



Dental Assisting  
Certificate  
2017/2018



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# DENTAL ASSISTANT

## Certificate

Minimum of 51 Credit Hours

### **Program Goals**

The dental assisting program provides a broad educational experience rooted in the social, behavioral, and biological sciences. The curriculum is delivered by fulfilling three components of education, 1) high quality instruction, 2) knowledge competency, and 3) learning outcomes assessment. Curriculum emphasis is placed on skill building techniques to support successful pass rate for state and national board exams.

The principal goal of dental assisting training is to prepare a dental auxiliary to be ethically and morally responsible, clinically competent, and to facilitate comprehensive quality oral care. The dental assisting program will utilize current theory, emerging technology, and clinical evaluation in unison with local dental professionals to ensure graduates have the knowledge, skills, and attitudes to be successful in today's dental facilities.

The Dental Assisting Program is accredited by the Commission on Dental Accreditation. Completion of this certificate may be applied toward an Associate of Applied Science Degree in Vocational/Technical Studies.

- The dental assisting program will provide a quality educational program focused on active learning to meet the needs of students and the educational community.
- The dental assisting program will secure continuing resources to support dynamic instructional strategies and to enhance student learning.
- The dental assisting program will support student and faculty personnel and professional development.
- The dental assisting program will serve the community by providing educational programs, dental assisting services, and optimal patient care to meet the needs of diverse groups in the community and surrounding regions.

### **2015/18 Curriculum Profile**

Dental assistants are an important part of the dental office. With the ability to perform both medical and administrative tasks, a good dental assistant helps to ensure a safe and productive visit for patients.

LCC Dental Assistant courses offer students a comprehensive education on a variety of both medical and administrative skills that are necessary to work in the dental profession. These include learning dental anatomy and dental instruments, tray set-up per procedure, as well as how to assist patients, create charts, expose, process, label and mount X-rays.

According to the U.S. Department of Labor, the number of Dental Assistant jobs is projected to increase by 18% through 2024 which is much faster than average.



[https://luna.edu/.../DENTAL\\_ASSISTANT\\_CURRICULUM\\_PROFILE\\_2017-2018.p](https://luna.edu/.../DENTAL_ASSISTANT_CURRICULUM_PROFILE_2017-2018.p)

**Program Map**

The program map marks courses that are scheduled by semester in order to complete this degree within two years (or one year if applicable). Refer to Appendix A for the program map.

**First Year Pre-requirements**

Course	Title	Hours
AH113,	Medical Terminology	3
CSA150	Computer Fundamentals	3
ENG111	Freshman Composition I	3
PSYC101	Intro to Psychology	3
SPCH111/112	Public Speaking –or- Interpersonal Communication	3
BIO217/AH210	Human A&P I –or- Nutrition	4/3

**First Year Accepted to program**

Course	Title	Hours
DENT103	Dental Materials	5.0
DENT109	Pre Dentistry/Oral Hlth Care	1.0
DENT118	Dental Assisting	3.0
DENT128	Community Field Experience	1.0
DENT145	Bio-Dental Science	3.0
DENT160	Dental Radiology	4.0
DENT167	Oral Medicine	2.0
DENT170	Clinical Training I	7.0
DENT209	Professional Ethics	2.0
DENT220	Dental Office Management	2.0
DENT226	Dental Pharmacology	1.0
DENT233	Laboratory Procedure	1.0
DENT270	Clinical Training II	3.0

[https://luna.edu/.../Congratulations\\_to\\_Luna\\_Dental\\_Assisting\\_students.pdf](https://luna.edu/.../Congratulations_to_Luna_Dental_Assisting_students.pdf)

**Professional Development**

**Dental Assistants:** 30 hours of continuing education are required during each triennial renewal cycle. Continuing education received after submission of renewal materials but prior to actual expiration date may be used for the requirements of the next renewal cycle

**Courses Offered by Semester**



**Fall 2017**

Course	Hours	Title	Days
DENT109	1.0	Preventive Dentistry/Oral Health Care	---W---
DENT118	3.0	Dental Assisting	---M-W---
DENT128	1.0	Community Field Experience	---R---
DENT128	1.0	Community Field Experience	---F---
DENT145	3.0	Bio-Dental Science	---W---
DENT160	4.0	Dental Radiology	---T---
DENT167	2.0	Oral Medicine	---M---

