



Student Catalog Addendum

This revised catalog addendum adds the following program description, updated Admissions requirements, tuition, academic calendar, and instructor information for the new Dental Assisting program to the 2024 Student Catalog. Please refer to the 2024 Student Catalog for all other policies and procedures.

Admissions Section

In addition to the general admissions requirements explained by the Admission Procedures list in the Student Catalog, the following additional and expanded admissions requirements apply to all prospective Dental Assisting program students:

- Passing a criminal background check and fingerprinting/drug screening
- Students applying to the program must provide a signed order for x-rays (18 fmx/pano) from their dentist indicating that they may have radiographs taken of them.
- Note: If the above documentation cannot be provided prior to enrollment, it must be provided no later than the end of the student’s first module of attendance or the student will not be allowed to continue with their program.

At the recommendation of the Program Director, the President has the discretion to extend the time frame as deemed appropriate in his judgment for providing the above documentation. In such cases the President may require additional information from the student explaining the student’s extenuating circumstances.

Schedule of Student Charges, Tuition and Fees

This catalog addendum adds the following information to the Schedule of Student Charges, Tuition and Fees in the 2024 Student Catalog:

Modular Programs	Tuition	Reg. Fee	Books*	Uniforms	Supplies	Total
Dental Assisting	\$17,320.00	\$40	\$742.00	\$50.00	\$348.00	\$18,500.00

* Students have the option to opt-out of purchasing the books required for their program (as described on their program’s Website Published Book List) from the school if they choose to purchase these items on their own. All remaining charges are mandatory charges associated with the program.

Academic Calendar – Dental Assisting Start Date Calendar

This update adds Dental Assisting program start and grad date information to the school’s academic calendar.

Dental Assisting (4-Week Modules)	
Start Date	Graduation Date
8/5/2024	7/11/2025
9/2/2024	8/8/2025
9/30/2024	9/5/2025
10/28/2024	10/3/2025
11/25/2024	10/31/2025

Education Department – Instructor Bios

This catalog addendum adds the following new instructor to the 2024 Student Catalog:

Terrance L. Johnson, Dental Assisting Instructor

Mr. Johnson has over ten years of experience as an Orthodontic Dental Assistant in the San Antonio area. He is a graduate of Kaplan Career Institute's Registered Dental Assistant program and also holds a bachelor's degree in biomedical sciences with a pre-dental concentration from Texas A&M University-Corpus Christi.

New Program

This addendum was revised on 8/4/2024 to provide updated prerequisite information for module DA201.

Dental Assisting

Diploma Program

Credit Hours Required: 31.5 Semester Credits

Expected Completion Time: 47 weeks

Clock Hours Required: 940 Instructional Clock Hours

Traditional In-Classroom Program.

The Dental Assisting program instructs students in a variety of dental office procedures and laboratory techniques. Successful graduates will be prepared with the skills and knowledge to apply for an entry level position in a dental office. Dental Assisting students are taught front office management, preliminary examination procedures, chair side dentistry, patient care, charting, appointment scheduling, and records-keeping. Graduates receive a Diploma in Dental Assisting from the school and CPR Certification from the American Heart Association.

Successful completion of this program will prepare students for entry-level work in a dental clinic or dental practice as dental assistants, office managers, insurance billers, administrative assistants, and receptionists, and puts students on the path to becoming registered dental assistants (RDA) through the Texas State Board of Dental Examiners (TSBDE). This program prepares students to sit for the TSBDE Texas Jurisprudence Assessment and for the Dental Assisting National Board's (DANB) Anatomy, Morphology and Physiology (AMP), Infection Control Exam (ICE), and Radiation Health and Safety (RHS) exams. Students will begin taking these exams during the Dental Assisting program. Graduates successfully completing these exams will be eligible to begin the application process through the TSBDE to become a Registered Dental Assistant.

Please see the end of this program description for a list of these and other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these SOC job titles as potential entry-level job opportunities to pursue upon graduation.

