



## 2018-2019 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)

### Medical Assistant Administrative Procedures/Practicum

(You must complete the phlebotomy and EKG modules prior to enrolling into this course)

Year	Dates	Days	Time	Clinical Location/Days	Clinical Time
2018	November 5 – March 14	M/T/W/Th	5:00PM-9:00PM	TBA	TBA
2019	May 7 - Aug 15	M/T/W/Th	5:00PM-9:00PM	TBA	TBA
2019	Oct 14 – Feb 27	M/T/W/Th	5:00PM-9:00PM	TBA	TBA

MA practicum & Administrative portions (**Minimum 100 required practicum hours**)

### CNA COURSE - DAY CLASS

Year	Dates	Days	Time	Clinical Location/Days	Clinical Time (Saturday and/or Sunday)
2018	Nov 12 – Dec 13	M/W/F	9:00AM-2:30PM	TBA	6:00AM-2:30PM
2019	Jan 14 – Feb 20	M/W/Th	9:00AM-2:30PM	TBA	6:00AM-2:30PM
2019	Apr 1 – May 8	M/W/Th	9:00AM-2:30PM	TBA	6:00AM-2:30PM



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### CNA COURSE - DAY CLASS

Year	Dates	Days	Time	Clinical Location/Days	Clinical Time
2019	Jun 3 – Jul 8	M/W/Th	9:00AM-2:30PM	TBA	6:00AM-2:30PM
2019	Aug 5 – Sept 14	M/W/Th	9:00AM-2:30PM	TBA	6:00AM-2:30PM
2019	Nov 11 - Dec 12	M/W/TH	9:00AM-2:30PM	TBA	6:00AM-2:30PM

### CNA COURSE - EVENING CLASS

Year	Dates	Days	Time	Clinical Location/Days	Clinical Time
2018	Oct 22 – Nov 28	M/W/Th	4:30PM-10:00PM	TBA	6:00AM-2:30PM
2019	Feb 25-April 4	M/W/Th	4:30PM-10:00PM	TBA	6:00AM-2:30PM
2019	Sept 23 - Oct 27	M/W/Th	4:30PM-10:00PM	TBA	6:00AM-2:30PM

### PHLEBOTOMY - DAY CLASS

Year	Dates	Days	Time	Location
2018	Nov 6 – Dec 18	T/Th	9:00AM-2:00PM	HTI
2019	Apr 2 – May 3	T/W/Th	9:00AM-2:00PM	HTI
2019	June 11 - Aug 15	T/Th	9:00AM-2: 00PM	HTI
2019	Oct 21 - Dec. 5	T/W/Th	9:00AM-2: 00PM	HTI



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### PHLEBOTOMY - EVENING CLASS

Year	Dates	Days	Time	Location
2018	Nov 6 - Dec 18	T/W/TH	5:00PM-10:00PM	HTI
2019	Jan 15-Mar. 14 - Cancelled	T/TH	5:00pm-10:00pm	HTI
2019	Apr 9 – May 16	T/W/TH	5:00PM-9:45PM	HTI
2019	Aug 13 – Oct. 10	T//TH	5:00PM-9:00PM	HTI

### EKG - DAY CLASS

Year	Dates	Days	Time	Location
2019	May 6-June 18	M/W	9:00AM-2:00PM	HTI
2019	Oct. 7-Nov. 8	M/W	9:00AM-2:00PM	HTI

### EKG - EVENING CLASS

Year	Dates	Days	6-June 18	Location
2018	Nov 12 – Dec 19	M/W	5:00PM-9:30PM	HTI
2019	Jan 14-Feb 20	M/W	5:00PM-9:30PM	HTI
2019	Mar. 4-April 18	M/W	5:00PM-9:30PM	HTI
2019	Aug.12-Sept.26	M/W	5:00PM-9:30PM	HTI



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### **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.

### **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.



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### **School Breaks:**

- **Holidays Observed:**
- **Martin Luther King Day**
- **Memorial Day**
- **Columbus Day**
- **Independence Day**
- **Labor Day**
- **Halloween**
- **Spring Break – March 24, 2019 – March 31, 2019**
- **Summer Break – July 28, 2019 – August 4, 2019**
- **Thanksgiving Break – November 22-25, 2018**
- **Christmas Break – December 20, 2018 – January 7, 2019**