy</li> <li>• Chapter 9: Head and Neck Anatomy</li> <li>• Chapter 28: Oral Diagnosis and Treatment Planning</li> <li>• Chapter 33: Delivering Dental Care</li> <li>• Chapter 34: Dental Hand Instruments</li> <li>• Chapter 35: Dental Handpieces and Accessories</li> <li>• Chapter 37: Anesthesia and Pain Control</li> </ul> <p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Review Charting Exercises</li> <li>• Review Tray Setups</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office</li> </ul> <p><b>Homework:</b></p> <p>Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"> <li>• Read Chapters 14, 55, and 57-59</li> </ul> <p>Workbook:</p> <ul style="list-style-type: none"> <li>• Complete the Fill in the Blank, Multiple Choice and Labeling Exercises from your workbook. Chapters 14, 55, and 57-59</li> <li>• Your instructor will check your homework to ensure it is completed.</li> </ul> <p>Clinical:</p> <ul style="list-style-type: none"> <li>• Review the Clinical for Session 4 so you are familiar with the procedure.</li> </ul> <p>Midterm Review:</p> <ul style="list-style-type: none"> <li>• Complete Midterm Review in your Student Spiral. You must show completed work to your instructor at the beginning of Session 4 to review homework credit.</li> </ul>

	<p>The Midterm Exam consists of a written and clinical portion. Total Test Time is 1.5 hours.</p> <p>Midterm covers Chapters 2-6, 8-12, 15, 18-24, 26, 28, 32-35, and 37.</p> <p>Study:</p> <ul style="list-style-type: none"> <li>• Session 3 Quiz – Chapters 6, 9, 33-35, and 37 (Beginning of Class)</li> <li>• Basic and Local Anesthetic Tray Setup (Beginning of Class)</li> <li>• Figure Quiz 9-1 and 9-11 (End of Lecture)</li> </ul> <p>Evolve:</p> <ul style="list-style-type: none"> <li>• Review Chapter 55, 58 and 59 Activities</li> <li>• Watch Chapter 7 Animation – Overview of the Integumentary System</li> </ul>
<p><b>Session 4</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Chapters 14, 55, and 57-59 in Workbook.</li> <li>• Check Midterm Review</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Session 3 Quiz – Chapters 6, 9, 33-35, and 37</li> <li>• Basic and Local Anesthetic Tray Setup</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• Chapter 14: Periodontal Diseases</li> <li>• Chapter 55: Periodontics</li> <li>• Chapter 57: Pediatric Dentistry</li> <li>• Chapter 58: Coronal Polishing</li> <li>• Chapter 59: Dental Sealants</li> </ul> <p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Midterm Review</li> <li>• Tray Setups</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Figure Quiz 9-1 and 9-11</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office</li> </ul> <p><b>Homework:</b></p> <p>Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"> <li>• Read Chapters 31, and 45-47</li> <li>• Review BLS Handbook on palmettoschool.com</li> </ul> <p>Workbook:</p> <ul style="list-style-type: none"> <li>• Complete the Fill in the Blank, Multiple Choice and Labeling Exercises from your workbook. Chapters 31, and 45-47</li> <li>• Your instructor will check your homework to ensure it is completed.</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Midterm Exam (Beginning of Class)</li> </ul> <p>Evolve:</p> <ul style="list-style-type: none"> <li>• Review Chapter 45-47 Activities</li> <li>• Watch Chapter 7 Animation – Overview of the Lymphatic System</li> </ul>
<p><b>Lesson 5</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Chapters 31, and 45-47 in workbook.</li> </ul>

	<p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Midterm Exam – (Total Test Time 1 ½ hours)</li> </ul> <p><b>CPR Instruction:</b></p> <ul style="list-style-type: none"> <li>• CPR Lecture</li> <li>• CPR Exam (Written and Clinical)</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• Chapter 45: Dental Cements</li> <li>• Chapter 46: Impression Materials</li> <li>• Chapter 47: Laboratory Materials and Procedures</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• In Classroom</li> </ul> <p><b>Homework:</b> Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Workbook:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Clinical:</p> <ul style="list-style-type: none"> <li>• Review the Clinical for Session 6 so you are familiar with the procedure.</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Session 4 Quiz 14, 55, and 57-59 (Beginning of Class)</li> <li>• Coronal Polishing and Sealants Tray Setup (Beginning of Class)</li> <li>• Be familiar with the Amalgam Procedure, Class III &amp; Class IV Composite Restorative Procedure, Class I, Class II, &amp; Class V Composite Restorative Procedure, Crown and Bridge Preparation Procedure, and Crown and Bridge Cementation Procedure tray setups shown in your workbook. Be able to name each instrument and remember its location on the tray.</li> </ul> <p>This session’s schedule is flexible and is subject to change depending on how long the Midterm Exam and CPR instruction takes. CPR starts at 10am.</p> <p>Evolve:</p> <ul style="list-style-type: none"> <li>• Watch Chapter 7 Animation – Overview of the Musculoskeletal System</li> </ul>
<p><b>Session 6</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – None</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Session 4 Quiz – Chapters 14, 55, and 57-59</li> <li>• Coronal Polishing and Sealants Tray Setup Quiz</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Review Tray Setups</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office - All day</li> </ul> <p><b>Homework:</b> Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"> <li>• Read Chapters 13, 36, 43-44, 48-49, and 54.</li> </ul>

	<p><b>Workbook:</b></p> <ul style="list-style-type: none"> <li>• Complete the Fill in the Blank, Multiple Choice and Labeling Exercises from your workbook. Chapters 13, 36, 43-44, 48-49, and 54</li> <li>• Your instructor will check your homework to ensure it is completed.</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• Review the Clinical for Session 7 so you are familiar with the procedure.</li> </ul> <p><b>Study:</b></p> <ul style="list-style-type: none"> <li>• Session 6 Quiz – Chapters 45-47 (Beginning of Class)</li> <li>• Composite and Amalgam Tray Setups Quiz (Beginning of Class)</li> <li>• Be familiar with the Universal Surgical Procedure, Suture Removal, Extraction of Maxillary Right First Molar, Extraction of Impacted Mandibular Molar, opening a Tooth for Endodontic Therapy Procedure, and Sealing a Tooth for Endodontic Therapy Procedure tray setups shown in your workbook. Be able to name each instrument and remember its location on the tray.</li> </ul> <p><b>Evolve:</b></p> <ul style="list-style-type: none"> <li>• Review Chapter 36, 43, 44, 48, 49, and 54 activities.</li> <li>• Watch Chapter 7 Animation – Overview of the Nervous System</li> </ul>
<p><b>Session 7</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Chapters 13, 36, 43-44, 48-49, and 54 in Workbook.</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Session 6 Quiz – Chapters 45-47</li> <li>• Composite and Amalgam Tray Setups Quiz</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• Chapter 13: Dental Caries</li> <li>• Chapter 36: Moisture Control</li> <li>• Chapter 43: Restorative and Esthetic Dental Materials</li> <li>• Chapter 44: Dental Liners, Bases, and Bonding Systems</li> <li>• Chapter 48: General Dentistry</li> <li>• Chapter 49: Matrix Systems for Restorative Dentistry</li> <li>• Chapter 54: Endodontics</li> </ul> <p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Review Tray Setups</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office</li> </ul> <p><b>Homework:</b></p> <p>Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"> <li>• Read Chapters 17, 50-53, 56, 60 and 64.</li> </ul> <p>Workbook:</p> <ul style="list-style-type: none"> <li>• Complete the Fill in the Blank, Multiple Choice and Labeling Exercises from your workbook. Chapters 17, 50-53, 56, 60 and 64.</li> <li>• Your instructor will check your homework to ensure it is completed.</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• Review the Clinical for Session 8 so you are familiar with the procedure.</li> </ul> <p><b>Resume:</b></p> <ul style="list-style-type: none"> <li>• Create a Resume. Refer to Chapter 64 and online resources. Bring your Resume to class.</li> </ul> <p><b>Study:</b></p> <ul style="list-style-type: none"> <li>• Session 7 Quiz – Chapters 13, 36, 43-44, 48-49, and 54 (Beginning of Class)</li> </ul>