Course Selections		Clock Hours	Semester Credit Hours
		Lec / Lab / Ext / Total	
AH 100	Introduction to the Healthcare Profession	40 / 40 / 0 / 80	3
DA101	Dental Anatomy & Infection Control	40 / 40 / 0 / 80	3
DA201	Essential Dental Assisting Skills and Procedures	38 / 42 / 0 / 80	3
DA301	Dental Lab Materials	40 / 40 / 0 / 80	3
DA401	Dental Chairside Assisting	32 / 48 / 0 / 80	3
DA501	Dental Radiography and Imaging Systems	32 / 48 / 0 / 80	3
DA601	Restorative Techniques & Dental Specialties	40 / 40 / 0 / 80	3
DA701	Dental Practice Office Management	40 / 40 / 0 / 80	3
DA801	Externship	0 / 0 / 300 / 300	7.5
Total		302/ 338 / 300 / 940	31.5

In-Classroom Time Commitment

All students will have a weekly time commitment of 20 hours of lecture and lab. The course outline for each module will explain the specific lab and lecture schedule for that module.

Course Descriptions

AH100: Introduction to the Healthcare Profession

80 Clock Hours/3 Credit Hours

This course is designed to introduce students starting an allied health diploma program to the healthcare professions and program guidelines. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA, and transmission and prevention of HIV/AIDS. Additional topics covered include professional codes of ethics, CPR, Basic Life Support for healthcare professionals, basic mathematical skills, and critical professionalism skills. CPR certification is included in the course. Students will have the opportunity to learn topics specific to their program of study throughout the course. This module prepares students for the Texas Jurisprudence Assessment and for the Infection Control Exam (ICE). **Prerequisite:** None

DA101: Dental Anatomy & Infection Control

80 Clock Hours/3 Credit Hours

This module covers the basics of dental anatomy, with emphasis placed on head and neck anatomy, the supporting oral structures, and the universal tooth numbering system for permanent and primary dentition. Additional topics include embryology, histology, tooth morphology, charting, and microbiology, creating a foundation on which learners can move forward to skills training. Student will also learn the areas of infection control. Clinical asepsis protocol will be practiced in the skills laboratory setting such as operator disinfection, instrument decontamination and sterilization using approved sterilization methods and agents. This module also provides an introduction to the dental profession, its history, and the scope of practice of a dental assistant, including the roles and duties of the dental team. Students will study dental terminology and general techniques to maintain health and wellness of the oral cavity and the dentition. **Prerequisite:** AH100

DA201: Essential Dental Assisting Skills and Procedures

80 Clock Hours/3 Credit Hours

This module introduces pre-clinical essential dental assisting skills and procedures. Instrumentation, infection and hazard control, equipment safety and maintenance are covered. Students will practice dental tray set ups for a variety of procedures and specialty areas, assisting with oral examinations, dental charting, and patient treatment records. Additional topics covered include patient management and interpersonal communication. Additional instruction in infection control will be included. This module prepares students for the Anatomy, Morphology and Physiology (AMP) exam. **Prerequisites:** AH100

DA301: Dental Lab Materials

80 Clock Hours/3 Credit Hours

This module introduces the theory of the structure, properties and procedures related to dental materials. Safety and universal precautions for the lab will be practiced. Materials covered include: gypsum, restorative materials, dental cements, impression materials, acrylics and or thermoplastics, waxes, fabrication of casts, temporary crown and/or bridge, abrasive agents used to polish coronal surfaces and appliances, and study casts/occlusal registrations. Additional instruction in infection control will be included. **Prerequisites:** AH100, DA101, DA201

DA401: Dental Chairside Assisting

80 Clock Hours/3 Credit Hours

This module covers chairside assisting, instruments, and the management of pain and anxiety. Students will learn how to assist the dentist right at the chair. This includes various dental procedures, transferring instruments, evacuation, and how to prepare, safely transfer, and care for the anesthetic syringe and accessories, including various topical solutions and application sites. Additional instruction in infection control will be included.

