

HEALTH SERVICES/BUSINESS/OFFICE EVENT CALENDAR

SEPTEMBER 2026

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
7 CLOSED Labor Day!	8 <u>Academic Orientation</u> 10:00-1:00 (Room C) <u>Academic Orientation</u> 5:30-7:30 (Room C)	9 Med Law & Ethics: Intro to Law & Ethics (Unit 1) 12:00-1:00 Kimberly Digital Literacy: Windows, Files, & Folders 6:00-7:00 Hunter	10 Microsoft Word: Formatting and Customizing Documents 1:00-2:00 Hunter Med Term Game: Millionaire! 2:30-3:30 Katy Coding Practice-Hands On 5:45-6:45 Kimberly	11 Med Law & Ethics: Intro to Law & Ethics (Unit 1) 10:00-11:00 Kimberly Microsoft Excel: Working with Formulas and Functions 2:15-3:15 Hunter	12 Hunter/ Caitlyn 8:30-4:00
14 Coding Workshop (Concepts, Overview, & Questions) 3:30-4:30 Kimberly	15 Digital Literacy: Basic Internet 10:30-11:30 Hunter	16 Microsoft Excel: Working with Formulas and Functions 1:00-2:00 Hunter Med Law & Ethics: Legal Foundations of Professional Practice (Unit 2) 5:45-6:45 Kimberly	17 Anatomy Unit Review 12:00-1:00 Kimberly HIPAA with certificate 2:30-4:00 Katy Accounting & QBO Workshop (Concepts, Overview & Questions) 4:00-5:00 Hunter	18 Med Admin/Billing: Claim Reimbursement 10:00-11:00 Kimberly	19 Kim 8:30-4:00
21 Coding Practice-Hands On 10:00-11:00 Kimberly Microsoft Office Workshop (Concepts, Overview, & Questions) 2:30-3:30 Hunter	22 Med Law & Ethics: HIM & Healthcare Responsibilities (Unit 3) 10:00-11:00 Kimberly Accounting & QBO Workshop (Concepts, Overview & Questions) 11:00-12:00 Hunter	23 Coding Practice-Hands-On 3:00-4:00 Kimberly	24 Microsoft Excel: Working with Formulas and Functions 2:00-3:00 Hunter Med Law & Ethics: HIM & Healthcare Responsibilities (Unit 3) 5:45-6:45 Kimberly	25 Microsoft Office Workshop (Concepts, Overview, & Questions) 2:00-3:00 Hunter	26 Katy 8:30-4:00
28 Med Law & Ethics: Ethics & Legal Issues (Unit 4) 10:00-11:00 Kimberly Microsoft Excel: Working with Formulas and Functions 12:00-1:00 Hunter Anatomy Review 4:45-5:45 Katy	29	30 Microsoft Office Workshop (Concepts, Overview, & Questions) 2:00-3:00 Hunter HIPAA with certificate 3:30-5:00 Caitlyn/Katy Med Law & Ethics: Ethics & Legal Issues (Unit 4) 5:30-6:30 Kimberly	1 Microsoft Word: Formatting and Customizing Documents 12:30-1:30 Hunter Med Admin/Billing: Explanation of Benefits 5:45-6:45 Kimberly	2 Coding Practice-Hands On 10:00-11:00 Kimberly Accounting & QBO Workshop (Concepts, Overview & Questions) 3:30-4:30 Hunter	3 Kim/ Caitlyn 8:30-4:00

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.