	<ul style="list-style-type: none"> <li>• Figure Quiz 52-3 (Beginning of Class)</li> <li>• Crown Prep and Impressions Tray Setup Quiz (Beginning of Class)</li> <li>• Be familiar with the Hygiene Procedure, Root Planning Procedure, Prophylaxis Polishing Procedure, and Periodontal Surgical Procedure tray setups shown in your workbook. Be able to name each instrument and remember its location on the tray.</li> </ul> <p>Evolve:</p> <ul style="list-style-type: none"> <li>• Review Chapter 50, 51, 56, and 60 activities.</li> <li>• Watch Chapter 7 Animation – Overview of the Reproductive System</li> </ul>
<b>Session 8</b>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Chapters 17, 50-53, 56, 60 and 64 in Workbook.</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Session 7 Quiz – Chapters 13, 36, 43-44, 48-49, and 54</li> <li>• Figure Quiz 52-3</li> <li>• Crown Prep and Impressions Tray Setup Quiz</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• Chapter 17: Oral Pathology</li> <li>• Chapter 50: Fixed Prosthodontics</li> <li>• Chapter 51: Provisional Coverage</li> <li>• Chapter 52: Removable Prosthodontics</li> <li>• Chapter 53: Dental Implants</li> <li>• Chapter 56: Oral and Maxillofacial Surgery</li> <li>• Chapter 60: Orthodontics</li> <li>• Chapter 64: Marketing Your Skills</li> </ul> <p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Review Tray Setups</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office</li> </ul> <p><b>Homework:</b></p> <p>Final Review:</p> <ul style="list-style-type: none"> <li>• Complete the Final Review provided in your Student Spiral. You must show this at the beginning of Session 9 to review credit for your homework.</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Session 8 Quiz – Chapters 17, 50-53, 56, 60 and 64 (Beginning of Class)</li> <li>• Bleach and Dental Dam Tray Setups Quiz (Beginning of Class)</li> <li>• Be familiar with the Extraction of Maxillary Right First Molar Procedure, Extraction of Impacted Mandibular Molar, Orthodontic tying-in Arch Wire Procedure, and Orthodontic Removing Band and Brackets Procedure tray setups in your workbook. Be able to name each instrument and remember its location on the tray.</li> </ul> <p>Evolve:</p> <ul style="list-style-type: none"> <li>• Watch Chapter 7 Animation – Overview of the Respiratory and Urinary Systems</li> </ul>
<b>Session 9</b>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Final Review</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Session 8 Quiz – Chapters 17, 50-53, 56, 60 and 64</li> <li>• Bleach and Dental Dam Tray Setups Quiz</li> </ul> <p><b>Lecture:</b></p>

	<ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office</li> </ul> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>• Study for the DAC Final Exam</li> </ul>
<b>Session 10</b>	<p><b>Beginning of Class:</b></p> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Lecture:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office</li> </ul> <p><b>Homework:</b></p> <p>Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"> <li>• Read Chapters 38-42.</li> </ul> <p>Radiology:</p> <ul style="list-style-type: none"> <li>• Read the Radiology Study Booklet in your Student Spiral</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Study for the DAC Final Exam</li> </ul> <p>Evolve:</p> <ul style="list-style-type: none"> <li>• Review Chapter 39, 40, 41, and 42 activities</li> </ul>
<b>Session 11</b>	<p><b>Beginning of Class:</b></p> <p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Go over Final Review</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Final Exam – Chapters 13, 14, 31, 36, 43-51, 54-55, 57-59 <ul style="list-style-type: none"> <li>○ Written – 1 hr. allowed</li> <li>○ Clinical 1 – 10 min. <ul style="list-style-type: none"> <li>▪ For the first portion of the clinical exam, you will be shown a tray setup from the course, and you will be required to name the setup and all the instruments in the setup.</li> </ul> </li> <li>○ Clinical 2- 10 min. <ul style="list-style-type: none"> <li>▪ For the second portion of the clinical exam, you will be given the name of a tray setup from the course, and you will be required to set the tray and name the instruments while being observed by an instructor.</li> </ul> </li> </ul> </li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• Chapter 38: Foundations of Radiography, Radiographic Equipment, and Radiologic Safety</li> <li>• Chapter 39: Digital Imaging, Dental Film, and Processing Radiographs</li> <li>• Chapter 40: Legal Issues, Quality Assurance, and Infection Prevention</li> <li>• Chapter 41: Intraoral Imaging</li> <li>• Chapter 42: Extraoral Imaging</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p>

	<ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Homework:</b> Radiology Review</p> <ul style="list-style-type: none"> <li>• Complete the Radiology Review in your Student Spiral</li> <li>• You must show it to your instructor at the beginning of Session 10 to review credit.</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Study Radiology Booklet in Student Spiral <ul style="list-style-type: none"> <li>○ The Radiology Exam consists of a written portion and a clinical portion. For the clinical portion of the exam, you will be required to complete a list of exposures given by the instructor. Total time for the exam is approximately 1 ½ hours.</li> </ul> </li> </ul>
<p><b>Session 12</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Radiology Review</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office <ul style="list-style-type: none"> <li>○ Instructor demonstrates, students practicing placement of films</li> </ul> </li> </ul> <p><b>Homework:</b> Textbook: Modern Dental Assisting</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Workbook:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Review for Radiology Exam</li> </ul>
<p><b>Session 13</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Radiology Review</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• At Dental Office <ul style="list-style-type: none"> <li>○ Instructor demonstrates, students practicing placement of films</li> <li>○ Clinical Portion of Radiology Final Exam to be issued</li> </ul> </li> </ul> <p><b>Homework:</b> Textbook: The Administrative Assistant</p> <ul style="list-style-type: none"> <li>• Read Chapters 3, and 5-7</li> </ul> <p>Workbook:</p> <ul style="list-style-type: none"> <li>• Complete the Fill in the Blank, Multiple Choice and Labeling Exercises from your workbook. Chapters 3, and 5-7</li> <li>• Your instructor will check your homework to ensure it is completed.</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Review for Radiology Exam</li> </ul>

<p><b>Session 14</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Chapters 3, and 5-7 in Workbook.</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Radiology Exam – Consists of Written and Clinical <ul style="list-style-type: none"> <li>○ Written – 1 hr. allowed</li> <li>○ Clinical - Completed during Session 10 Clinical</li> </ul> </li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• Chapter 3: Communication Skills and Telephone Techniques</li> <li>• Chapter 5: Patient Relations</li> <li>• Chapter 6: Dental Healthcare Team Communication</li> <li>• Chapter 7: Computerized Dental Practice</li> </ul> <p><b>Homework:</b></p> <p>Textbook: The Administrative Dental Assistant</p> <ul style="list-style-type: none"> <li>• Read Chapters 10, 12, 15, and 17-18</li> </ul> <p>Workbook:</p> <ul style="list-style-type: none"> <li>• Complete the Fill in the Blank, Multiple Choice and Labeling Exercises from your workbook. Chapters 10, 12, 15, and 17-18</li> <li>• Your instructor will check your homework to ensure it is completed.</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Session 14 Quiz – Chapters 3 and 5-7</li> </ul>
<p><b>Session 15</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Chapters 10, 12, 15, and 17-18 in Workbook.</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Session 14 Quiz – Chapters 3 and 5-7</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• Chapter 10: Dental Patient Scheduling</li> <li>• Chapter 12: Inventory Management</li> <li>• Chapter 15: Dental Insurance Processing</li> <li>• Chapter 17: Bookkeeping Procedures: Accounts Receivable</li> <li>• Chapter 18: Employment Strategies</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Homework:</b></p> <p>Review:</p> <ul style="list-style-type: none"> <li>• Complete Dental Admin Assisting Final Review in Student Spiral. You must show the completed Review to your instructor prior to Session 13 to receive credit.</li> </ul> <p>Study:</p> <ul style="list-style-type: none"> <li>• Session 15 Quiz – Chapters 10, 12, 15 and 17-18 (Beginning of Class)</li> </ul> <p>The lecture for this session is all day so lunch will be taken in the middle of lecture.</p>
<p><b>Session 16</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Dental Admin Assisting Final Review</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Session 15 Quiz – Chapters 10, 12, 15, and 17-18</li> </ul>

