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## 2023-24 ACADEMIC COURSES

### DEN 212 : DENTAL PRACTICE MANAGEMENT

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In this course, students are introduced to the business practices needed to be an effective team member in a dental office. Students will explore practices such as payroll, accounts receivable and payable as well as appointment scheduling. Students will focus on formatting and preparing written communications. Throughout this course, accuracy and attention to detail will be emphasized. Students will prepare to seek employment as entry-level dental assistants through writing resumes and letters of application as well as preparing for interviews.

**Level I Prereq:** Academic Reading and Writing Levels of 6; DEN 107 minimum grade "C"

Description	Hours
Credits	3
Lecture Hours	45
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	45

Accurate as of 02/03/2023 Information is subject to change without notice.