

DENTAL ASSISTANT
Certificate
Minimum of 51 Credit Hours

Dental assistants perform a growing variety of duties in the dental field. Duties include but are not limited to: therapeutic communication, multicultural interaction, psychology, oral health, preventive techniques, nutrition, chairside instrumentation, infection control, equipment safety, equipment maintenance, dental office emergencies and pain/anxiety management. The New Mexico State Board of Dental Health has implemented new standards that include certification in coronal polishing, topical fluoride as well as pit and fissure sealants. The assistant is responsible for all preparation of dental office procedures, chairside assisting, and reception activities. The demanding versatility requires a person dedicated to the profession and a commitment to function as a dental health care team member.

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH105 that is outlined on page 75 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 51
Program Requirements..... (37 hours)	
DENT103 Dental Materials	5
DENT109 Preventative Dentistry/Oral Health Care	1
DENT118 Dental Assisting	3
DENT119 Dental Terminology	1
DENT128 Community Field Experience	1
DENT145 Bio-Dental Science	3
DENT160 Dental Radiology	4
DENT167 Oral Medicine	2
DENT170 Clinical Training/Practicum I	7
DENT209 Professional Ethics	2
DENT220 Dental Office Management	2
DENT226 Dental Pharmacology	1
DENT233 Laboratory Procedures	2
DENT270 Clinical Training/Practicum II	3
Related Studies..... (14 hours)	
BIO103 Medical Terminology ¹	2
CSA150 Computer Fundamentals ¹	3
ENG111 Freshman Composition I ¹	3
PSYC101 Introduction to Psychology ¹	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication ¹	3

Note: ¹Dental Assistant prerequisite courses of BIO103, CSA150, ENG111, MATH105, PSYC101 and SPCH111 or SPCH112 must be completed prior to entrance into the program.

COURSE DESCRIPTIONS

BIOLOGY (BIO)

BIO103 **Medical Terminology** **2;(2,0)**

This course offers a systematic study of medical terms for health professionals who need to acquire a medical vocabulary for their professional training. The student becomes proficient with prefixes, suffixes, and key words that formulate medical terms and the pronunciation of medical terms. A basic review of the major anatomical systems is included.

COMPUTER SOFTWARE APPLICATIONS (CSA)

CSA150 **Computer Fundamentals** **3;(2,2)**

Previously offered as CIS100.

This course provides an overview of computer hardware, software, and the Windows environment with an emphasis on current business office applications. The course will cover computer operating principles, file management, the Internet, with an introduction to word processing, spreadsheets, database, and slide/electronic presentation programs. Current software such as Microsoft Word, Excel, Access, and PowerPoint will be used. *NM Common Course Number: BCIS1113.*

DENTAL ASSISTANT (DENT)

DENT103 **Dental Materials** **5;(3,4)**

This course is to acquaint the dental assistant student with the composition, properties and manipulation of dental materials with a primary emphasis on those materials used in the dental office and a secondary emphasis on selected materials used in the dental laboratory. These properties include the physical, chemical, biological and mechanical properties of dental materials. Lectures, reading assignments and laboratory projects will provide a basic understanding of dental materials used in the dental office and an overview of selected materials used in the dental laboratory. This information permits the student to interpret the use of dental materials in clinical practice and to communicate the use of materials with the dentist and patient. This course also provides a scientific background for the selection and use of dental materials. The utilization of all dental materials, mixing techniques and safety protocol will be covered in the lab portion of the class. The importance of infection control, prevention of cross contamination and competency in uses and functions of dental materials will be emphasized. Care and maintenance of equipment and supplies will be demonstrated. *Prerequisites: BIO103 and CSA150. Corequisites: DENT109, DENT118, DENT119, DENT128 and DENT160.*

DENT109 **Preventative Dentistry/Oral Health Care** **1;(1,0)**

The dental assistant in the dental health care system emphasizes the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are presented to facilitate the role of dental assistant as educator. *Prerequisites: BIO103 and CSA150. Corequisites: DENT103, DENT118, DENT119, DENT128 and DENT160.*

DENT118 **Dental Assisting** **3;(2,2)**

This course includes a detailed study of dental instruments, their care and function. Also included is the study of the different dental procedures and techniques on assisting, which includes practice of ergonomics with each procedure. This course consists of theory and practical lab application. As a routine procedure in the Dental Office, the student will study First Aid procedures. The general structure, composition, properties and purpose of dental materials will be covered. *Prerequisites:* ENG104, MATH105 and READ105 or equivalent COMPASS/ACT scores, BIO103 and CSA150. *Corequisites:* DENT103, DENT109, DENT119, DENT128 and DENT160.

DENT119 **Dental Terminology** **1;(1,0)**

This course offers a systematic study of dental terms for health professionals who need to acquire a medical vocabulary for their professional training. The student becomes proficient with prefixes, suffixes, and key words that formulate dental terms and the pronunciation of dental terms. A basic review of the major anatomical systems is included. *Prerequisites:* BIO103 and CSA150. *Corequisites:* DENT103, DENT109, DENT118, DENT128 and DENT160.

DENT128 **Community Field Experience** **1;(0,2)**

The student provides a community service to district schools and health clinics by providing dental health education. All health presentations will take place under direct faculty supervision with expanded critique of student performance. *Prerequisites:* BIO103 and CSA150. *Corequisites:* DENT103, DENT109, DENT118, DENT119 and DENT160.