	<p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Review Dental Admin Assisting Final Review</li> </ul> <p><b>Lecture Topics:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Clinical</b></p> <ul style="list-style-type: none"> <li>• Hands on practice with Eaglesoft Software</li> </ul> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• 1 Hour Lunch Break</li> </ul> <p><b>Homework:</b></p> <p>Study:</p> <ul style="list-style-type: none"> <li>• Review for Dental Admin Assisting Final Exam</li> </ul> <p>DAA Final Exam will include a written portion and a clinical portion. For the Clinical Portion of the exam you will be asked to show your instructor step by step procedures in the Eaglesoft Software.</p> <p>Resume:</p> <ul style="list-style-type: none"> <li>• Create a rough draft of your resume and bring it in to class for evaluation.</li> </ul>
<p><b>Session 17</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Resume Rough Draft</li> </ul> <p><b>Quiz:</b></p> <ul style="list-style-type: none"> <li>• Dental Admin Assisting Final Exam – 1 ½ hours in length.</li> </ul> <p><b>Lecture</b></p> <ul style="list-style-type: none"> <li>• <b>Career Development</b> <ul style="list-style-type: none"> <li>○ Resume Writing PowerPoint</li> <li>○ How to Create a Resume</li> <li>○ Adopt a Resume Format and Begin Finalizing Resume</li> </ul> </li> </ul> <p><b>Homework</b></p> <p>Resume:</p> <ul style="list-style-type: none"> <li>• Finalize your resume. Email a copy of your resume to <a href="mailto:placement@palmettoschool.com">placement@palmettoschool.com</a>. Bring a hard copy of your finalized resume to class.</li> <li>• Study for Terminology Quiz</li> </ul>
<p><b>Session 18</b></p>	<p><b>Beginning of Class:</b></p> <ul style="list-style-type: none"> <li>• Check Homework – Resume Final Draft</li> </ul> <p><b>Clinical Review</b></p> <ul style="list-style-type: none"> <li>• <b>At Clinical Site</b> <ul style="list-style-type: none"> <li>○ Students will spend time reviewing procedures learned over the last 18 weeks. This can include, but is not limited to, impressions, x-rays, coronal polishing, tray set ups, temp crowns, etc.</li> </ul> </li> </ul>

# Pharmacy Technician Course

## **About The Field**

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Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in the PSCD training program based on age, race, gender, disability, or national origin. Applicants must meet the following requirements:

1. Have an interest in the chosen program/course of study
2. Be at least 18 years of age or have written permission of parents or guardians
3. Provide proof of at least a high school diploma or GED prior to receiving certification

## **Goals and Objectives**

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The pharmacy technician program offered by Palmetto School of Career Development is a 12-week course enabling students to move from the classroom into the pharmaceutical field. The curriculum includes 36 hours of class. Superior students with an overall grade of 90% and above, who demonstrate positive attitudes, will have the opportunity to participate in an optional 40-hour internship enabling the student to gain experience during his or her studies. Instruction includes processing and recognition of orders; NDA process; order, maintenance and control of inventory; pharmacy calculation; sterile product compounding; pharmacology; pharmacokinetics; HIPAA; and regulatory mandates and laws.

It is the objective of PSCD to provide training that focuses solely on the fundamental skills and knowledge required to work in a pharmacy. We strive to offer Pharmacy Technician training that allows an individual to complete training and seek employment in the shortest amount of time possible

Upon successful completion of this course, the student will receive a Certificate of Completion in the program, and Board of Pharmacy Technician Registration. PSCD has partnered with the National Healthcareer Association and each student that completes this course is eligible to sit for the ExCPT exam to become a Certified Pharmacy Technician. Students that complete this course may also sit for the National Pharmacy Technician Certification, commonly referred to as the PTCE exam offered by the PTCB to become a Certified Pharmacy Technician. These exams are not required to pass the course but is highly recommended to obtain employment in the field.

## **Class Times/Course Dates**

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**South Carolina Schools**  
**\*\*Unless Otherwise Indicated\*\***  
Friday Evenings 6pm-9pm  
12 Weeks / 36 Hours

Class Schedule is located at the end of this catalog.

## **Classroom Format & Training Facility**

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Classes are conducted one evening per week, from 6:00PM – 9:00PM for twelve weeks for a total of 36 classroom hours.

The courses are held in each location's lecture/classroom area which are equipped with multimedia equipment and seats 4-24 comfortably, depending on the location. Students will work at an individual computer and office station and view slides presented by an instructor, and then have time for questions, answers, and review.

## Tuition & Maximum Class Size

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The total cost of the Pharmacy Technician course is \$2100.00, including required texts. Of that cost, \$200.00 is a deposit, due at the time Enrollment Agreement is submitted, \$100.00 of which is retainable application fee three (3) business days after signing Enrollment Agreement. It is required that payment be made in full one (1) week prior to the first day of class if no special payment arrangements have been made prior to that date. Cost subject to change without notice.

The maximum class size for this course is limited to approximately 24 people, depending on the location. A minimum enrollment of 6 students is required for the class to begin.

## Tuition Refund Schedule

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If a student chooses to withdraw or is terminated from this program/course for any reason, refunds will be made in accordance with the school's Refund Policy

## Learning Materials

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### Books & Texts

The following text is required for the course.

Certified Pharmacy Technician Course by Mark Greenwald, RPh.  
*Student Book, 302 Pages, Published 2020 by Pharmacy Curriculum Consultants, LLC*

### Teaching Devices

Power Point Presentations

Top 200 Drug flash cards

Fully equipped office including computer, photocopy machine, fax, multiple phone lines

## Methods of Instruction

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Methods of instruction used to achieve course objectives may include, but are not limited to:

- Present lectures/discussions/demonstrations/materials in order for students to understand, find, evaluate and cite information.
- Show videos to reinforce understanding of course concepts.
- Develop and assign in-class/web-enhanced/distance learning exercises/tasks/activities such as using electronic information resources and internet search tools to provide active learning of course content.
- Invite guest lecturers to class to discuss topics related to information and information competency.

## Methods of Evaluation

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Students will be evaluated for progress in and mastery of learning objectives by methods of evaluation which may include, but are not limited to:

- Class participation and regular attendance
- Homework Assignments
- Classroom Demonstrations
- Quizzes
- Tests

## Student Learning Outcomes

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The student, upon successful completion of this course will have reliably demonstrated the ability to:

1. Processing and recognizing drug orders
2. The process for bringing new drugs to market through the NDA process
3. Understand the how to use the patient profile and hospital chart in drug use and monitoring

4. Order, maintain, and control pharmacy inventory
5. Differences required for handling controlled substances and their drug orders
6. Pharmacy calculations
7. Sterile product compounding
8. Pharmacology, pharmacokinetics
9. HIPAA and other regulatory mandates and laws that affect pharmacy
10. Administrative duties of the pharmacy

