


December 2018 Health Services & Business Lecture Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ACC100/ACC001 Accounting & Bookkeeping Basics 2:00pm-3:00pm/Jonathan Lake Mead
3 HS201 Medical Terminology 10:30am-11:30am/Mary Jane Lake Mead	4 HS310 Introduction to CPT Coding 5:00pm-6:00pm/Likesha Lake Mead	5 Career Success 10am-1pm/Jonathan Lake Mead	6 Career Success 10am-1pm/Jonathan Lake Mead	7 DL101 Digital Literacy Basic Computer Devices 3:30pm-4:30pm/Likesha Lake Mead	8 PBS101/102/111/112 Professional Business Writing 2:00pm-3:00pm/Jonathan Lake Mead
10 HS201 Medical Terminology 10:30am-11:30am/Mary Jane TBD	11 PBS101/102/111/112 Telephone Etiquette 3:00pm-4:00pm/Jonathan Lake Mead	12 Career Success 10am-1pm/Jonathan Lake Mead	13 Career Success 10am-1pm/Jonathan Lake Mead	14 PBS101/102/111/112 Professional Business Writing 2:00pm-3:00pm/Jonathan Lake Mead	15 HS310 Introduction to CPT Coding 1:30pm-2:30pm/Likesha Lake Mead
17 HS202 Human Anatomy & Physiology 10:30am-11:30am/Mary Jane Lake Mead	18 HS201 Medical Terminology Singular & Plurals 3:00PM-4:00pm Lake Mead	19 Career Success 10am-1pm/Jonathan Lake Mead	20 Career Success 10am-1pm/Jonathan Lake Mead	21 HS207/HS401/HS102 Understanding the EOB 3:00PM-4:00pm/Likesha Lake Mead	22 MSW100/MOE100/MPA100 Word Basic 1 & 2 12:00pm-1:00pm/Jonathan Lake Mead
24 CAMPUS CLOSED HOLIDAY	25 CAMPUS CLOSED HOLIDAY 	26 Career Success 10am-1pm/Jonathan Lake Mead	27 HS207/HS401/HS102 Understanding the EOB 3:00PM-4:00pm/Likesha Lake Mead	28 HS310/HS311 Advanced Physician/Facility Coding Neoplasms 3:00PM-4:00pm/Likesha Lake Mead	29 HS310 Advanced Physicians Coding CPC Coding Drills 50 Questions 12pm-3pm Lake Mead
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December 2018 Health Services & Business Lecture Calendar

Saturday, December 1st

ACC100/001 Accounting & Bookkeeping Basics Lake Mead: Jonathan 2:00pm-3:00pm

Students will learn the fundamentals of Accounting & Bookkeeping.

Monday, December 3rd

HS201 Medical Terminology Lake Mead Lecture Room: Mary Jane 10:30am-11:30am

Students will learn different forms of Medical Terminology.

Tuesday, December 4th

HS310 Intro to CPT Coding Lake Mead: Likesha 5:00pm-6:00pm

Students will learn the fundamentals of CPT Coding.

Friday, December 7th

DL101 Digital Literacy Basic Computer Devices Lake Mead: Likesha 3:30pm-4:30pm

Students will learn the fundamentals of Basic Computer devices and the functions.

Saturday, December 8th

PBS101/102/111/112 Professional Business Writing Lake Mead: Jonathan 2:00pm-3:00pm

Students will learn professional business writing for office settings.

Monday, December 10th

HS201 Medical Terminology Lecture Room TBD: Mary Jane 10:30am-11:30am

Students will learn different forms of Medical Terminology.

Tuesday, December 11th

PBS101/102/111/112 Telephone Etiquette Lake Mead: Jonathan 3:00pm-4:00pm

Students will learn proper telephone etiquette.

Friday, December 14th

PBS101/102/111/112 Professional Business Writing Lake Mead: Jonathan 2:00pm-3:00pm

Students will learn professional business writing for office settings.

Saturday, December 15th

HS310 Intro to CPT Coding Lake Mead: Likesha 1:30pm-2:30pm

Students will learn the fundamentals of CPT Coding.

Monday, December 17th

HS202 Anatomy & Physiology Lake Mead: Mary Jane 10:30am-11:30am

Students will learn the fundamentals of Anatomy & Physiology.

Tuesday, December 18th

HS201 Medical Terminology Singular & Plurals Lake Mead: Likesha 3:00pm-4:00pm

Students will learn how to use Singulars and Plurals associated with Medical Terminology.

Friday, December 21st

HS207/HS102/HS401 Understanding the EOB Lake Mead: Likesha 3:00pm-4:00pm

Students will get an understanding of how to interpret the Explanation of Benefits (EOB).

Saturday, December 22nd

MSW100/MOE100/MPA100 Word Basic 1 & 2: Lake Mead Room: Jonathan 12:00pm-1:00pm

Students will learn Advanced fundamentals of Word

Thursday, December 27th

HS207/HS102/HS401 Understanding the EOB Lake Mead: Likesha 3:00pm-4:00pm

Students will get an understanding of how to interpret the Explanation of Benefits (EOB).

Friday, December 28th

HS310/HS311 Coding Neoplasms Lake Mead: Likesha – 3:00pm-4:00pm

Students will learn the fundamentals of Coding Neoplasms.

Saturday, December 29th

HS310 CPC Coding Drills 50 questions Lake Mead Room: Likesha 12:00pm-3:00pm

Coding students will practice for CPC Exam

