

May 2019 Health Services & Business Lecture Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Career Success 10am-1pm/Jonathan Lake Mead	2 Career Success 10am-1pm/Jonathan Lake Mead	3 MSW101r1/MOE100r1/MPA100r1 Word Intermediate 1 & 2 2:00pm-3:00pm/Likesha Lake Mead	4 HS310 Advanced Physicians Coding CPC Coding Drills 50 Questions 12pm-3pm Lake Mead
6	7 HS310 Introduction to CPT Coding 1:30pm-2:30pm/Likesha Lake Mead	8 Career Success 10am-1pm/Jonathan Lake Mead	9 HS201 Medical Terminology 10:30am-11:30am/Mary Jane Lake Mead	10 MSW101r1/MOE100r1/MPA100r1 Excel Basic 1 & 2 10:00am-11:00am/Jonathan Lake Mead	11 HS310 Advanced Physicians Coding CPC Coding Drills 50 Questions 12pm-3pm Lake Mead
13 HS202 Human Anatomy & Physiology 10:30am-11:30am/Mary Jane TBD	14 MSP101r1/MOE100r1 PowerPoint Basic 1 & 2 2:00pm-3:00pm/Likesha Lake Mead	15	16 DL101 Digital Literacy Basic Computer Devices 3:30pm-4:30pm/Likesha Lake Mead	17 HS310/311 Introduction to ICD-10-CM Coding 3:00PM-4:00pm Lake Mead	18 ACC100/PBS113 Accounting & Bookkeeping Basics 12:00pm-1:00pm/Jonathan Lake Mead
20 HS201 Medical Terminology 10:30am-11:30am/Mary Jane TBD	21	22 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	23 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	24 ACC100/PBS113 Accounting & Bookkeeping Basics 5:00pm-6:00pm/Jonathan Lake Mead	25
27 MSW101r1/MOE100r1/MPA100r1 PowerPoint Basic 1 & 2 4:00pm-5:00pm/Likesha TBD	28 PBS111/112 Professional Business Writing 10:00am-11:00am/Jonathan Lake Mead	29 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	30 Career Success 10am-1pm/6pm-9pm Jonathan Lake Mead	31 HS202 Human Anatomy & Physiology 10:30am-11:30am/Mary Jane Lake Mead	

May 2019 Health Services & Business Lecture Calendar

Friday, May 3rd

MSW101r1/MOE100r1/MPA100r1 Word Intermediate 1 & 2: Lake Mead Room:

Likesha 2:00pm-3:00pm

Students will learn Intermediate fundamentals of Word

Saturday, May 4th

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

Coding students will practice for CPC Exam

Tuesday, May 7th

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.

Thursday, May 9th

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

Students will learn different forms of Medical Terminology.

Friday, May 10th

MSE101r1/MOE100r1/MPA100r1 Word Basic 1 & 2: Lake Mead Room: Jonathan

10:00am-11:00am

Students will learn Basic fundamentals of Word

Saturday, May 11th

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

Coding students will practice for CPC Exam

Monday, May 13th

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

Students will learn the fundamentals of Anatomy & Physiology.

Tuesday, May 14th

MSP101r1/MOE100r1 PowerPoint Basic 1 & 2: Lake Mead Room: Likesha 2:00pm-

3:00pm

Students will learn Basic fundamentals of Word

Thursday, May 16th

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, May 17th

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.

Saturday, May 18th

ACC100/PBS113 Accounting & Bookkeeping Basics Lake Mead: Jonathan 12:00pm-

1:00pm

Students will learn the fundamentals of Accounting & Bookkeeping.

Monday, May 20th

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

Students will learn different forms of Medical Terminology.

Friday, May 24th

ACC100/PBS113 Accounting & Bookkeeping Basics Lake Mead: Jonathan 5:00pm-

6:00pm

Students will learn the fundamentals of Accounting & Bookkeeping.

Monday, May 27th

MSP101r1/MOE100r1 PowerPoint Intermediate 1 & 2: Lake Mead Room: Likesha

2:00pm-3:00pm

Students will learn Intermediate fundamentals of PowerPoint

Tuesday, May 28th

PBS11/112 Professional Business Writing Lake Mead: Jonathan 11:00am-12:00pm

Students will learn professional business writing for office settings.

Friday, May 31st

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

Students will learn the fundamentals of Anatomy & Physiology.