## Course Outline

Session 1	<p>Introduction/Welcome to Course</p> <p>Lecture Topics:            Chapter 1: A Brief Introduction            Chapter 2: The Role of the Pharmacy Technician            Chapter 3: The Patient is Our Customer            Chapter 4: Pharmacy as a Regulated Profession            Chapter 5: Specific Laws and Their Relation to Pharmacy            Chapter 6: Non-Governmental Regulation and Audits</p> <p>Flashcards: 1-20</p> <p>Homework:            Complete Session 1 Homework</p>
Session 2	<p>Review Homework</p> <p>Lecture Topics:            Chapter 7: Requirements of the Pharmacy Area            Chapter 8: The New Drug Application Process            Chapter 9: The Naming of Drug Products            Chapter 10: Legal Classifications of Medicinal Products            Chapter 11: Dosage Form and Route of Administration            Chapter 12: Patient Confidentiality            Chapter 13: Professional Judgement in the Filling of Prescriptions            Chapter 14: The OBRA Law</p> <p>Flashcards: 21-40</p> <p>Homework:            Complete Session 2 Homework</p>
Session 3	<p>Review Homework</p> <p>Lecture Topics:            Chapter 15: Requirements of the Drug Order            Chapter 16: Intake and Interpreting the Drug Order in a Retail Environment            Chapter 17: Interpretation of the Hospital Drug Order            Chapter 18: Medication Order Entry            Chapter 19: The Patient Profile            Chapter 20: Introduction to Pharmacy Math</p> <p>Flashcards: 41-60</p> <p>Section Test Number One</p>



	<p>Homework: Complete Session 3 Homework</p>
Session 4	<p>Review Homework</p> <p>Lecture Topics: Chapter 21: Systems of Measurement Chapter 22: Conversions Chapter 23: Methods of Measurements Chapter 24: Proportions</p> <p>Flashcards: 61-80</p> <p>Homework: Complete Session 4 Homework</p>
Session 5	<p>Review Homework</p> <p>Lecture Topics: Chapter 25: Preparation and Delivery in Retail Chapter 26: Preparation and Delivery in the Hospital Chapter 27: Methods of Ordering Pharmacy Inventory Chapter 28: Receipt of Pharmacy Inventory Chapter 29: Maintenance of Pharmacy Inventory Chapter 30: Temperature Conversions</p> <p>Flashcards: 81-100</p> <p>Homework: Complete Session 5 Homework</p>
Session 6	<p>Review Homework</p> <p>Lecture Topics: Chapter 31: Compounding Non-Sterile Products Chapter 32: Calculating Patient Payment for Prescription Medications Chapter 33: Third Party Bill Billing of Prescriptions Chapter 34: Return of Pharmaceutical Products</p> <p>Flashcards: 101-120</p> <p>Math Test Number One</p> <p>Homework: Complete Session 6 Homework</p>
Session 7	<p>Review Homework</p> <p>Lecture Topics: Chapter 35: Sterile Dosage Forms Chapter 36: Calculating Adult Dosages Chapter 37: Calculating Pediatric Dosages Chapter 38: Parenteral Calculations</p>

	<p>Flashcards: 121-140</p> <p>Section Test Number Two</p> <p>Homework: Complete Session 7 Homework</p>
Session 8	<p>Review Homework</p> <p>Lecture Topics: Chapter 39: Introduction to Equivalence Chapter 40: Organ System Review Chapter 41: Disease States and Their Associated Risk Factors Chapter 42: Introduction to Pharmacology Chapter 43: Drugs Used in the Treatment of Cardiac Conditions</p> <p>Flashcards: 141-160</p> <p>Math Test Number Two</p> <p>Homework: Complete Session 8 Homework</p>
Session 9	<p>Review Homework</p> <p>Lecture Topics: Chapter 44: Drugs Used in the Treatment of Respiratory Problems Chapter 45: Drugs Used in the Treatment of Diabetes Chapter 46: Selected Central Nervous System Drugs Chapter 47: Drugs Used in the Treatment of Gastrointestinal Conditions</p> <p>Flashcards: 161-180</p> <p>Section Test Number Three</p> <p>Homework: Complete Session 9 Homework</p>
Session 10	<p>Review Homework</p> <p>Lecture Topics: Chapter 48: Drugs Used in the Treatment of Infections Chapter 49: Introductions to Pharmacokinetics Chapter 50: Medication Therapy Management Chapter 51: Dietary Supplements</p> <p>Flashcards: 181-200</p> <p>Math Test Number Three</p> <p>Homework: Complete Session 10 Homework</p>

Session 11	Review Homework  Lecture Topics: Chapter 52: Immunization Services in the Pharmacy Chapter 53: Pharmacy Administration Chapter 54: Maintaining a Safe Work Environment Chapter 55: Reducing Medication Errors  State Specific Law Lecture  Review Session  Homework: Complete Session 11 Homework
Session 12	Review Homework  Final Exam

# Medical Administrative Assisting Course

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## About The Field

Medical Administrative Assistants are important in the daily operations of healthcare service providers. They are responsible for managing the front offices of medical facilities, physician's practices, hospitals and nursing homes. Professionals in this field greet patients, update medical histories, transcribe treatment notes, arrange appointments, and process insurance information. A strong understanding of medical terminology, industry related computer software and applications are required.

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## Goals and Objectives

Palmetto School of Career Development (PSCD) realizes that there is a high demand for Medical Administrative Assistants across the country. The U.S. Department of Labor lists this profession in its list of the top 50 occupations with the largest employment ranking at number 4. Healthcare service providers are often forced to hire individuals with little or no training and experience and then provide them with on-the-job training. PSCD has created a training program to meet the demands of the Healthcare community. Our goal is to prepare students to go from the classroom to the workplace quickly, by providing them with the knowledge and skills needed to be successful as a Medical Administrative Assistant.

It is the objective of PSCD to provide training that focuses solely on the fundamental skills and knowledge required to work in an administrative capacity in a healthcare setting. We strive to offer Medical Administrative Assistant training that allows an individual to complete training and seek employment in the shortest amount of time possible.

Upon successful completion of the course, the student will receive a Certificate of Completion designating the student as a Medical Administrative Assistant. PSCD has partnered with the National Healthcareer Association and each student that completes this course will register to sit for the CMAA Exam which will allow the student to become a Certified Medical Administrative Assistant. This exam is not required to pass the course but is highly recommended to obtain employment in the field.

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## Class Times/Course Dates

### South Carolina Schools

PM-Monday and Wednesday Evenings 6-9pm

8 Weeks / 48 Hours

Class Schedule is located at the end of this catalog.

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## Classroom Format & Training Facility

Classes are conducted two evenings per week, Monday and Wednesday from 6:00PM – 9:00PM (Night). The total number of hours for this course is 48 hours.

The courses are held in each location's lecture/classroom area which are equipped with multimedia equipment and seats 4-24 comfortably, depending on the location. Students will work at an individual computer and office station and view slides presented by an instructor, and then have time for questions, answers, and review.

### Tuition & Maximum Class Size

The total cost of the Medical Administrative Assistant course is \$2100.00, excluding required texts. Of that cost, \$200.00 is a deposit, due at the time Enrollment Agreement is submitted, \$100.00 of which is retainable application fee three (3) business days after signing Enrollment Agreement. It is required that payment be made

in full one (1) week prior to the first day of class if no special payment arrangements have been made prior to that date. Cost subject to change without notice.

The maximum class size for this course is limited to approximately 24 people, depending on the location. A minimum enrollment of 6 students is required for the class to begin.

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## **Tuition Refund Schedule**

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If a student chooses to withdraw or is terminated from this program/course for any reason, refunds will be made in accordance with the school's Refund Policy.

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## **Learning Materials**

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### **Books & Texts**

The following text is required for the course.

Kinn's The Administrative Medical Assistant (14<sup>th</sup> Edition) by Alexandra P. Adams, MA, BA, RMA, CMA  
*Paperback, 585 Pages, Published 2020 by Saunders*  
ISBN: 9780323613651

The Simulated Administrative Medical Office – Textbook & SimChart for the Medical Office HER Exercises by Julie Pepper, BS, CMA (AAMA)  
*Paperback, 131 Pages, Published 2015 by Elsevier*  
ISBN: 9780323374712

### **Teaching Devices**

Power Point Presentations

Study Guide

Fully equipped office including computer, photocopy machine, fax, multiple phone lines

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## **Methods of Instruction**

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Methods of instruction used to achieve course objectives may include, but are not limited to:

- Present lectures/discussions/demonstrations/materials in order for students to understand, find, evaluate and cite information.
- Show videos to reinforce understanding of course concepts.
- Use computer software programs, online-tutorials and digital study guide for active learning of course content.
- Invite guest lecturers to class to discuss topics related to information and information competency.

