

September 2017 Health Services & Business Lecture Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Introduction to CPT Coding 2:00pm-3:30pm/Likesha Lake Mead Room	2
4 Classroom ORIENTATION 10 AM – 12 PM Classroom ORIENTATION 6 PM – 8 PM	5 Introduction to CPT Coding Manual 2:00pm-3:30pm/Likesha Lake Mead Room	6 Digestive System Video 12:30pm-1:30pm/Jonathan Lake Mead Room	7 PBS101/102/MED0401 Works Ethics for Success 1:30pm-2:30pm/Jonathan Lake Mead room	8 ACC001 Introduction to Book Keeping Applications 1:30pm-2:30pm/Jonathan Lake Mead room	9 MOS Creating Your First Word Document 2:00pm-3:00pm/Likesha Lake Mead
11	12 MOS Word Performing Mail Merge 2:30pm-3:30pm/Likesha Lake Mead PBS101/102/MED0401 Professional Business Writing 3:30pm-4:30pm/Jonathan Lake Mead	13 MED0204 Law & Ethics HIPPA 2:30pm-3:30pm/Jonathan Lake Mead room MOS Excel Formatting Cells 3:30pm-4:30pm/Likesha Lake Mead	14 Introduction to ICD-10-CM Coding Manual 1:00pm-2:00pm/Likesha Lake Mead Room MED Term/A&P Digestive System Video 2:30pm-3:30pm/Jonathan Lake Mead Room	15 Introduction to ICD-10-CM Coding 1:00pm-2:30pm/Likesha Lake Mead Room	16 MED0204 Law & Ethics HIPPA 2:30pm-3:30pm/Jonathan Lake Mead room
18 Classroom ORIENTATION 10 AM – 12 PM Classroom ORIENTATION 6 PM – 8 PM	19 MED Term/A&P Female Reproductive System Video 1:30pm-2:30pm/Likesha Lake Mead Room	20 PBS101/102/MED0401 Professional Business Writing 1:30pm-2:30pm/Jonathan Lake Mead Introduction to CPT Coding Manual 3:00pm-4:00pm/Likesha Lake Mead Room	21 PBS101/102/MED0401 Works Ethics for Success 1:00pm-2:00pm/Jonathan Lake Mead room MOS Excel Formatting Cells 2:30pm-3:30pm/Likesha Lake Mead	22 ACC001 Introduction to Book Keeping Applications 1:30pm-2:30pm/Jonathan Lake Mead room	23 MOS PowerPoint-Creating Presentation Content 2:00pm-3:00pm/Likesha Lake Mead
25	26 MED Term/A&P Fractures 3:30pm-4:30pm/Likesha Lake Mead Room PBS101/102/MED0401 Professional Business Writing 4:30pm-5:30pm/Jonathan	27 Med Term/A&P CD Games 4:30 PM – 5:30PM/ Likesha Lake Mead Room PBS101/102/MED0401 Works Ethics for Success 12:30pm-1:30pm/Jonathan Lake Mead room	28 ACC001 Introduction to Book Keeping Applications 1:30pm-2:30pm/Jonathan Lake Mead room Word Performing Mail Merge 2:30pm-3:30pm/Likesha Lake Mead Room	29 MOS PowerPoint-Creating Presentation Content 2:00pm-3:00pm/Likesha Lake Mead	30

September 2017 Health Services & Business Lecture Calendar

Friday, September 1st

Intro to CPT Coding Manual Lecture Room: Likesha – 2:00pm-3:30pm

Students will learn how to use the CPT Coding manual.

Tuesday, September 5th

Intro to CPT Coding Manual Lecture Room: Likesha – 2:00pm-3:30pm

Students will learn how to use the CPT Coding manual.

Wednesday, September 6th

Medical Terms /A&P The Digestive System: Lake Mead Room: Jonathan 12:30pm-1:30pm

Students will watch a Video of the Digestive System and the diseases and procedures associated with it.

Thursday, September 7th

PBS101-102-MED0401: Work Ethics for Success: Lake Mead: Jonathan 1:30pm -2:30pm

This will give you a better understanding of professional telephone communication with patients and staff.