**Spring 2018**

Course	Hours	Title	Days
DENT103	5.0	Dental Materials	---M-W---
DENT170	7.0	Clinical Training/Practicum I	---MTWR---
DENT170L	0.0	Clinical Training Practicum I/Seminar	----F---
DENT209	2.0	Professional Ethics	----F---
DENT220	2.0	Dental Office Management	---R---
DENT226	1.0	Dental Pharmacology	---R---
DENT233	2.0	Laboratory Procedures	---T---
DENT270	3.0	Clinical Training/Practicum II	---MTWR---
DENT270	3.0	Clinical Training/Practicum II	---MTWR---
DENT270L	0.0	Clinical Training Practicum II/Seminar	----F---

**Summer 2018**

No courses were offered due to program acceleration in spring 2018 to deal with HLC Show-Cause Order.

**Retention Rates Fall 2017 to Spring 2018**

Course	Total Fall	Spring Enrollment*	Retention Percentage
--------	------------	--------------------	----------------------



	Enrollment		
DENT109	7	7	100
DENT118	7	7	100
DENT119	7	7	100
DENT128	7	7	100
DENT128	7	7	100
DENT145	7	7	100
DENT160	7	7	100
DENT167	7	7	100

\*Spring census date; if you don't have it, put end of Spring semester enrollment but caveat with

\*\* asterisk and explain.

**Student Enrollment (Three-Year Annual Trend)**

2015/2016	2016/2017	2017/18
11	12	7

**Fall 2017 By Course**

Course	Credit	# Students Enrolled	Student Credit Hours
DENT109	1.0	7	7.0
DENT118	3.0	7	21.0
DENT119	1.0	7	7.0
DENT128	1.0	7	7.0
DENT145	3.0	7	21.0
DENT160	4.0	7	28.0
DENT167	2.0	7	14.0

**Spring 2018 By Course**

Course	Credit	# Students Enrolled	Student Credit Hours
DENT103	5.0	7	35.0
DENT170	7.0	7	49.0
DENT170L	0.0	7	0.0
DENT209	2.0	7	14.0
DENT220	2.0	7	14.0
DENT226	1.0	7	7.0
DENT233	2.0	7	14.0
DENT270	3.0	7	21.0
DENT270L	0.0	7	0.0

**Summer 2018 By Course (no offerings as indicated above)**

Course	Credit	# Students	Student Credit Hours
--------	--------	------------	----------------------



		Enrolled	
List course	-	-	-
List course	-	-	-
List course	-	-	-

**Student Graduation (Three-Year Annual Trend) (Same as above)**

2015/2016	2016/2017	2017/18
11	12	7

**Synopsis of Significant Findings**

*Benchmark/Target*

Certification in Dental Assisting through DANB and NM State RHS

*Finding*

85% of students passed one or more components for DANB RHS/ICE

*Analysis of Finding*

7 students applied 6/7 passed one or more of the Radiation Health and Safety and the Infection Control exam.

**Program Improvement Plans Implemented or In-Progress**

Emphasis on 90% Student pass rates for DANB dental assisting National and State Board certification. Completion of all three components in National certification. Three hundred clinical hours.

**Budget Source**

State funds

**Advisory Committee Work**

The Dental Assisting program has an advisor Committee that convenes twice each academic year. During AY 17/18 the committee dealt with the written response to the CODA Recommendation Report that was submitted on 11/10/17. The dealt with the HLC Show Cause Order and the changes to the spring 18 course schedule that allowed student to complete the certificate requirements early. The committee also dealt with the DANB 2017 Exam and the program asked the Advising committee to assist with the Program Assessment Evaluation.

**Student Advisement by Semester**

Students once accepted into the program are advised by

**Yearly Return on Investment**





Costs for instruction are listed by course.