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## **Methods of Evaluation**

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Students will be evaluated for progress in and mastery of learning objectives by methods of evaluation which may include, but are not limited to:

- Class participation and regular attendance
- Homework Assignments
- Classroom Demonstrations
- Quizzes
- Tests

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## **Student Learning Outcomes**

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The student, upon successful completion of this course will have reliably demonstrated the ability to:

1. Understand the Healthcare Industry
2. Learn Medical Ethics and Law

3. Understand the how to use the Medical Computer software
4. Patient Reception, Processing and Scheduling
5. The Paper and Electronic Medical Record
6. Health Information Management
7. Basics of Diagnostic and Procedural Coding
8. Basics of Health Insurance and Claim Forms
9. Medical Practice Management
10. Billing and Collecting
11. Resume Writing and Interviewing Techniques

**Class Number: Name, & Description**

<b>Orientation</b>	<p>Receive Student Materials and fill out all appropriate forms. Receive Sims Chart Course ID from instructor</p> <p>Homework: Textbook:     Read Chapters 1-2 Workbook:     Chapter 1 – Vocabulary Review; Skills and Concepts; Certification Preparation     Chapter 2 – Vocabulary Review; Skills and Concepts; Certification Preparation</p>
<b>Week 1: Lesson 1</b>	<p>Review Homework – Chapters 1-2 in Workbook</p> <p>Lecture Topics:     Chapter 1: The Professional Medical Assistant and the Healthcare Team     Chapter 2: Therapeutic Communication</p> <p>Quiz: Chapters 1-2</p> <p>SimChart:     Ensure you are able to log in to SimChart</p> <p>Homework: Textbook:     Read Chapters 3-5 Workbook:     Chapter 3 – Vocabulary Review; Skills and Concepts; Certification Preparation     Chapter 4 – Vocabulary Review; Skills and Concepts; Certification Preparation     Chapter 5 – Vocabulary Review; Skills and Concepts; Certification Preparation</p>
<b>Week 1: Lesson 2</b>	<p>Review Homework – Chapters 3-5 in Workbook</p> <p>Lecture Topics:     Chapter 3: Legal Principles     Chapter 4: Healthcare Laws     Chapter 5: Healthcare Ethics</p>

	<p>Quiz: Chapters 3-5</p> <p>SimChart: Review and discuss the Following Patient Forms in the Form Repository.</p> <ul style="list-style-type: none"> <li>• Advance Directive (Click Print to Bring Up Form)</li> <li>• General Procedure Consent</li> <li>• Medical Records Release</li> </ul> <p>Complete Assignment 6</p> <ul style="list-style-type: none"> <li>• Prepare Medical Records Release Form for Daniel Miller</li> </ul> <p>Homework: No homework. Students will review HIPAA and OSHA during the next class.</p>
<b>Week 2: Lesson 3</b>	<p>Lecture Topics: HIPAA – Compliance Presentation OSHA – Video Presentation</p> <p>Quiz: HIPAA and OSHA</p> <p>SimChart: Review and discuss the Following Patient Forms in the Form Repository.</p> <ul style="list-style-type: none"> <li>• Disclosure Authorization</li> <li>• Notice of Privacy Practice (Click Print to Bring Up Form)</li> <li>• Patient Bill of Rights (Click Print to Bring Up Form)</li> </ul> <p>Complete Assignment 12</p> <ul style="list-style-type: none"> <li>• Complete New Patient Registration for Malcom Little.</li> </ul> <p>Homework: Textbook: Read Chapters 6-7 Workbook: Chapter 6 – Vocabulary Review; Skills and Concepts; Anatomy Review Parts B-F; Certification Preparation Chapter 7 – Vocabulary Review; Skills and Concepts; Certification Preparation</p>
<b>Week 2: Lesson 4</b>	<p>Review Homework – Chapters 6-7 in Workbook</p> <p>Lecture Topics: Chapter 6 – Introduction to Anatomy and Medical Terminology Chapter 7 – Patient Coaching</p> <p>Quiz: Chapters 6-7</p> <p>Homework: Textbook: Read Chapter 8-10 Workbook: Chapter 8 – Vocabulary Review; Skills and Concepts; Certification Preparation</p>

	<p>Chapter 9 – Vocabulary Review; Skills and Concepts; Certification Preparation</p> <p>Chapter 10 – Vocabulary Review; Skills and Concepts; Certification Preparation</p>
<p><b>Week 3: Lesson 5</b></p>	<p>Review Homework – Chapter 8-10 in Workbook</p> <p>Lecture Topics:  Chapter 8 – Technology  Chapter 9 – Written Communication  Chapter 10 – Telephone Techniques</p> <p>Quiz: Chapter 8-10</p> <p>SimChart:  Complete Assignment 17 <ul style="list-style-type: none"> <li>• Send Missed Appointment Email to Ella Rainwater</li> </ul> Complete Assignment 19 <ul style="list-style-type: none"> <li>• Prepare Referral Form for Ella Rainwater</li> </ul> </p> <p>Homework:  Textbook:  Read Chapters 11  Workbook:  Chapter 11 - Vocabulary Review; Skills and Concepts; Certification Preparation</p>
<p><b>Week 3: Lesson 6</b></p>	<p>Review Homework – Chapters 11 in Workbook</p> <p>Lecture Topics:  Chapter 11 – Scheduling Appointments and Patient Processing</p> <p>Quiz: Chapters 11</p> <p>SimChart:  Complete Assignment 3 <ul style="list-style-type: none"> <li>• Prepare Scheduling Matrix</li> </ul> Complete Assignment 16 <ul style="list-style-type: none"> <li>• Schedule Appointment and Prepare Appointment Reminder Letter for Anna Richardson</li> </ul> </p> <p>Homework:  Textbook:  Read Chapter 12-13  Workbook:  Chapter 12 - Vocabulary Review; Skills and Concepts; Certification Preparation  Chapter 13 – Vocabulary Review; Skills and Concepts; Certification Preparation</p>



<p><b>Week 4: Lesson 7</b></p>	<p>Review Homework – Chapters 12-13 in Workbook</p> <p>Lecture Topics:  Chapter 12 – Health Records  Chapter 13 – Daily Operations and Safety</p> <p>Quiz: Chapters 12-13</p> <p>SimChart:  Complete Assignment 11 <ul style="list-style-type: none"> <li>• Complete Office Inventory Form</li> </ul> Complete Assignment 13 <ul style="list-style-type: none"> <li>• Update Patient Demographics and Complete Advance Directive Form for Amma Patel</li> </ul> Complete Assignment 18 <ul style="list-style-type: none"> <li>• Complete New Patient Registration and Schedule Appointment for Lisa Rae</li> </ul> </p> <p>Homework: Study for Midterm Exam</p>
<p><b>Week 4: Lesson 8</b></p>	<p>Lecture Topics  One Hour Midterm Review</p> <p>Quiz: Midterm Exam (75 Questions)</p> <p>Homework:  Textbook:  Read Chapters 14-15  Workbook:  Chapter 14 – Vocabulary Review; Skills and Concepts; Certification Preparation  Chapter 15 – Vocabulary Review; Skills and Concepts; Certification Preparation</p> <p>(helpful homework hint: Use the TRUECODE in SimsChart to find codes for your homework, instructions on how to use Truecode is in your textbook)</p>
<p><b>Week 5: Lesson 9</b></p>	<p>Review Homework – Chapters 14-15 in Workbook</p> <p>Lecture Topics:  Chapter 14 -Principles of Pharmacology  Chapter 15 – Health Insurance Essentials</p> <p>Quiz: Chapters 14-15</p> <p>SimChart:  Complete Assignment 34 <ul style="list-style-type: none"> <li>• Document Medications for Al Neviasser</li> </ul> Complete Assignment 35</p>

