



Atlanta Academy of Dental Assisting

Instructor Guide — Module 1: Orientation & Professional Foundations

Brand: Gold #D5AA42 / Cream #FFFDF9

Learning Objectives

- Explain professionalism and ethics in Georgia dental settings.
- Summarize HIPAA privacy and OSHA safety essentials.
- Navigate the AADA LMS and locate Catalog policies (SAP, grading, refund/cancellation/complaint).
- Understand transcript and records basics (GNPEC Std 5–6).

Live Session (90 min)

- 1) Welcome (15) — Introductions, mission, outcomes.
- 2) Professional Image discussion (20) — Scenarios & role-play.
- 3) HIPAA case analysis (30) — PHI privacy, minimum necessary, workstation privacy.
- 4) Q&A; (25) — Catalog/policies; set expectations for labs and externships.

Assessment/Remediation

- Quiz (25 items) — ≥80% required; remediation unlocks targeted mini-activities.
- Acknowledgment Form — Student attests to reading Catalog policies.

GNPEC Tie-Ins

- Std 1: objectives, theory+practice, assessment, remediation; direct meaningful interaction; in-person hands-on for public-health tasks.
- Std 4: Catalog/Enrollment; include SAP, grading, refund, cancellation, complaint procedures.
- Std 5–6: credential/transcript & records; attendance and grades persist permanently.
- Std 12–14: refunds (prorated <50%, 45-day issuance), cancellation (72 hours), complaint appeal to GNPEC.

Narration Cues (TTS)

Female, American Neutral (~135 wpm). Use at openings and policy recaps.