**Revenue for AY2017/18**

Course Name	#of Credits	#of Students	SCH	Tier \$	Tier Funding Tot	Tuition \$40	Total Revenue
DENT103	5	7	35	\$321.16	\$11,240.60	1400	\$12,640.60
DENT109	1	7	7	\$321.16	\$2,248.12	280	\$2,528.12
DENT118	3	7	21	\$321.16	\$6,744.36	840	\$7,584.36
DENT119	1	7	7	\$321.16	\$2,248.12	280	\$2,528.12
DENT128	1	7	7	\$321.16	\$2,248.12	280	\$2,528.12
DENT145	3	7	21	\$321.16	\$6,744.36	840	\$7,584.36
DENT160	4	7	28	\$321.16	\$8,992.48	1120	\$10,112.48
DENT167	2	7	14	\$321.16	\$4,496.24	560	\$5,056.24
DENT170	7	7	49	\$321.16	\$15,736.84	1960	\$17,696.84
DENT209	2	7	14	\$321.16	\$4,496.24	560	\$5,056.24
DENT220	2	7	14	\$321.16	\$4,496.24	560	\$5,056.24
DENT226	1	7	7	\$321.16	\$2,248.12	280	\$2,528.12
DENT233	1	7	7	\$321.16	\$2,248.12	280	\$2,528.12
DENT270	3	7	21	\$321.16	\$6,744.36	840	\$7,584.36

**Costs**

Course Name	Instructor Salary	Fringe	Operational Costs (63 and 64 codes)	Total Costs
FT instructor				
Coordinator/ Instructor	43,462.00	2261	8650	53,373.00
Instructor	37,501.00	2261	8650	48,412.00

- Class Cost per Student (Revenue-Costs/students enrolled) = -1538.95 (4519,68 at capacity)
- Cost per Graduate (Revenue-Costs/students graduated this year) = -1538.95 (4519,68 at capacity)



Note: If the program is at capacity (12 students) there is \$54,236.12 in excess.

**Alumni Surveys**

The program currently does not administer alumni surveys, however, the program does administer a student exit survey. For the 2017-18 AY, 7 of 7 Dental Student Surveys administered were completed by students exiting the program (see Appendix C). The survey was used to gather data about the students' experience while participating in the program, and how the program might improve upon student experiences while participating in the program. The survey data table below indicates that students were satisfied with their experience in the dental assisting program as well as their overall experience with LCC.

Question	Response	# of Student Responses	Response Percentage
Attending LCC	Very Important	7/7	100%
LCC Degree and/or Dental Certs. attained	LCC DA Certificate	7/7	100%
	NM State RHS	5/7	71%
	LCC Associates	1/7	14%
Quality of Program	Excellent	7/7	100%
Employed as a Grad/Practicum	Yes	4/7	57%
	No	3/7	43%
Availability of Professors	Frequently	7/7	100%
Quality of Service	Excellent	7/7	100%
Course Agree/disagree	Strongly agree	7/7	100%
LCC Gen. Service Satisfactory	Very Satisfied	5/7	71
	Satisfied	2/7	29

**Program Learning Assessment Plan (Weave)**

*Program Learning Outcomes*

- Utilize appropriate decision-making skills and collaboration with others to deliver preventive oral health care to clients of various age groups and with complex health care problems.
- Demonstrate accountability and practice professional roles when providing dental care for clients.
- Provide care that is consistent with values, beliefs and cultural traditions when caring for clients with complex health needs.

**Student Alumni Placements**

The table below lists the number of program graduates that have been placed in local dental offices.

Office Name	No. of Dental Assistant	No. of Dental Assistants
-------------	-------------------------	--------------------------



	<b>Students Placed</b>	<b>Grads now Hygienists</b>
Dr. Aragon's Dental	2	
Drs. Collins' Dental	6	
Divine Dental (Dr. Valdez)	4	
Dr. Ebell's Dental	3	
Dr. Garcia's Dental	2	1
El Centro Dental	3	
Dr. Yoon's Dental	4	

**Curriculum Committee Work (Link)**

The program took to the Curriculum Committee one request to suspend one (1) course (DENT 119 Dental Terminology, 1 credit hour course). The content of this course will be covered in AH113 Medical Terminology.

