



## 2017-2018 COURSE SCHEDULE

**To Register, Call: (815) 254-3738 or Email: htijoliet@gmail.com**

\*Schedules are subject to change. Some of these changes may be without prior notice\*  
(Please call to confirm class times)

<b>Medical Assistant Administrative Procedures/Practicum</b> (You must complete the phlebotomy and EKG modules prior to enrolling into this course)					
<b>Year</b>	<b>Dates</b>	<b>Days</b>	<b>Time</b>	<b>Clinical Location/Days</b>	<b>Clinical Time</b>
<b>2017/ 2018</b>	Oct 23 – Feb 28	M/T/W/Th	5:00PM-9:00PM	TBA	TBA
<b>2018</b>	Apr 3 – Jul 3	M/T/W/Th	5:00PM-9:00PM	TBA	TBA
<b>2018</b>	Aug.13 - Oct.11 (Phle. & EKG module)	M/T/W/Th	5:00PM-9:00PM	TBA	TBA
<b>2018</b>	Oct 22 - Feb. 21 MA practicum & Administrative portions (Minimum 100 required practicum hours)	M/T/W/Th	5:00PM-9:00PM	TBA	TBA

<b>CNA COURSE - DAY CLASS</b>					
<b>Year</b>	<b>Dates</b>	<b>Days</b>	<b>Time</b>	<b>Clinical Location/Days</b>	<b>Clinical Time (Saturday and/or Sunday)</b>
<b>2017</b>	Oct 30 – Dec 7	M/W/F	8:30AM-2:30PM	TBA	6:00AM-2:30PM
<b>2018</b>	Apr 2 – May 7	M/W/Th	9:00AM-2:30PM	TBA	6:00AM-2:30PM
<b>2018</b>	Jun 4 – Jul 11	M/W/Th	9:00AM-2:30PM	TBA	6:00AM-2:30PM
<b>2018</b>	Aug 6 – Sept 12	M/W/Th	9:00AM-2:30PM	TBA	6:00AM-2:30PM
<b>2018</b>	Nov. 12-Dec. 13	M/W/TH	9:00AM-2:30PM	TBA	6:00AM-2:30PM



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### CNA COURSE - EVENING CLASS

Year	Dates	Days	Time	Clinical Location/Days	Clinical Time (Saturday and/or Sunday)
2018	Jan 8 – Feb 14	M/W/Th	4:30PM-10:00PM	TBA	6:00AM-2:30PM
2018	July 9- August 9	M/W/Th	4:30PM-10:00PM	TBA	6:00AM-2:30PM
2018	Oct. 1- Nov. 5	M/W/Th	4:30PM-10:00PM	TBA	6:00AM-2:30PM

### PHLEBOTOMY - DAY CLASS

Year	Dates	Days	Time	Location
2017	Nov 21 – Dec 21	T/W/Th	9:00AM-2:00PM	HTI
2018	Jan 8 – Mar 12	M/Th	9:00AM-2:00PM	HTI
2018	Apr 3 – May 31	T/Th	9:00AM-2:00PM	HTI
2018	Jul 31-Sept. 6	T/W/Th	9:00AM-2:00PM	HTI
2018	Sept. 18– Oct. 25	T/W/Th	9:00AM-2:00PM	HTI

### PHLEBOTOMY - EVENING CLASS

Year	Dates	Days	Time	Location
2018	Feb 6 – Mar 15	T/W/Th	5:00PM-10:00PM	HTI
2018	Jun 5 – Jul 12	T/W/Th	5:00PM-10:00PM	HTI
2018	Aug. 14-Oct. 11	T/TH	5:00PM-10:00PM	HTI
2018	Nov. 6-Dec. 18	T/W/TH	5:00PM-10:00PM	HTI



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### EKG - DAY CLASS

Year	Dates	Days	Time	Location
2017	Nov 7 – Dec 19	Tuesdays	9:00AM-2:00PM	HTI
2018	Jan 9 – Mar 20 + Mar 21	Tuesdays Wednesday	9:00AM-2:00PM	HTI
2018	April 3-June 5	Tuesdays	9:00AM-2:00PM	HTI
2018	June 19-July 26	Tues/Thurs	9:00AM-2:00PM	HTI
2018	Oct. 1-Nov.5	Mon/ Wed	9:00am-2:00pm	HTI

### EKG - EVENING CLASS

Year	Dates	Days	Time	Location
2018	Mar 13 – June 5	Tuesdays	5:00PM-10:00PM	HTI
2018	Aug. 13 – Sept. 17	Mon/Wed	5:00PM-10:00PM	HTI

### Patient Care Technician (PCT)

Patient Care Technician course consists of EKG, Phlebotomy, and CNA.

The EKG and Phlebotomy course must be taken prior to the CNA course.

Patient Care Technician students may choose course dates from the Phlebotomy, EKG and CNA schedule. Students must follow the following course sequence:

Module 1 – CPT – Phlebotomy Technician - 6/9 Weeks

Module 2 – CET – EKG Technician - 8 Weeks –plus clinical

Module 3 - CNA – Basic Nursing Assistant – 5 Weeks including clinical

(The Basic Nursing Assistant course is the last class to be taken in the sequence)

EKG and Phlebotomy classes can be taken together for students who are enrolled in the PCT and MA program.



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### **Medical Assistant Program**

Duration 6.5 Month program - 480 hours w/o CNA

Duration MA with CNA 8 months -602 hours

Medical Assistant program consist of four portions. All students must complete EKG and Phlebotomy portions of the MA program before proceeding to the Clinical/Administrative procedures portion. 100 clinical hours cannot start until after completion of the EKG and Phlebotomy portions of the MA program.

Upon completion of the MA program students will be able to sit for their CCMA, CPT, and CET certification through NHA.

### **School Breaks:**

- **Winter Break – December 18, 2017 – January 7, 2018**
- **Holidays Reserved: Martin Luther King Day 01/15/18; Memorial Day 05/28/18; Columbus Day 10/8/18, Independence Day 07/04/18, Labor Day 09/03/18, Halloween 10/31/18**
- **Spring Break – March 26, 2018 – March 30, 2018; Resume April 02, 2018**
- **Summer Break – July 23, 2018 – July 27, 2018**
- **Thanksgiving Break – November 22, 23, 24**