



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)

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
2017/ 2018	Oct 23 – Feb 28	M/T/W/Th	5:00PM-9:00PM	TBA	TBA
2018	Apr 3 – Jul 3	M/T/W/Th	5:00PM-9:00PM	TBA	TBA
2018	Aug.13 - Oct.11 (Phle. & EKG module)	M/T/W/Th	5:00PM-9:00PM	TBA	TBA
2018	Oct 22 - Feb. 21 MA practicum & Administrative portions (Minimum 100 required practicum hours)	M/T/W/Th	5:00PM-9:00PM	TBA	TBA

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



2017-2018 COURSE SCHEDULE

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

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



2017-2018 COURSE SCHEDULE

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

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.



2017-2018 COURSE SCHEDULE

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

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**