HEALTH SERVICES/BUSINESS/OFFICE EVENT CALENDAR

NOVEMBER 2026

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
2 Academic Orientation 10:00-1:00 (Room C) Academic Orientation 5:30-7:30 (Room C)	3 Med Law & Ethics: Intro to Law & Ethics (Unit 1) 10:00-11:00 Kimberly Digital Literacy: Basic Internet 11:00-12:00 Hunter	4 Coding Practice-Hands On 4:30-5:30 Kimberly Accounting & QBO Workshop (Concepts, Overview & Questions) 6:00-7:00 Hunter	5 Microsoft Word: Formatting and Customizing Documents 3:30-4:30 Hunter Med Law & Ethics: Intro to Law & Ethics (Unit 1) 5:45-6:45 Kimberly	6 Microsoft Excel: Working with Formulas and Functions 11:00-12:00 Hunter Med Admin/Billing: Types of Insurance 3:30-4:30 Kimberly	7 Hunter/ Caitlyn 8:30-4:00
9 Microsoft Word: Formatting and Customizing Documents 2:00-3:00 Hunter	10 Coding Workshop (Concepts, Overview, & Questions) 10:00-11:00 Kimberly	11 Med Law & Ethics: Legal Foundations of Professional Practice (Unit 2) 1:00-2:00 Kimberly Microsoft Excel: Creating & Editing Worksheets 5:00-6:00 Hunter	12 Digital Literacy: Windows, Files, & Folders 12:00-1:00 Hunter HIPAA w/ Certificate 2:00-3:00 Katy Med Admin/Billing: Claim Reimbursement 5:45-6:45 Kimberly	13 Microsoft Office Workshop (Concepts, Overview, & Questions) 11:30-12:30 Hunter	14 Katy 8:30-4:00
16 Coding Workshop (Concepts, Overview, & Questions) 10:00-11:00 Kimberly Microsoft Office Workshop (Concepts, Overview, & Questions) 2:00-3:00 Hunter	17 Med Law & Ethics: HIM & Healthcare Responsibilities (Unit 3) 10:00-11:00 Kimberly	18 Med Admin/Billing: EHR Unit Review 10:00-11:00 Kimberly Digital Literacy: Basic Internet 1:00-2:00 Hunter	19 Coding Practice-Hands On 4:30-5:30 Kimberly	20 Accounting & QBO Workshop (Concepts, Overview & Questions) 12:00-1:00 Hunter	21 Kim 8:30-4:00
23 Accounting & QBO Workshop (Concepts, Overview & Questions) 3:00-4:00 Hunter Coding Practice-Hands On 2:00-3:00 Kimberly	24 Microsoft Excel: Creating & Editing Worksheets 10:00-11:00 Hunter Med Admin/Billing: EHR Unit Review 11:30-12:30 Kimberly	25 Med Law & Ethics: Ethics & Legal Issues (Unit 4) 4:00-5:00 Kimberly Microsoft Word: Formatting and Customizing Documents 2:00-3:00 Hunter	26 CLOSED THANKSGIVING 	27	28 Katy 8:30-4:00
30 Medical Billing Workshop (Concepts, Overview, & Questions) 10:00-11:00 Kimberly	1 Microsoft Office Workshop (Concepts, Overview, & Questions) 9:00-10:00 Hunter Med Law & Ethics: Ethics & Legal Issues (Unit 4) 10:00-11:00 Kimberly	2 HIPAA w/ Certificate 10:00-11:00 Katy Coding Workshop (Concepts, Overview, & Questions 12:00-1:00 Kimberly	3 Microsoft Office Workshop (Concepts, Overview, & Questions) 12:00-1:00 Hunter	4 Microsoft Excel: Working with Formulas and Functions 4:00-5:00 Hunter	5 Hunter 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.