



2013-2015 Catalog – Addendum

Certificate – Dental Assisting Science Program (44 credits)

The Dental Assisting Program is one year of full-time study. Class enrollment is limited. Students must meet the regular UNM Gallup admissions criteria and are selected for the Dental Assistant Program based upon personal interview, pre-admission test scores, and high school or previous college records. The Dental Assistant's range of duties is filled with possibilities. The Assistant may comfort an anxious patient, bill insurance companies, assist the dentist in providing treatment in patients. Through strong educational preparation, the Dental Assistant may assume responsibilities which are within his/her abilities and are recognized by the State Practice Act. **(Program revised Spring 2014)**

GENERAL EDUCATION REQUIREMENTS (6)

| | | |
|----------|--------------------------------|-----|
| CJ 221 | Interpersonal Communication OR | |
| CJ 130 | Public Speaking | 3cr |
| NUTR 120 | Nutrition for Health | 3cr |

HEALTH SCIENCES (7)

| | | |
|----------|------------------------------------|-----|
| HCHS 111 | Medical Terminology | 3cr |
| HCHS 113 | Basic Body Structure & Function OR | |
| HCHS 114 | Concepts of Disease Transmission | 4cr |

DENTAL ASSISTING CORE (31)

| | | |
|----------|----------------------------------|-----|
| HCDA 101 | Introduction to Dental Assisting | 3cr |
| HCDA 110 | Dental Ethics & Professionalism | 3cr |
| HCDA 120 | Pre-Clinical I | 4cr |
| HCDA 125 | Pre-Clinical II | 3cr |
| HCDA 130 | Dental Radiology | 3cr |
| HCDA 135 | Clinical Dental Assisting | 2cr |
| HCDA 140 | Preventive Dentistry | 3cr |
| HCDA 145 | Clinicals I | 3cr |
| HCDA 155 | Clinicals II | 4cr |
| HCDA 164 | Seminar in Dental Assisting | 3cr |

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-Time Students (Part-time Students should see and Academic Advisor to customize their educational plan).

Prerequisites – 10 cr/hrs

| | | |
|----------|------------------------------------|-----|
| HCHS 111 | Medical Terminology | 3cr |
| HCHS 113 | Basic Body Structure & Function OR | |
| HCHS 114 | Concepts of Disease Transmission | 4cr |
| CJ 221 | Interpersonal Communications OR | |
| CJ 130 | Public Speaking | 3cr |

Term 1 – 13cr/hrs (Fall)

| | | |
|----------|----------------------------------|-----|
| HCDA 101 | Introduction to Dental Assisting | 3cr |
| HCDA 120 | DA Pre-Clinical I | 4cr |
| HCDA 140 | Preventive Dentistry | 3cr |
| NUTR 120 | Nutrition for Health | 3cr |

Term 2 – 12cr/hrs (Spring)

| | | |
|----------|---------------------------------|-----|
| HCDA 110 | Dental Ethics & Professionalism | 3cr |
| HCDA 125 | DA Pre-Clinical II | 3cr |
| HCDA 130 | Dental Radiology | 3cr |
| HCDA 164 | Seminal | 3cr |

Term 3 – 9cr/hrs (Summer)

| | | |
|----------|-------------------------------|-----|
| HCDA 135 | UNM Clinical Dental Assisting | 2cr |
| HCDA 145 | Clinical Dental Assisting I | 3cr |
| HCDA 155 | Clinical Dental Assisting II | 4cr |

Certificate – Bookkeeping (36 credits)

The Certificate in Bookkeeping will prepare a student in understanding of bookkeeping principles and financial reporting practices. **(Program Added Fall 2014)**

*Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6)

| | | |
|----------|-------------------------|-----|
| ENGL 110 | Accelerated Composition | 3cr |
| MATH 120 | Intermediate Algebra | 3cr |

BUSINESS TECHNOLOGY CORE (30)

| | | |
|-----------|---|-----|
| BSTC 222* | Payroll Accounting | 3cr |
| CJ 221 | Interpersonal Communication | 3cr |
| CS 150L | Computing for Business Students | 3cr |
| ECON 106 | Introduction Microeconomics | 3cr |
| IT 121* | Introduction to Electronic Spreadsheets | 3cr |
| MGMT 101 | Fundamental Accounting I | 3cr |
| MGMT 102 | Fundamental Accounting II | 3cr |
| MGMT 103* | Bookkeeping | 3cr |
| MGMT 113 | Management – An Intro | 3cr |
| MGMT 190* | Special Topics (Tax Preparation) | 3cr |

For Advisement: Contact the Business Management & Technology Division Chair at (505) 863-7511.

COURSE DESCRIPTIONS

(Revised Spring 2014 – these course descriptions replace those listed in the catalog, page 98)

ECME 117 Curriculum Development through Play – Birth through Age 4 (Pre-K) (3 credits)

The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for child birth through age four in developmentally and culturally sensitive ways.

ECME 117L Practicum for Curriculum Development through Play – Birth through Age 4 (Pre-K) (3 credits)

The beginning practicum course is a co-requisite to Curriculum Development through Play – Birth through Age 4. The field based component course provides experiences that address curriculum content relevant for children.

ECME 217L Curriculum Development and Implementation Practicum – Age 3 (Pre-K) through Grade 3. (2 credits)

The beginning practicum course is a co-requisite with the course Curriculum Development and Implementation – Age 3 (Pre-K) through Grade 3. The field based component of this course will provide experience that address developmentally appropriate curriculum content.