Friday, September 8th

ACC001 Intro to Accounting Lecture Room: Jonathan – 1:30pm-2:30pm

Students will learn the basic fundamentals of Accounting

Saturday, September 9th

MOS Creating Your first Word Document: Lake Mead Room: Likesha 2:00pm -3:00pm

This will give you a better understanding of Microsoft Office Word Software work as well as learn the ribbon while creating documents.

Tuesday, September 12th

MOS Word Performing Mail Merge: Lake Mead Room: Likesha 2:30pm -3:30pm

This will give you a better understanding of Microsoft Office Word Software and how to perform Mail Merges.

PBS101-102-MED0401: Professional Business Writing: Lake Mead: Jonathan 3:30pm-4:30pm

This will give you a better understanding of professional Business Writing.

Wednesday, September 13th

Medical Law & Ethics MED0204 HIPPA: Jonathan 2:30pm-3:30pm

Health Services Students will learn about the medical laws associated with HIPPA.

MOS Excel Formatting Cells: Lake Mead Room: Likesha 3:30pm -4:30pm

This will give you a better understanding of Microsoft Office Excel Software and how to format cells

Thursday, September 14th

Intro to ICD-10-CM Coding Manual Lecture Room: Likesha – 1:00pm-2:00pm

Students will learn how to use the ICD10-CM Coding manual.

Medical Terms /A&P The Digestive System: Lake Mead Room: Jonathan 2:30pm-3:30pm

Students will watch a Video of the Digestive System and the diseases and procedures associated with it.

Friday, September 15th

Intro to ICD-10-CM Coding Manual Lecture Room: Likesha – 1:00pm-2:30pm

Students will learn how to use the ICD10-CM Coding manual.

Saturday, September 16th

Medical Law & Ethics MED0204 HIPPA: Jonathan 2:30pm-3:30pm

Health Services Students will learn about the medical laws associated with HIPPA.

Tuesday, September 19th

Medical Terms /A&P Female reproductive System Video: Lake Mead Room: Likesha 1:30pm-2:30pm

Students will watch a Video associated with the Female Reproductive System and diseases and procedures associated

Wednesday, September 20th

PBS101-102-MED0401: Professional Business Writing: Lake Mead: Jonathan 1:30pm-2:30pm

This will give you a better understanding of professional Business Writing.

Intro to CPT Coding Manual Lecture Room: Likesha – 3:00pm-4:00pm

Students will learn how to use the CPT Coding manual.

Thursday, September 21st

PBS101-102-MED0401: Work Ethics for Success: Lake Mead: Jonathan 1:00pm -2:00pm

This will give you a better understanding of professional telephone communication with patients and staff.

MOS Excel Formatting Cells: Lake Mead Room: Likesha 2:30pm-3:30pm

This will give you a better understanding of Microsoft Office Excel Software and how to format cells.

Friday, September 22nd

ACC001 Intro to Accounting Lecture Room: – 1:30pm-2:30pm

Students will learn the basic fundamentals of Accounting.

Saturday, September 23rd

MOS PowerPoint-Creating Presentation Content: Lake Mead Room: Likesha 2:00pm-3:00pm

This will give you a better understanding of PowerPoint Software and how to create a Presentation

Tuesday, September 26th

Medical Terms /A&P Fractures: Lake Mead Room: Likesha 3:30pm-4:30pm

We will discuss the different types of fractures and, the procedures associated with fractures.

PBS101-102-MED0401: Professional Business Writing: Lake Mead: Jonathan 4:30pm-5:30pm

This will give you a better understanding of professional Business Writing.

Wednesday, September 27th

Medical Terminology CD Games: Lake Mead Room: Likesha 4:30pm-5:30pm

This lecture will provide MBC students with knowledge of Medical Terminology having fun using CD Games

PBS101-102-MED0401: Work Ethics for Success: Lake Mead: Jonathan 12:30pm -1:30pm

This will give you a better understanding of professional telephone communication with patients and staff.

Thursday, September 28th

ACC001 Intro to Accounting Lecture Room: – 1:30pm-2:30pm

Students will learn the basic fundamentals of Accounting.

MOS Word Performing Mail Merge: Lake Mead Room: Likesha 2:30pm -3:30pm

This will give you a better understanding of Microsoft Office Word Software and how to perform Mail Merges.

Friday, September 29th

MOS PowerPoint-Creating Presentation Content: Lake Mead Room: Likesha 2:00pm-3:00pm

This will give you a better understanding of PowerPoint Software and how to create a Presentation

