

January 2019 Health Services & Business Lecture Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 MSW100/MOE100/MPA100 Word Basic 1 & 2 2:00pm-3:00pm/Jonathan Lake Mead	3 DL101 Digital Literacy Basic Computer Devices 3:30pm-4:30pm/Likesha Lake Mead	4 HS310 Introduction to CPT Manual 3:00pm-4:00pm/Likesha Lake Mead	5 ACC100/ACC001 Accounting & Bookkeeping Basics 2:00pm-3:00pm/Jonathan Lake Mead
7 HS201 Medical Terminology 10:30am-11:30am/Mary Jane Lake Mead	8 HS310 Introduction to CPT Coding 5:00pm-6:00pm/Likesha Lake Mead	9 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	10 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	11 PBS101/102/111/112 Professional Business Writing 2:00pm-3:00pm/Jonathan Lake Mead	12 HS310 Advanced Physicians Coding CPC Coding Drills 50 Questions 12pm-3pm Lake Mead
14 HS201 Medical Terminology 10:30am-11:30am/Mary Jane TBD	15 PBS101/102/111/112 Telephone Etiquette 3:00pm-4:00pm/Jonathan Lake Mead	16 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	17 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	18 HS310/HS311 Advanced Physician/Facility Coding Neoplasms 3:00PM-4:00pm/Likesha Lake Mead	19
21 HS202 Human Anatomy & Physiology 10:30am-11:30am/Mary Jane Lake Mead	22 HS201 Medical Terminology Singular & Plurals 3:00PM-4:00pm Lake Mead	23 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	24 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	25 PBS101/102/111/112 Professional Business Writing 2:00pm-3:00pm/Jonathan Lake Mead	26 HS310 Advanced Physicians Coding CPC Coding Drills 50 Questions 12pm-3pm Lake Mead
28	29 HS310 Introduction to CPT Coding 1:30pm-2:30pm/Likesha Lake Mead	30 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	31 HS207/HS401/HS102 Understanding the EOB 3:00PM-4:00pm/Likesha Lake Mead		

January 2019 Health Services & Business Lecture Calendar

Wednesday, January 2nd

MSW100/MOE100/MPA100 Word Basic 1 & 2: Lake Mead Room: Jonathan 2:00pm-3:00pm

Students will learn Basic fundamentals of Word

Thursday, January 3rd

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.

Friday, January 4th

HS310 Intro to CPT Manual Lake Mead: Likesha 3:00pm-4:00pm

Students will learn the fundamentals of how to use the CPT Coding Manual.

Saturday, January 5th

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

Students will learn the fundamentals of Accounting & Bookkeeping.

Monday, January 7th

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

Students will learn different forms of Medical Terminology.

Tuesday, January 8th

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

Students will learn the fundamentals of CPT Coding.

Friday, January 11th

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

Students will learn professional business writing for office settings.

Saturday, January 12th

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

Coding students will practice for CPC Exam

Monday, January 14th

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

Students will learn different forms of Medical Terminology

Tuesday, January 15th

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

Students will learn proper telephone etiquette.

Friday, January 18th

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

Students will learn the fundamentals of Coding Neoplasms.

Monday, January 21st

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

Students will learn the fundamentals of Anatomy & Physiology.

Tuesday, January 22nd

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, January 25th

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

Students will learn professional business writing for office settings.

Saturday, January 26th

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

Coding students will practice for CPC Exam

Tuesday, January 29th

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

Students will learn the fundamentals of CPT Coding.

Tuesday, January 31st

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).