	<ul style="list-style-type: none"> <li>• Document Immunizations and Medications for Diego Lupez</li> </ul> <p>Homework: Textbook:     Read Chapter 16 Workbook:     Chapter 16 – Vocabulary Review; Skills and Concepts; Certification Preparation (helpful homework hint: Use the TRUECODE in SimsChart to find codes for your homework, instructions on how to use Truecode is in your textbook)</p>
<b>Week 5: Lesson 10</b>	<p>Review Homework – Chapter 16 in Workbook</p> <p>Lecture Topics:     Chapter 16 – Diagnostic Coding Essentials</p> <p>Quiz: Chapter 16</p> <p>SimChart:     Complete Assignment 62 <ul style="list-style-type: none"> <li>• Document Progress Note and Submit Superbill for Walter Biller</li> </ul>     Complete Assignment 72 <ul style="list-style-type: none"> <li>• Document Order, Complete Superbill, and Post Payment to Ledger for Carl Bowden</li> </ul> </p> <p>Homework: Textbook:     Read Chapter 17 Workbook:     Chapter 17 – Vocabulary Review; Skills and Concepts; Coding Exercises CPT and HCPCS; Certification Preparation</p>
<b>Week 6: Lesson 11</b>	<p>Collect Homework – Chapter 17 in Workbook</p> <p>Lecture Topics:     Chapter 17 – Procedural Coding Essentials</p> <p>Quiz: Chapter 17</p> <p>SimChart:     Complete Assignment 101 <ul style="list-style-type: none"> <li>• Generate Phone Message and Physical Activity Order for Amma Patel</li> </ul>     Complete Assignment 103 <ul style="list-style-type: none"> <li>• Generate Phone Message and Radiology Order for Ken Thomas</li> </ul>     Complete Assignment 106 <ul style="list-style-type: none"> <li>• Generate a Prior Authorization for Ken Thomas</li> </ul> </p> <p>Homework: Textbook:</p>

	<p>Read Chapters 18-19</p> <p>Workbook:</p> <p>Chapter 18 – Vocabulary Review; Skills and Concepts; Certification Preparation</p> <p>Chapter 19 – Vocabulary Review; Skills and Concepts; Certification Preparation</p>
<p><b>Week 6: Lesson 12</b></p>	<p>Review Homework – Chapters 18-19 in Workbook</p> <p>Register for CMAA Exam</p> <p>Lecture Topics:</p> <p>Chapter 18 – Medical Billing and Reimbursement Essentials</p> <p>Chapter 19 – Patient Accounts and Practice Management</p> <p>Quiz: Chapters 18-19</p> <p>SimChart:</p> <p>Complete Assignment 89</p> <ul style="list-style-type: none"> <li>• Post Insurance Payments to Ledger for Al Neviasser</li> </ul> <p>Complete Assignment 92</p> <ul style="list-style-type: none"> <li>• Prepare Patient Statement for Janine Butler</li> </ul> <p>Complete Assignment 104</p> <ul style="list-style-type: none"> <li>• Create an Insurance Claim Tracer for Ella Rainwater</li> </ul> <p>Homework:</p> <p>Textbook:</p> <p>Read Chapters 20-21</p> <p>Workbook:</p> <p>Chapter 20 – Vocabulary Review; Skills and Concepts; Certification Preparation</p> <p>Chapter 21 – Vocabulary Review; Skills and Concepts; Certification Preparation</p>
<p><b>Week 7: Lesson 13</b></p>	<p>Review Homework – Chapters 20-21 in Workbook</p> <p>Lecture Topics:</p> <p>Chapter 20 – Advanced Roles in Administration</p> <p>Chapter 21 – Medical Emergencies</p> <p>Quiz: Chapters 20-21</p> <p>SimChart:</p> <p>Complete Assignment 76</p> <ul style="list-style-type: none"> <li>• Post Payment to Ledger for Walter Biller and Update Day Sheet</li> </ul> <p>Complete Assignment 79</p> <ul style="list-style-type: none"> <li>• Post Partial Payment to Ledger for Amma Patel</li> </ul> <p>Complete Assignment 90</p> <ul style="list-style-type: none"> <li>• Update Ledger for Diego Lupez</li> </ul> <p>Homework:</p>

	<p>Textbook: Read Chapter 22</p> <p>Workbook: Chapter 22 – Vocabulary Review; Skills and Concepts; Certification Preparation</p>
<b>Week 7: Lesson 14</b>	<p>Review Homework – Chapter 22 in Workbook</p> <p>Lecture Topics: Chapter 22 – Skills and Strategies</p> <p>Resumes: Have a classmate review your resume and offer suggestions on how it may be strengthened.</p> <p>Mock Interview: Complete Mock Interview with a classmate. Use the Mock Interview Questions in your Student Spiral.</p> <p>Quiz: Chapter 22</p> <p>SimChart: Complete Assignment 7 <ul style="list-style-type: none"> <li>• Complete Incident Report for Celia Tapia</li> </ul> Complete Assignment 8 <ul style="list-style-type: none"> <li>• Complete Incident Report for Employee</li> </ul> Complete Assignment 21 <ul style="list-style-type: none"> <li>• Schedule Appointment and Order X-Ray for Mora Siever</li> </ul> Complete Assignment 25 <ul style="list-style-type: none"> <li>• Upload Test Results and Prepare Lab Results Letter for Julia Berkley</li> </ul> </p> <p>Homework: Textbook: None Workbook: None</p>
<b>Week 8: Lesson 15</b>	<p>Review Homework – None</p> <p>Register for the upcoming CMAA Exam if you haven't already.</p> <p>Lecture Topics: CMAA and Final Exam Review Session</p> <p>Homework: Study for Final Exam; Email final copy of Resume to Career Advisor and <a href="mailto:placement@palmettoschool.com">placement@palmettoschool.com</a></p>
<b>Week 9: Lesson 16</b>	<p>Lecture Topics: One Hour Final Exam Review</p> <p>Quiz: Final Exam (75 Questions)</p>

# Medical Billing and Coding

## **About The Field**

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Medical Billing and Coding is important in the daily operations of healthcare service providers. They are responsible for ensuring healthcare providers receive payment for their services by efficiently transmitting important data. A medical coder is responsible for translating a provider's report of the patient's visit into numeric and/or alphanumeric code. A medical biller can then take the information and create a claim to send to the insurance company. A strong understanding of medical terminology, industry related computer software and applications are required.

## **Goals and Objectives**

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Palmetto School of Career Development (PSCD) realizes that there is a high demand for Medical Billers and Coders across the country. PSCD has created a training program to meet the demands of the Healthcare community. Our goal is to prepare students to go from the classroom to the workplace quickly, by providing them with the knowledge and skills needed to be successful as a Medical Biller and Coder.

It is the objective of PSCD to provide training that focuses solely on the fundamental skills and knowledge required to work in a billing and coding capacity in a healthcare setting. We strive to offer Medical Billing and Coding training that allows an individual to complete training and seek employment in the shortest amount of time possible. Upon completion of the Medical Billing and Coding program, our students can also seek multiple certifications offered by different organizations.

Upon successful completion of the course, the student is eligible to receive a Certificate of Completion designating the student as a Medical Biller and Coder. PSCD has partnered with the National Healthcareer Association and each student that completes this course will register to sit for the CBCS exam which will designate the student as a Certified Billing and Coding Specialist. This exam is not required to pass the course but is highly recommended to obtain employment in the field.

## **Class Times/Course Dates**

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### **South Carolina Schools**

PM-Monday and Wednesday Evenings 5:30pm-9:30pm  
12 Weeks / 96 Hours

Class Schedule is located at the end of this catalog.