The program also took requested description changes to appear in the upcoming catalog. The changes were made to improve the language that described the program and some of its course offerings. These changes will not affect the curriculum content within the program courses.

**Final Program Approvals (Board of trustees) approvals to move program forward**

No final approvals from VP/ President and board of trustees were carried out during 17-18 AY.

**Accreditation**

The Dental Assisting Program at LCC is accredited by the Commission on Dental Accreditation (CODA). Final reports were submitted to the Commission on Dental Accreditation during fall 2017. The program had received full accreditation until the Higher Learning Commission placed the institution on a Show Cause Order. The program will have to submit a report on the progress of the institution as it moves off the Show Cause Order.

The Dental Assisting Program is also advised by the Dental Assisting National Board (DANB) and the New Mexico Dental Health Care Licensing and Regulation office.

**Evaluation of the Program**

**Summary**

The Dental Assisting Training Program at LCC continues to be successful. Student continue to receive their Certification in Dental Assisting through DANB and NM State RHS.

The program is proud to report that 85% of students passed one or more components for DANB RHS/ICE

All 7 students from the 2017-18 cohort applied for state level exams, and six of seven passed one or more of the Radiation Health and Safety and the Infection Control exam.

The program will continue to demonstrate its effectiveness through a formal and ongoing planning and outcomes assessment process that is systematically documented and annually reported and evaluated.

The current curriculum, and weekly assignments and exams are designed and continually updated through annual evaluation to assist DA student to successfully complete their cohort classes. Normally it takes three semesters in Dental Assisting beginning in the fall, spring and summer to complete the program,



this also includes three hundred (300) clinical hours with contracted dentist in the community and surrounding areas to include Santa Fe, Santa Rosa, and Mora to complete the program. However, because of the HLC Show Cause Order, students in the AY 2017-18 cohort participated in an accelerated program of study that was completed in two semesters (fall and spring).

The goal of every student in the accelerated training program was to achieve certification through the Dental Assisting Nation Board (DANB), and obtain the NM Board State Radiation Health & Safety Certificate and/or NM State Board of Dental Health Care License in Radiation, Health and Safety, Coronal Polish, Fluoride Topical Applications, and Pit and Fissure Sealant. The program is confident that all students completing the program will go on to be successful in the oral healthcare field.

## Appendix A: Program Map for Dental Assisting

### First Year Pre-requirements

Course	Title	Hours
AH113,	Medical Terminology	3
CSA150	Computer Fundamentals	3
ENG111	Freshman Composition I	3
PSYC101	Intro to Psychology	3
SPCH111	Public Speaking	3

### First Year Accepted to program

Course	Title	Hours
<u>DENT103</u>	Dental Materials	5.0
<u>DENT109</u>	Pre Dentistry/Oral Hlth Care	1.0
<u>DENT118</u>	Dental Assisting	3.0
<u>DENT119</u>	Dental Terminology	1.0
<u>DENT128</u>	Community Field Experience	1.0
<u>DENT145</u>	Bio-Dental Science	3.0
<u>DENT160</u>	Dental Radiology	4.0
<u>DENT167</u>	Oral Medicine	2.0
<u>DENT170</u>	Clinical Training I	7.0
<u>DENT209</u>	Professional Ethics	2.0
<u>DENT220</u>	Dental Office Management	2.0
<u>DENT226</u>	Dental Pharmacology	1.0
<u>DENT233</u>	Laboratory Procedure	1.0
<u>DENT270</u>	Clinical Training II	3.0

## **Appendix B: Program and Student Assessment of Learning**

### Graduates from this program will:

#### Description

- Utilize appropriate decision-making skills and collaboration with others to deliver preventive oral health care to clients of various age groups and with complex health care problems.
- Demonstrate accountability and practice professional roles when providing dental care for clients.
- Provide care that is consistent with values, beliefs and cultural traditions when caring for clients with complex health needs.