DENT145 **Bio-Dental Science** **3;(3,0)**

The study of the normal function of external and internal structures of the teeth and oral cavity, including the study of general anatomy and physiology, embryology, histology, tooth morphology, and composition and classification of tissue of the head and neck. Includes the study of dental charting. *Prerequisites:* Successful completion of 1st semester classes in Dental Assistant Program. *Corequisites:* DENT167, DENT170, DENT226 and DENT233.

DENT160 **Dental Radiology** **4;(2,4)**

The study and definition of radiation physics, health and safety theories with emphasis on fundamentals of X-ray techniques and processing. Emphasis is on study and review for certification by the New Mexico Board of Dentistry Radiology before student participates in Clinical Training/Practicum I. Includes dental laboratory techniques, introduction to recording and interpreting, utilizing manual and computerized Dentrax systems. *Prerequisites:* BIO103 and CSA150. *Corequisites:* DENT103, DENT109, DENT118, DENT119 and DENT128.

DENT167 **Oral Medicine** **2;(2,0)**

Students will study oral pathology (diseases and causes) with emphasis on periodontal disease and periodontal charting. Topics will include recognition of signs and symptoms of medical emergencies, treatment for aiding patients in emergency situations, and review in CPR training. *Prerequisites:* Successful completion of 1st semester classes in Dental Assistant Program. *Corequisites:* DENT145, DENT170, DENT226 and DENT233.

DENT170 **Clinical Training/Practicum I** **7;(0,14)**

The student serves a non-paid practical clinical experience in the offices of qualified dentists. Direct faculty supervision and instruction is maintained in each facility with expanded critique of performance, and office management. *Prerequisites: Successful completion of 1st semester classes in Dental Assistant Program. Corequisites: DENT145, DENT167, DENT226 and DENT233.*

DENT209 **Professional Ethics** **2;(2,0)**

An emphasis on development of professionalism for dental staff. Content will include oral communication, psychology, patient relations, problem solving skills, stress management, and employment ethics. *Prerequisites: Successful completion of first two semesters in Dental Assistant Program. Corequisites: DENT220 and DENT270.*

DENT220 **Dental Office Management** **2;(2,0)**

Introduction to dental business office procedures, general telephone etiquette, appointment scheduling and control, accounts payable and receivables, insurance billing, inventory control, data entry basics and Dentrux computer software. *Prerequisites: Successful completion of first two semesters in Dental Assistant program. Corequisites: DENT209 and DENT270.*

DENT226 **Dental Pharmacology** **1;(1,0)**

Introduction to safe administration and classification of drugs used in dentistry. Emphasis on common adverse reactions that can occur in drugs utilized with dental procedures. *Prerequisites: Successful completion of 1st semester classes in Dental Assistant Program. Corequisites: DENT145, DENT167, DENT170 and DENT233.*

DENT233 **Laboratory Procedures** **2;(0,4)**

The student will study the management of hazardous materials that will include specialties and their associated laboratory procedures. Student will enhance and build skills and techniques of impression taking, construction of models and custom trays, and many other laboratory duties performed by the dental assistant. *Prerequisites: Successful completion of 1st semester classes in Dental Assistant Program. Corequisites: DENT145, DENT167, DENT170 and DENT226.*

DENT270 **Clinical Training/Practicum II** **3;(0,6)**

This capstone course enhances the office experience enabling the student to serve as a non-paid practical clinical participant in the offices of qualified dentists. The student will practice chair side procedures as directed by dentists. Direct faculty supervision and instruction are maintained in each facility with expanded critique of performance and office management. *Prerequisites: Successful completion of first two semesters in the Dental Assistant Program. Corequisites: DENT209 and DENT220.*

ENGLISH (ENG)

ENG111 **Freshman Composition I** **3;(3,0)**

Emphasis of the course is on grammatical principles, sentence construction paragraph types, theme form, and rhetorical modes of exposition. The essentials of correctness and effectiveness in writing are stressed. In addition, the student is exposed to research documentation techniques. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: ENGL1113.*

MATHEMATICS (MATH)

MATH105 **General Mathematics** **4;(4,0)**

This course will cover skills/concepts of arithmetic with an introduction to basic algebra for students needing to strengthen their basic mathematical background. Emphasis will be placed on ratios, proportions, percents, measurement, graphs, geometric concepts, real number systems concepts, signed numbers, and linear equations in one variable. *Prerequisite: MATH101 or equivalent COMPASS/ACT score.*

PSYCHOLOGY (PSYC)

PSYC101 **Introduction to Psychology** **3;(3,0)**

This course includes the methods and principles of behavior. Topics introduced include: human evolution and development, biopsychology, perception, learning, thinking, motivation, and social interaction. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: PSYC1113.*

SPEECH (SPCH)

SPCH111 **Public Speaking** **3;(3,0)**

This course is the study of the theory and practice of public speaking. Principles of rhetoric are studied, and their applications are explored in the analysis, preparation, and presentation of speeches. *NM Common Course Number: COMM1113.*

SPCH112 **Interpersonal Communication** **3;(3,0)**

This course is an analysis of human communication theories relevant to enhancing inter and intrapersonal communication skills. Topics studied include: self-esteem, perception, verbal and nonverbal language, listening, gender communication, interpersonal conflict, etc. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: COMM1213.*