## **Classroom Format & Training Facility**

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The courses are held in each location's lecture/classroom area which are equipped with multimedia equipment and seats 4-24 comfortably, depending on the location. Students will work at an individual computer and office station and view slides presented by an instructor, and then have time for questions, answers, and review.

## **Tuition & Maximum Class Size**

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The total cost of the Medical Billing and Coding course is \$3500.00, excluding required texts. Of that cost, \$200.00 is a deposit, due at the time Enrollment Agreement is submitted, \$100.00 of which is a retainable application fee three (3) business days after signing Enrollment Agreement. It is required that payment be made in full one (1) week prior to the first day of class if no special payment arrangements have been made prior to that date. Cost subject to change without notice.

The maximum class size for this course is limited to approximately 24 people, depending on the location. A minimum enrollment of 6 students is required for the class to begin.

## **Tuition Refund Schedule**

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If a student chooses to withdraw or is terminated from this program/course for any reason, refunds will be made in accordance with the school's Refund Policy.

## **Learning Materials**

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### **Books & Texts**

The following text is required for the course.

Step-By-Step Medical Coding, 2020 Edition Text and Workbook Package, Edition: 2020, Carol J. Buck, Elsevier, 2020, ISBN: 9780323609494

Medical Billing 101, Edition: 2<sup>nd</sup> Edition, Clack, Renfroe, and Rimmer, Cengage, 2015, ISBN: 9781133936817

Students can also purchase the following professional coding spirals to keep or they can opt to use the coding spirals at the school during class time.

2020 ICD-10-HCPCS-CPT Coding Spirals, 2020 Edition, Edition: 2020, ISBN: 9781626887626

### **Teaching Devices**

Power Point Presentations

Study Guide

Fully equipped office including computer, photocopy machine, fax, multiple phone lines

## **Methods of Instruction**

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Methods of instruction used to achieve course objectives may include, but are not limited to:

- Present lectures/discussions/demonstrations/materials in order for students to understand, find, evaluate and cite information.
- Show videos to reinforce understanding of course concepts.
- Use computer software programs, online-tutorials and digital study guide for active learning of course content.
- Invite guest lecturers to class to discuss topics related to information and information competency.

## **Methods of Evaluation**

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Students will be evaluated for progress in and mastery of learning objectives by methods of evaluation which may include, but are not limited to:

- Class participation and regular attendance
- Homework Assignments
- Classroom Demonstrations
- Quizzes
- Tests

## **Student Learning Outcomes**

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The student, upon successful completion of this course will have reliably demonstrated the ability to:

- Discuss the importance of HIPAA and Compliance regulations
- Accurately complete CMS1500 claim forms
- Perform the 10 steps in the billing cycle
- Perform physician diagnostic coding and procedural coding
- Explain the structures and format of the ICD-10-CM, CPT and HCPCS manuals

# Medical Billing and Coding

## Course Breakdown

WEEK 1	SESSION 1	<p>Introduction/Welcome to Course</p> <p>Lecture:            Billing 101- Chapter 1 Working as a Provider Base Medical Biller            Billing 101- Chapter 2 Overview of the Health Insurance Payment Systems            Step By Step- Chapter 1 Reimbursement, HIPAA and Compliance</p> <p>In Class Assignment:            Step By Step Exercises 1-1 thru 1-4</p> <p>Homework:            Billing 101 Chapter 1 Review- pages 6-7            Billing 101 Chapter 2 Review- pages 18-19            Step By Step Workbook Chapter 1- pages 1-3</p>
	SESSION 2	<p>Exam 1- Billing 101 Chapters 1-2 and Step By Step Chapter 1</p> <p>Review Homework</p> <p>In Class Assignment:            Step By Step Online Activities 1-1 thru 1-2</p>
WEEK 2	SESSION 3	<p>Lecture:            Step By Step- Chapter 2 An Overview of ICD-10-CM            Step By Step- Chapter 3 ICD-10-CM Outpatient Coding and Reporting Guidelines            Step By Step- Chapter 4 Using ICD-10-CM</p> <p>In Class Assignment:            Step By Step Chapter Review 2-4</p> <p>Homework:            Step By Step Workbook Chapter 2 pages 5-8            Step By Step Workbook Chapter 3 pages 9-14            Step By Step Workbook Chapter 4 pages 15-18</p> <p><b>Email Resume to <a href="mailto:placement@palmettoschool.com">placement@palmettoschool.com</a></b></p>
	SESSION 4	<p>Exam 2- Step By Step Chapters 2-4</p> <p>Review Homework</p>

		<p>In Class Assignment: Step By Step Online Activities 2-1 thru 4-2</p>
WEEK 3	SESSION 5	<p>Lecture: Step By Step- Chapter 5 Chapter specific Guidelines (Chapters 1-10) Step By Step- Chapter 6 Chapter specific Guidelines (Chapters 11-14) Step By Step- Chapter 7 Chapter specific Guidelines (Chapters 15-21)</p> <p>In Class Assignment: Step By Step Chapter Review 5-6</p> <p>Homework: Step By Step Workbook Chapter 5 pages 19-25 (even numbers only) Step By Step Workbook Chapter 6 pages 27-31 (even numbers only) Step By Step Workbook Chapter 7 pages 33-38 (even numbers only)</p>
	SESSION 6	<p>Exam 3- Step By Step Chapters 5-7</p> <p>Review Homework</p> <p>In Class Assignment: Step By Step Online Activities 5-1 thru 7-2</p>
WEEK 4	SESSION 7	<p>Lecture: Step By Step- Chapter 8 Introduction to CPT Step By Step- Chapter 9 Introduction to the Level II National Codes (HCPCS) Step By Step- Chapter 10 Modifiers</p> <p>In Class Assignment: Step By Step Chapter Review 8-10</p> <p>Homework: Step By Step Workbook Chapter 8 pages 39-41 (even numbers only) Step By Step Workbook Chapter 9 pages 43-45 (even numbers only) Step By Step Workbook Chapter 10 pages 47-50 (even numbers only)</p>
	SESSION 8	<p>Exam 4- Step By Step Chapters 8-10</p> <p>Review Homework</p> <p>In Class Assignment: Step By Step Online Activities 8-1 thru 10-2</p>
WEEK 5	SESSION 9	<p>Lecture:</p>



		<p>Step By Step- Chapter 11 Evaluation and Management  Step By Step- Chapter 12 Anesthesia  Step By Step- Chapter 13 Surgery Guidelines and General Surgery</p> <p>In Class Assignment:  Step By Step Chapter Review 11-13</p> <p>Homework:  Step By Step Workbook Chapter 11 pages 51-64 (even numbers only)  Step By Step Workbook Chapter 12 pages 65-68 (even numbers only)  Step By Step Workbook Chapter 13 pages 69-71 (even numbers only)</p>
	SESSION 10	<p>Exam 5- Step By Step Chapters 11-13</p> <p>Review Homework</p> <p>In Class Assignment:  Step By Step Online Activities 11-1 thru 13-2</p> <p>Lecture:  Introduction to Medical Terminology and Anatomy</p>
WEEK 6	SESSION 11	<p>Lecture:  Step By Step- Chapter 14 Integumentary System  Step By Step- Chapter 15 Musculoskeletal System  Step By Step- Chapter 16 Respiratory System</p> <p>In Class Assignment:  Step By Step Chapter Review 14-16</p> <p>Homework:  Medical Terminology and Anatomy Packet  Step By Step Workbook Chapter 14 pages 73-78 (even numbers only)  Step By Step Workbook Chapter 15 pages 79-85 (even numbers only)  Step By Step Workbook Chapter 16 pages 87-92 (even numbers only)</p>
	SESSION 12	<p>Cumulative Midterm Exam</p> <p>Review Homework</p> <p>In Class Assignment:</p>