Prerequisites: AH100, DA101, DA201

DA501: Dental Radiography and Imaging Systems

80 Clock Hours/3 Credit Hours

This module deals primarily with dental radiography. The student will be provided information on radiographic techniques and procedures, including digital and 3-D radiography. Students will review procedures for the operation of industry imaging systems, safety precaution measures using radiography, equipment minimizing the risk to the patient and all dental personnel, aseptic techniques, radiation hygiene and maintenance of quality assurance and safety. Additional instruction in infection control will be included. This module prepares students for the Radiation Health and Safety (RHS) exam. **Prerequisites:** AH100, DA101, DA201; Students must provide a signed order for x-rays (18 fmx/pano) from their dentist indicating that they may have radiographs taken on them.

DA601: Restorative Techniques & Dental Specialties

80 Clock Hours/3 Credit Hours

This module presents the specialized areas of endodontics, oral maxillofacial surgery, oral pathology, cosmetic dentistry, orthodontics, pediatric dentistry, periodontics, fixed prosthodontics, and removable prosthodontics. This course will include instruction in plaque, calculus, and stain formation; clinical appearance of various types of stain; tooth morphology and anatomy as related to stain removal; as well as principles of selecting abrasives, polishing agents and disclosing solution. It also includes restorative materials and techniques, laboratory and impression materials and techniques, and dental dam placement. Students will perform coronal polish. Additional instruction in infection control will be included. **Prerequisites:** AH100, DA101, DA201

DA701: Dental Practice Office Management**80 Clock Hours/3 Credit Hours**

This module instructs students in the administration and organization of the dental practice, including the general patient flow, staff assignments, financial responsibilities, inventory and supply ordering, business communication, and record keeping. The module also includes dental insurance billing and coding. Career Development topics include professionalism, work ethics, and a brief discussion of human behavior, communication, and legal issues facing the dental practice. Additional instruction in infection control will be included. **Prerequisites:** AH100, DA101, DA201

DA801: Externship**300 Clock Hours/7.5 Credit Hours**

Upon successful completion of the classroom component of the program, dental assistant students participate in 300 hours of externship in a minimum of two dental offices. Serving an externship at approved facilities gives externs an opportunity to work with patients and apply the principles of practice learned in the classroom. Each student will complete more than 50% of their externship through assignments to general dentistry offices, which may include pediatric dental offices. The remaining percentage of the externship may be completed through assignments to specialty dental practices. Externship site personnel will conduct the student evaluation.

Prerequisites: Completion of all prior modules AH100 and DA101- DA701

NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:

Some Courses of Study require multiple weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student understands that neither the School nor any externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

NOTE: School is only responsible for obtaining two externship site locations for a Student.

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

Required Criminal Background Checks, Medical/Lab Exams, Drug Tests, and Immunizations for Programs with Externships:

Students enrolling in a program requiring completion of an externship should understand that externship locations may require the student to successfully pass and/or provide all criminal history background checks, medical/physical/lab exams and drug tests results, and proof of immunizations (collectively Student's "Personal and Medical Information"). If the student does not pass or provide their Personal and Medical Information then the student will be disqualified from taking their externship at such location and is then subject to being immediately dismissed, failed or withdrawn from their program of study as solely determined by the school. Upon signing their Enrollment Agreement, Lamson students authorize the school under all applicable federal, state, and local laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Health

Insurance Portability and Accountability Act (HIPAA), to provide the student's Personal and Medical Information to any externship location and further, to any governmental and non-governmental entity that may require such Personal and Medical Information in order to apply for a license/permit/examination.

Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:

*Standard Occupational Classification (SOC)	Employment Position
31-9091	Entry-level Dental Assistant
43-6013	Dental Office Manager, Dental Administrative Assistant, Dental Clinic Secretary/Receptionist
29-2071	Dental Insurance Biller
41-4011	Dental Supply/Sales Representative

* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>