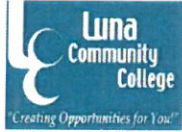
### **Supported Initiatives (5)**

#### General Education

- Communication- i.e. Written documents, oral and/or electronic presentations, digital assignments, portfolio, etc.
- Critical Thinking- i.e. Problem solving, analyze, explanation, argument, experiment, research, etc.
- Information & Digital Literacy- i.e. Essay, speech, research, presentation, computer skills, blogs, websites, etc.
- Personal & Social Responsibility- i.e. Ethical reasoning, collaboration, discussions, reflection, case studies, etc.
- Quantitative Reasoning- i.e. Laboratory reports, exam, project, critique, written assignment



## Appendix C: Dental Student Exit Survey



### Luna Community College Dental Student Exit Survey

This questionnaire requests information to assist LCC in understanding your experiences as a dental assisting student and to determine how services and the program can be improved. The information you supply on this questionnaire will be kept completely confidential. Combined student responses may be shared with the Dean of the College, department heads, and other College officials. It is important that you respond carefully to each item. You are encouraged to use the COMMENTS sections to clarify your responses - especially for those items on which you expressed significant satisfaction or dissatisfaction.

1. **What is your student ID number?** *(This information is used solely for the purpose of eliminating any duplications when one applies to dental on more than one occasion. No reports will identify you as an individual)*

**My Student ID number:** \_\_\_\_\_

2. **Rate the importance of the following factors in your decision to attend LCC.**

- |   | Not important | Important | Very important |
|---|---------------|-----------|----------------|
| a. LCC's reputation                                 |               |           |                |
| b. Unique features of my certificate/degree program |               |           |                |
| c. Reputation of my department                      |               |           |                |
| d. Recommendation of a friend                       |               |           |                |
| e. Cost of attending LCC                            |               |           |                |
| f. LCC's convenient location                        |               |           |                |
| g. Availability of financial assistance             |               |           |                |
| h. Availability of on-line courses                  |               |           |                |

Comments:

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3. **My dental certificate/degree is: ( Check all that Apply)**

LCC dental assisting Certificate (completed all program semesters)

NM State Dental Assisting Radiation Health and Safety

NM State Dental Assisting Coronal polish, Pit & Fissure Sealants, Topical Fluoride Application

DANB CDA (All components: RHS/ICE/General Chairside exam)

My LCC Associates of Arts certificate/degree is in; Field of study \_\_\_\_\_

4. **Overall, the quality of my program is**

Excellent

Good

Fair

Poor

No opinion

Comments; \_\_\_\_\_

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**5. Were you employed as a Graduating/Practicum dental Assistant?**

Yes

No

**My experience as a Dental Assistant student was positive.**

Indicate the extent of your agreement with the following statements concerning your dental certificate/degree program (follows): Agree, Strongly Agree, NA

- a. The certificate requirements were explained clearly.
- b. The program encouraged academic and/or professional interactions with other students.
- c. The program adequately prepared me for a career in my field.
- d. The program had adequate classroom facilities.
- e. The program had adequate instructional supplies and equipment.
- f. The program had adequate non-computer lab facilities
- g. The program had adequate computer lab access
- h. I was satisfied with the procedures for scheduling of comprehensive exams.
- i. I received adequate support as a student throughout the program.

Comments

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**6. How often were your professors available to help you outside of class?**

Never    Seldom    Occasionally    Frequently    Did not request help

**7. Indicate the frequency of the following occurrences in your dental program.**

Never  
Seldom  
Occasionally  
Frequently  
Did not request help  
N/A

- a. I had classes that required some form of research.
- b. My classes involved interaction with other students (group projects or discussion groups).
- c. I used technology in the classroom.

Comments

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**8. Please rate the quality of the services in the following areas in your dental program.**

Poor    Fair    Good    Excellent    No opinion    N/A

- a. Career advisement
- b. Curricular advising
- c. Professional competency of the faculty
- d. Instructional competency of the faculty
- e. Quality of courses, as preparation for employment after graduation
- f. The support of the department staff and faculty.



g. The professionalism of the department staff and faculty.

