

HEALTH SERVICES/BUSINESS/OFFICE EVENT CALENDAR

MARCH 2026

Events are on Campus in Room C unless noted to be on Zoom.

| Monday | Tuesday | Wednesday | Thursday | Friday | Sat |
|---|--|--|---|---|--|
| <p>2</p> <p>Academic Orientation 10:00-1:00 (Room C)</p> <p>Academic Orientation 5:30-7:30 (Room C)</p> | <p>3</p> <p>Digital Literacy: Windows, Files, & Folders 10:00-11:00 Hunter</p> <p>Med Law & Ethics: Medical Records 4:00-5:00 Rebekah (ZOOM)</p> | <p>4</p> <p>Med Law & Ethics: Medical Records 11:00-12:00 Rebekah</p> | <p>5</p> <p>HIPAA w/ Certificate 3:00-4:30 Rebekah (ZOOM)</p> <p>Accounting: Round Table Q/A 4:00-5:00 Hunter</p> | <p>6</p> <p>Microsoft Excel: Creating and Editing Workbooks 11:00-12:00 Hunter</p> <p>Med Term/A&P: Jeopardy! 2:00-3:00 Rebekah</p> | <p>7</p> <p>Hunter 8:30-4:00</p> |
| <p>9</p> <p>HIPAA w/ Certificate 6:00-7:30 Rebekah</p> | <p>10</p> <p>Microsoft Word: Office Round Table Q&A 10:00-11:00 Hunter</p> <p>Coding: Introduction ICD-10-PCS Manual 12:00-1:00 Rebekah (ZOOM)</p> | <p>11</p> <p>Digital Literacy: Basic Internet 5:00-6:00 Hunter</p> | <p>12</p> <p>Med Term/A&P: Jeopardy! 2:00-3:00 Rebekah</p> | <p>13</p> <p>Microsoft PowerPoint: Creating and Editing Presentations 11:00-12:00 Hunter</p> | <p>14</p> <p>Katy 8:30-4:00</p> |
| <p>16</p> | <p>17</p> <p>Accounting: Round Table Q/A 10:00-11:00 Hunter</p> <p>Med Term/A&P: Term Building 6:00-7:00 Rebekah</p> | <p>18</p> <p>Coding: Introduction to ICD-10-CM manual 10:00-11:00 Rebekah</p> <p>Microsoft Word: Formatting and Customizing Documents 5:00-6:00 Hunter</p> | <p>19</p> <p>Microsoft Excel: Working with Formulas and Functions 4:00-5:00 Hunter</p> | <p>20</p> <p>Med Term/A&P: Integumentary System 10:00-11:00 Rebekah (ZOOM)</p> | <p>21</p> <p>Rebekah 8:30-4:00</p> |
| <p>23</p> | <p>24</p> <p>Microsoft Excel: Working with Formulas and Functions 10:00-11:00 Hunter</p> <p>Coding: Sequencing Guidelines 4:00-5:00 Rebekah (ZOOM)</p> | <p>25</p> <p>Med Term/A&P: Respiratory System 2:00-3:00 Rebekah</p> | <p>26</p> <p>Med Admin/Billing: EOB 10:00-11:00 Rebekah (ZOOM)</p> <p>Microsoft Word: Office Round Table Q&A 4:00-5:00 Hunter</p> | <p>27</p> <p>Accounting: Round Table Q/A 11:00-12:00 Hunter</p> <p>Med Term/A&P: Cardiovascular System 2:00-3:00 Rebekah</p> | <p>28</p> <p>Rebekah 8:30-4:00</p> |
| <p>30</p> <p>Accounting: Round Table Q/A 10:00-11:00 Hunter</p> <p>Coding Practice: 5:00-6:00 Rebekah</p> | <p>31</p> <p>Med Term/A&P: Jeopardy! 5:00-6:00 Rebekah</p> | <p>1</p> <p>HIPAA w/ Certificate 10:30-12:00 Rebekah</p> | <p>2</p> <p>Microsoft Excel: Creating and Editing Workbooks 4:00-5:00 Hunter</p> | <p>3</p> <p>Microsoft Word: Formatting and Customizing Documents 11:00-12:00 Hunter</p> | <p>4</p> <p>Katy 8:30-4:00</p> |

Event Courses are Coded by Color

Digital Literacy: DL101

Typing: TF100

Microsoft Office: MOE (MS Office), MSW (Word), MSE (Excel), MSL (Outlook), MSP (PowerPoint)

Accounting: ACC100 (Intro to Accounting), PBS113 (Bookkeeping)

Medical Law & Ethics: HS204

Medical Term/A&P: HS201 (Medical Terminology), HS202 (Anatomy & Physiology)

Medical Admin/Billing: HS207 (Adv. Billing & Reimbursement), HS208 (HIA Billing/Coding), HS102 (Professional Billing), HS401r2 (Electronic Health Records)

Coding: HS320 (Physician Coding), HS321 (Facility Coding)

Office: PBS111 (Office Administration), PBS112 (Office Management)

How to access and register for events:

1. Login to your Asher Student Portal at www.asher.edu.
2. On the home page, choose an event that is course/program appropriate. Instructors can provide guidance if preferred.
3. After clicking on the event, enter in your first and last name, email address, and Student ID (5-digit number with your username), then hit Register.
4. Once the instructor approves your registration, you will receive an email with a Zoom link. Zoom links will be used for Zoom events **ONLY**. On campus events will not use the Zoom link.
5. If you sign up for an on-campus event, make sure you are on campus prior to event start time.

After attending the event:

1. Fill out the Event Survey for the event that was attended.
2. The "**Survey**" link is on the Asher Student Portal home page to the right of the event name.