		Step By Step Online Activities 14-1 thru 16-2
WEEK 7	SESSION 13	<p>Lecture:  Step By Step- Chapter 17 Cardiovascular System  Step By Step- Chapter 18 Hemic, Lymphatic, Mediastinum, and Diaphragm  Step By Step- Chapter 19 Digestive System</p> <p>In Class Assignment:  Step By Step Chapter Review 17-19</p> <p>Homework:  Medical Terminology and Anatomy Packet  Step By Step Workbook Chapter 17 pages 93-99 (even numbers only)</p>
	SESSION 14	<p>Step By Step Workbook Chapter 18 pages 101-104 (even numbers only)  Step By Step Workbook Chapter 19 pages 105-110 (even numbers only)</p>
		<p>Exam 7- Step By Step Chapters 17-19</p> <p>Review Homework</p> <p>In Class Assignment:  Step By Step Online Activities 17-1 thru 19-2</p>
WEEK 8	SESSION 15	<p>Lecture:  Step By Step- Chapter 20 Urinary and Male Genital System  Step By Step- Chapter 21 Reproductive, Intersex Surgery, Female Genital System, Maternity Care and Delivery  Step By Step- Chapter 22 Endocrine System</p> <p>In Class Assignment:  Step By Step Chapter Review 20-22</p> <p>Homework:  Medical Terminology and Anatomy Packet  Step By Step Workbook Chapter 20 pages 111-117 (even numbers only)</p>
	SESSION 16	<p>Step By Step Workbook Chapter 21 pages 119-124 (even numbers only)  Step By Step Workbook Chapter 22 pages 125-127 (even numbers only)</p>
		<p>Exam 8- Step By Step Chapters 20-22</p>

		<p>Review Homework</p> <p>In Class Assignment: Step By Step Online Activities 20-1 thru 22-2</p>
WEEK 9	SESSION 17	<p>Lecture: Step By Step- Chapter 23 Eye, Ocular Adnexa, Auditory, and Operating Microscope Step By Step- Chapter 24 Radiology Step By Step- Chapter 25 Pathology/Laboratory</p> <p>In Class Assignment: Step By Step Chapter Review 23-25</p> <p>Homework: Medical Terminology and Anatomy Packet Step By Step Workbook Chapter 23 pages 129-132 (even numbers only)</p>
	SESSION 18	<p>Step By Step Workbook Chapter 24 pages 133-139 (even numbers only) Step By Step Workbook Chapter 25 pages 141-145 (even numbers only)</p>
		<p>Exam 9- Step By Step Chapters 23-25</p> <p>Review Homework</p> <p>In Class Assignment: Step By Step Online Activities 23-1 thru 25-2</p>
WEEK 10	SESSION 19	<p>Lecture: Step By Step- Chapter 26 Medicine Billing 101- Chapter 5 The Heart of Medical Billing (CMS1500 Form) Billing 101- Chapter 8 Electronic Claims Submission and Clearinghouse</p> <p>In Class Assignment: Step By Step Chapter Review 26 CMS1500 Exercise</p> <p>Homework: Medical Terminology and Anatomy Packet Step By Step Workbook Chapter 26 pages 147-152 (even numbers only)</p>
	SESSION 20	<p>Billing 101 Chapter 5 Review- page 64 Billing 101 Chapter 8 Review- pages 95-96</p>

		<p>Exam 10- Step By Step Chapter 26 and Billing 101 Chapters 5 &amp; 8</p> <p>Review Homework</p> <p>In Class Assignment:  Step By Step Online Activities 26-1 thru 26-2  Billing 101 CMS1500 Case Studies 1-1 thru 12-2</p>
WEEK 11	SESSION 21	<p>Lecture:  Billing 101- Chapter 9 EOBs and Payments  Billing 101- Chapter 10 Denials and Appeals  Billing 101- Chapter 11 Maintaining Accounts Receivable  Billing 101- Chapter 12 Collections and the State Insurance Commissioner</p> <p>In Class Assignment:  Billing 101 CMS1500 Case Studies 13-1 thru 25-2  Understanding EOBs and Patients Responsibility Exercise</p> <p>Homework:  Billing 101 Chapter 9 Review- pages 104-108  Billing 101 Chapter 10 Review- pages 116-117  Billing 101 Chapter 11 Review- pages 125-127  Billing 101 Chapter 12 Review- pages 143-144</p>
	SESSION 22	<p>Exam 11- Billing 101 Chapters 9-12</p> <p>Review Homework</p> <p>In Class Assignment:  Resume Building and Interview Skills</p> <p><b>Email Resume to <a href="mailto:placement@palmettoschool.com">placement@palmettoschool.com</a></b></p>
WEEK 12	SESSION 23	Mock Interviews and Comprehensive Review
	SESSION 24	Final Exam

## Charleston, SC

### Dental Assisting Chairside w/ Dental Admin Assisting (DAC)

Start	End	No Class	Orientation
6/20/2020	10/31/2020	7/4/2020, 9/5/2020	6/13/2020
11/21/2020	4/17/2021	11/28/2020, 12/26/2020, 01/02/2021	11/14/2020

### Pharmacy Technician (PHT)

Start	End	No Class	Orientation
5/8/2020	7/24/2020		5/8/2020
8/14/2020	11/6/2020	9/4/2020	8/7/2020
12/4/2020	3/5/2021	12/25/2020, 1/1/2021	11/20/2020

### Medical Administrative Assisting (MAA)

Start	End	No Class	Orientation
7/6/2020	8/26/2020		6/29/2020
9/21/2020	11/11/2020		9/14/2020
11/30/2020	2/1/2021	12/23/2020, 12/28/2020, 12/30/2020	11/23/2020

### Medical Billing and Coding (MBC)

Start	End	No Class	Orientation
9/15/2020	12/8/2020	11/26/2020	9/8/2020
1/12/2021	3/25/2021		1/5/2021

## Columbia, SC

### Dental Assisting Chairside w/ Dental Admin Assisting (DAC/DAA)

Start	End	No Class	Orientation
4/25/2020	9/12/2020	5/23/2020, 7/4/2020, 9/5/2020	4/18/2020
10/3/2020	2/20/2021	11/28/2020, 12/26/2020, 1/2/2021	9/26/2020

### Pharmacy Technician (PHT)

Start	End	No Class	Orientation
5/15/2020	7/31/2020		5/15/2020
8/21/2020	11/13/2020	9/4/2020	8/14/2020
12/11/2020	3/12/2021	12/25/2020, 1/1/2021	12/4/2020

### Medical Administrative Assisting (MAA)

Start	End	No Class	Orientation
4/27/2020	6/22/2020	5/25/2020	4/27/2020
7/20/2020	9/14/2020	9/7/2020	7/13/2020
10/5/2020	11/30/2020	11/25/2020	9/28/2020

### Medical Billing and Coding (MBC)

Start	End	No Class	Orientation
4/7/2020	6/25/2020		3/10/2020
7/21/2020	10/8/2020		7/14/2020
10/27/2020	2/2/2021	11/26/2020, 12/24/2020, 12/29/2020, 12/31/2020	10/20/2020

## Myrtle Beach, SC

### Dental Assisting Chairside w/ Dental Admin Assisting (DAC/DAA)

Start	End	No Class	Orientation
6/20/2020	10/31/2020	7/4/2020, 9/5/2020	6/13/2020
11/21/2020	4/17/2021	11/28/2020, 12/26/2020, 01/02/2021	11/14/2020

### Pharmacy Technician (PHT)

Start	End	No Class	Orientation
5/29/2020	8/14/2020		5/29/2020
9/4/2020	11/20/2020		8/28/2020
1/15/2021	4/2/2021		1/5/2021

### Medical Administrative Assisting (MAA)

Start	End	No Class	Orientation
7/20/2020	9/14/2020	9/7/2020	7/13/2020
10/5/2020	11/30/2020	11/25/2020	9/28/2020

### Medical Billing and Coding (MBC)

Start	End	No Class	Orientation
6/30/2020	9/17/2020		6/23/2020
10/6/2020	1/7/2020	11/26/2020, 12/24/2020, 12/29/2020, 12/31/2020	9/29/2020