Comments

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**9. Indicate the extent of your agreement/disagreement with the following statements concerning the courses you took toward your certificate.**

Strongly disagree

Disagree

Agree

Strongly agree

No opinion

N/A

- a. The prerequisites for courses, if any, were appropriate.
- b. The sequencing of courses was appropriate (i.e., courses taken later in the curriculum built on earlier courses and required a higher level of sophistication and intellectual challenge).
- c. Practical experiences (practicum, laboratory, internship, field experience, etc.) were of high quality.
- d. Courses were offered frequently and I completed my certificate/degree requirements as planned.
- e. Academic/professional interaction with other students contributed significantly to attaining my educational goals.
- f. Faculty provided clear understanding of the goals and requirements of each class.
- g. Faculty provided clear understanding of evaluation methods used in each class.
- h. The evaluation methods, and grades awarded, properly differentiated levels of student performance (i.e., grades awarded correctly distinguished the level at which students performed).
- i. Courses I took provided the necessary knowledge (major studies conducted and results of those studies) in my discipline.. Courses I took provided an understanding of the major theories in my discipline.
- j. Courses I took provided an understanding of the accepted professional practices in my field.

Comments

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**10. On a scale of 1-5, with 1 being not satisfied at all and 5 being very satisfied, how satisfied are you with the Distance Education Services and/or electronic Systems? Please select "N/A", if any of the items below doesn't apply to you.**

1 Not satisfied at all

2

3

4

5 Very satisfied

N/A

- a. Blackboard online courses through Distance Education
- b. Blackboard Mobile Learn (App) through Distance Education
- c. Blackboard Collaborate through Distance Education
- d. Blackboard Student Services 24/7 Support





11. Have you taken any online courses through Distance Education while working on this certificate/degree?

Yes No

12. Please indicate the level of your agreement with each of the following statements regarding online learning courses using a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree.

1 Strongly disagree

2

3

4

5 Strongly agree

N/A

13. Indicate the level of your satisfaction with each of the following services.

Very dissatisfied; Dissatisfied Satisfied Very satisfied No opinion N/A

LCC's Business Office

Campus Bookstore

Disability Support Services

Financial Aid Office

ID card

Mail Center

Parking on campus

Registration process

Comments

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Please provide additional comments/suggestions concerning LCC Dental Assisting program.

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Please provide below a personal (non-LCC) email for future alumni follow-up:

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**Thank you for your time and assistance in providing information which will assist LCC in improving its Dental Assisting program and services.**



## Appendix D: Admissions Criteria Flow Sheet



366 Luna Drive  
Las Vegas NM 87701  
505-454-2528 FAX: 505-454-5384

### DENTAL ASSISTING PROGRAM Admissions Criteria Flow Sheet

Name: \_\_\_\_\_ Advisement Date \_\_\_\_\_  
Address: \_\_\_\_\_ Accepted into Year \_\_\_\_\_  
Phone: # \_\_\_\_\_  
ID#: \_\_\_\_\_

Semester/year completed: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

All pre-requisite classes completed "C" or better:  Yes  No

*AH113 Medical Terminology*  Yes  No \_\_\_\_\_

GPA: \_\_\_\_\_

*CSA150 Computer Fundamentals*  Yes  No \_\_\_\_\_ GPA: \_\_\_\_\_

*ENG111 Freshman Composition*  Yes  No \_\_\_\_\_ GPA: \_\_\_\_\_

*SPCH111 Public Speaking Or*  Yes  No \_\_\_\_\_

GPA: \_\_\_\_\_

*SPCH112 Interpersonal Comm*   \_\_\_\_\_

GPA: \_\_\_\_\_

*PSYC101 Intro to Psych or*  Yes  No \_\_\_\_\_

GPA: \_\_\_\_\_

*AH210 Nutrition*  Yes  No \_\_\_\_\_ GPA: \_\_\_\_\_

**Passport (Program advisement student summary)\***  Yes  No \_\_\_\_\_

Acceptance letter sent by Program Director:  Yes  No Date: \_\_\_\_\_

Acceptance letter response returned:  Yes  No Date: \_\_\_\_\_

Accepted:  Yes  No

If not entering, reason \_\_\_\_\_

Orientation letter sent by Program Director:  Yes  No

Was this a deferral from a previous year  Yes  No Original start date: \_\_\_\_\_



Student contacts:      Dates/Comments

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Instructor Comments:

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