

February 2019 Health Services & Business Lecture Calendar

1Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DL101 Digital Literacy Basic Computer Devices 3:30pm-4:30pm/Likesha Lake Mead	2 ACC100/ACC001 Accounting & Bookkeeping Basics 2:00pm-3:00pm/Jonathan Lake Mead
4 HS201 Medical Terminology 10:30am-11:30am/Mary Jane Lake Mead	5 HS310 Introduction to CPT Coding 1:30pm-2:30pm/Likesha Lake Mead	6 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	7 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	8 PBS101/102/111/112 Professional Business Writing 11:00am-12:00pm/Jonathan Lake Mead	9 HS310 Advanced Physicians Coding CPC Coding Drills 50 Questions 12pm-3pm Lake Mead
11 HS202 Human Anatomy & Physiology 10:30am-11:30am/Mary Jane Lake Mead	12 HS207/HS401/HS102 Understanding the EOB 3:00PM-4:00pm/Likesha Lake Mead	13 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	14 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	15 HS310/HS311 Advanced Physician/Facility Coding Neoplasms 3:00PM-4:00pm/Likesha Lake Mead	16 PBS101/102/111/112 Telephone Etiquette 1:00pm-2:00pm/Jonathan Lake Mead
18 HS201 Medical Terminology 10:30am-11:30am/Mary Jane TBD	19 HS310/311 Introduction to ICD-10-CM Coding 3:00PM-4:00pm Lake Mead	20 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	21 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	22 PBS101/102/111/112 Professional Business Writing 2:00pm-3:00pm/Jonathan Lake Mead	23 HS310 Advanced Physicians Coding CPC Coding Drills 50 Questions 12pm-3pm Lake Mead
25 HS202 Human Anatomy & Physiology 10:30am-11:30am/Mary Jane Lake Mead	26	27 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	28 MSW100/MOE100/MPA100 Word Basic 1 & 2 2:00pm-3:00pm/Jonathan Lake Mead		

February 2019 Health Services & Business Lecture Calendar

Friday, February 1st

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, February 2nd

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

Students will learn the fundamentals of Accounting & Bookkeeping.

Monday, February 4th

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

Students will learn different forms of Medical Terminology.

Tuesday, February 5th

HS310 Intro to CPT Manual Lake Mead: Likesha 3:0pm-4:00pm

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

Friday, February 8th

PBS101/102/111/112 Professional Business Writing Lake Mead: Jonathan 11:00am-12:00pm

Students will learn professional business writing for office settings.

Saturday, February 9th

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

Coding students will practice for CPC Exam

Monday, February 11th

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

Students will learn the fundamentals of Anatomy & Physiology.

Tuesday, February 12th

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, February 15th

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

Students will learn the fundamentals of Coding Neoplasms.

Saturday, February 16th

PBS101/102/111/112 Telephone Etiquette Lake Mead: Jonathan 1:00pm-2:00pm

Students will learn proper telephone etiquette.

Monday, February 18th

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

Students will learn different forms of Medical Terminology.

Tuesday, February 19th

HS310 Intro to ICD- CM coding Lake Mead: Likesha 3:00pm-4:00pm

Students will learn the fundamentals of how to Code using the ICD-10-CM Manual.

Friday, February 22nd

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

Students will learn professional business writing for office settings.

Saturday, February 23rd

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

Coding students will practice for CPC Exam

Monday, February 25th

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

Students will learn the fundamentals of Anatomy & Physiology.

Thursday, February 28th

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

Students will learn Basic fundamentals of Word

