

## April 2019 Health Services & Business Lecture Calendar

| Monday   | Tuesday  | Wednesday   | Thursday   | Friday  | Saturday   |
|--|--|---|--|---|--|
| 1  | 2<br><b>PBS101/102/111/112</b><br>Professional Business Writing<br>11:00am-12:00pm/Jonathan<br>Lake Mead | 3   | 4<br><b>DL101 Digital Literacy</b><br>Basic Computer Devices<br>3:30pm-4:30pm/Likesha<br>Lake Mead | 5<br><b>MSW100/MOE100/MPA100</b><br>Word Intermediate 1 & 2<br>2:00pm-3:00pm/Likesha<br>Lake Mead | 6<br><b>ACC100/ACC001</b><br>Accounting & Bookkeeping<br>Basics<br>12:00pm-1:00pm/Jonathan<br>Lake Mead        |
| 8  | 9<br><b>HS310</b><br>Introduction to CPT Coding<br>1:30pm-2:30pm/Likesha<br>Lake Mead                    | 10<br><b>ACC100/ACC001</b><br>Accounting & Bookkeeping<br>Basics<br>3:00pm-4:00pm/Jonathan<br>Lake Mead | 11<br><b>HS201</b><br>Medical Terminology<br>10:30am-11:30am/Mary Jane<br>Lake Mead                | 12  | 13<br><b>HS310</b><br>Advanced Physicians Coding<br>CPC Coding Drills<br>50 Questions<br>12pm-3pm<br>Lake Mead |
| 15<br><b>HS202</b><br>Human Anatomy & Physiology<br>10:30am-11:30am/Mary Jane<br>Lake Mead | 16<br><b>HS204</b><br>HIPPA<br>3:00PM-4:00pm/Likesha<br>Lake Mead  | 17<br><b>Career Success</b><br>10am-1pm/6pm-9pm<br>Jonathan<br>Lake Mead                                | 18<br><b>Career Success</b><br>10am-1pm/6pm-9pm<br>Jonathan<br>Lake Mead                           | 19<br><b>MSW100/MOE100/MPA100</b><br>Word Basic 1 & 2<br>2:00pm-3:00pm/Jonathan<br>Lake Mead      | 20<br><b>HS310</b><br>Advanced Physicians Coding<br>CPC Coding Drills<br>50 Questions<br>12pm-3pm<br>Lake Mead |
| 22<br><b>HS201</b><br>Medical Terminology<br>10:30am-11:30am/Mary Jane<br>TBD              | 23<br><b>HS207/HS401/HS102</b><br>Understanding the EOB<br>3:00PM-4:00pm/Likesha<br>Lake Mead            | 24<br><b>Career Success</b><br>10am-1pm/6pm-9pm<br>Jonathan<br>Lake Mead                                | 25<br><b>Career Success</b><br>10am-1pm/6pm-9pm<br>Jonathan<br>Lake Mead                           | 26  | 27<br><b>PBS101/102/111/112</b><br>Professional Business Writing<br>2:00pm-3:00pm/Jonathan<br>Lake Mead        |
| 29<br><b>HS202</b><br>Human Anatomy & Physiology<br>10:30am-11:30am/Mary Jane<br>Lake Mead | 30<br><b>HS310/311</b><br>Introduction to ICD-10-CM Coding<br>3:00PM-4:00pm<br>Lake Mead                 |   |  |   |  |

# April 2019 Health Services & Business Lecture Calendar

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**Tuesday, April 2<sup>nd</sup>**

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

Students will learn professional business writing for office settings.

**Thursday, April 4<sup>th</sup>**

**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, April 5<sup>th</sup>**

**MSW100/MOE100/MPA100 Word Intermediate 1 & 2: Lake Mead Room: Likesha 2:00pm-3:00pm**

Students will learn Intermediate fundamentals of Word

**Saturday, April 6<sup>th</sup>**

**ACC100/001 Accounting & Bookkeeping Basics Lake Mead: Jonathan 12:00pm-1:00pm**

Students will learn the fundamentals of Accounting & Bookkeeping.

**Tuesday, April 9<sup>th</sup>**

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

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

**Wednesday, April 10<sup>th</sup>**

**ACC100/001 Accounting & Bookkeeping Basics Lake Mead: Jonathan 3:00pm-4:00pm**

Students will learn the fundamentals of Accounting & Bookkeeping.

**Thursday, April 11<sup>th</sup>**

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

Students will learn proper telephone etiquette.

**Saturday, April 13<sup>th</sup>**

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

Coding students will practice for CPC Exam

**Monday, April 15<sup>th</sup>**

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

Students will learn the fundamentals of Anatomy & Physiology.

**Tuesday, April 16<sup>th</sup>**

**HS204 Medical Law & Ethics HIPPA Lake Mead: Likesha 3:00pm-4:00pm**

Students will learn the fundamentals of Anatomy & Physiology.

**Friday, April 19<sup>th</sup>**

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

Students will learn Basic fundamentals of Word

**Saturday, April 20<sup>th</sup>**

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

Coding students will practice for CPC Exam

**Monday, April 22<sup>nd</sup>**

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

Students will learn different forms of Medical Terminology.

**Tuesday, April 23<sup>rd</sup>**

**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, April 27<sup>th</sup>**

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

Students will learn professional business writing for office settings.

**Monday, April 29<sup>th</sup>**

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

Students will learn the fundamentals of Anatomy & Physiology.

**Tuesday, April 30<sup>th</sup>**

**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.

