

## DALLAS – Medical and Office Lecture Calendar – April 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>3</b> (New Students – Rm B) <b>11  &amp; 6  Orientation</b> (All Students – ES – Rm A) <b>7  Life Success</b></p>	<p><b>4</b> (New Students – GA – Rm A) <b>1  Intro to Career Services</b> (Medical – AA – Rm B) <b>1  What is EHR?</b> (ACD Students – GA – Rm B) <b>6-9 Night Class #2</b></p>	<p><b>5</b> (ACD Students – GA – Rm A) <b>10-1 Day Class #2</b> (New Students – ES – Rm B) <b>12  &amp; 6  Learning to Learn</b> (Medical &amp; Office – AA – Rm B) <b>11  Intro to Excel</b></p>	<p><b>6</b> (All Students – ES – Rm A) <b>10:30  &amp; 6  Life Success</b> (Office – AA – Rm B) <b>11  Professional Presentations</b> (Medical &amp; Office – AA – Rm B) <b>7  Making a Flyer</b></p>	<p><b>7</b> (Workshop – GA – Rm A) <b>11  Interview Techniques</b></p>	<p><b>8</b></p>
<p><b>10</b> (New Students – Rm B) <b>11  &amp; 6  Orientation</b> (Office – BS – Rm B) <b>5  PowerPoint</b></p>	<p><b>11</b> (Career Success – JP &amp; ES – Rm A) <b>10:30  &amp; 6  Class # 1</b> (ACD Students – GA – Rm B) <b>6-9 Night Class #3</b></p>	<p><b>12</b> (ACD Students – GA – Rm A) <b>10-1 Day Class #3</b> (Medical &amp; Office – AA – Rm B) <b>11  Intro to Outlook</b> (New Students – ES – Rm B) <b>12  &amp; 6  Learning to Learn</b></p>	<p><b>13</b> (All Students – ES – Rm A) <b>10:30  &amp; 6  Life Success</b> (Medical – AA – Rm B) <b>1  CMS 1500</b> (Guest Speaker – GA – Rm B) <b>2  TBD</b> (New Students – GA – Rm B) <b>5:30  Intro to Career Services</b> (Medical – AA – Rm B) <b>7  Types of Claims</b></p>	<p><b>14</b></p> <p style="background-color: red; color: white; padding: 5px;"><b>All Staff Meeting Closing at 4:00</b></p>	<p><b>15</b></p>
<p><b>17</b> (New Students – Rm B) <b>11  &amp; 6  Orientation</b> (All Students – ES – Rm A) <b>7  Life Success</b></p>	<p><b>18</b> (Career Success – JP &amp; ES – Rm A) <b>10:30  &amp; 6  Class # 2</b> (Medical – AA – Rm B) <b>1  HIPAA</b> (ACD Students – GA – Rm B) <b>6-9 Night Class #4</b></p>	<p><b>19</b> (ACD Students – GA – Rm A) <b>10-1 Day Class #4</b> (Medical &amp; Office – AA – Rm B) <b>11  Digital Literacy</b> (New Students – ES – Rm B) <b>12  &amp; 6  Learning to Learn</b> (Medical – CB – Rm B) <b>7  Medical Terminology</b></p>	<p><b>20</b> (All Students – ES – Rm A) <b>10:30  &amp; 6  Life Success</b> (Office – AA – Rm B) <b>7  Mail Merge</b></p>	<p><b>21</b></p>	<p><b>22</b></p>
<p><b>24</b> (New Students – Rm B) <b>11  &amp; 6  Orientation</b> (New Students – GA – Rm A) <b>1  Intro to Career Services</b></p>	<p><b>25</b> (Career Success – JP &amp; ES – Rm A) <b>10:30  &amp; 6  Class # 3</b> (Medical – AA – Rm B) <b>1  Nervous System</b> (ACD Students – GA – Rm B) <b>6-9 Night Class #5</b></p>	<p><b>26</b> (ACD Students – GA – Rm A) <b>10-1 Day Class #5</b> (Medical &amp; Office – AA – Rm B) <b>11  Intro To PowerPoint</b> (New Students – ES – Rm B) <b>12  &amp; 6  Learning to Learn</b></p>	<p><b>27</b> (All Students – ES – Rm A) <b>10:30  &amp; 6  Life Success</b> (New Students – GA – Rm B) <b>5:30  Intro to Career Services</b> (Medical &amp; Office – AA – Rm B) <b>7  Public Speaking</b></p>	<p><b>28</b></p>	<p><b>29</b></p>
<p><b>1</b> (New Students – Rm B) <b>11  &amp; 6  Orientation</b> (All Students – ES – Rm A) <b>7  Life Success</b></p>	<p><b>2</b> (Career Success – JP &amp; ES – Rm A) <b>10:30  &amp; 6  Class # 4</b> (Medical – AA – Rm B) <b>1  Types of Claims</b> (ACD Students – GA – Rm B) <b>6-9 Night Class #6</b></p>	<p><b>3</b> (ACD Students – GA – Rm A) <b>10-1 Day Class #6</b> (Medical &amp; Office – AA – Rm B) <b>11  Intro To Word</b> (New Students – ES – Rm B) <b>12  &amp; 6  Learning to Learn</b> (Medical – CB – Rm B) <b>7  Anatomy</b></p>	<p><b>4</b> (All Students – ES – Rm A) <b>10:30  &amp; 6  Life Success</b> (Medical – AA – Rm B) <b>7  Skeletal Charades</b></p>	<p><b>5</b></p>	<p><b>6</b></p>

### COLOR LEGEND

= New Students	= Staff Meetings	= Career Development	= Office & Medical Students
= Medical Students	= Office Students	= Office & Medical Students	

### INSTRUCTORS

**JP** = Josh Paulsen    **CB** = Cindy Brown    **GA** = Garth Adams  
**AA** = Ane Adams    **MP** = Mayur Parikh    **BS** = Bel Small

### LECTURE ROOMS

**Rm A** = Lecture Room A  
**Rm B** = Lecture Room B