

# DA110: Introduction to Dental Assisting-Southaven

**Credit Hours:** 4

**Clock Hours:** 40/40/0

The focus of this course is to introduce soft and job-seeking skills needed to succeed in the workplace. Topics include skills related to dress and professional behaviors. This course discusses methods the employee needs to use to handle stress, manage emotions, be trustworthy, resolve conflict, and interact successfully with patients, peers, and supervisors. Also included are skills used while speaking and writing professionally, while in school and after school on the job. Students learn skills needed to manage income by deciding needs and spending wisely. Development of a résumé and practicing interviewing skills are also included in this course.