



Course Catalog

About Us

Who We Are

BCI - Boston Career Institute is a not-for-profit private career school. Started in 2002 as a for profit school under the Massachusetts Department of Education (now Division of Professional Licensure - DPL). Later BCI became a not-for-profit private career school in 2014, in order to greater access to career education for a greater diversity of students and to better serve the community. In the process we grew to two campuses; in Brookline and Malden Massachusetts.

BCI certification is well respected by the employers. It represents the student's ability meeting a proficient standard; having completed the requisite training as prescribed by the various industrial, state, and national licensing bodies. More importantly, BCI's certification accredits the graduates' demonstrated ability to adhere to the strict code of ethics required of a medical professional. Our internship program is a fertile ground for growing this strong skill core. There, our students work hand in hand with health care professionals in a real clinical setting, getting the experience that class alone cannot provide

Mission

“The official mission of BCI is to bring skill based education to all persons wanting Careers in allied health care.”

Vision Statement

BCI will be the school of choice for career-minded adult learners and employers who seek highly skilled and well-rounded professionals in our disciplines.

Core Values

- Quality
- Honesty
- Affordability

- We shall ensure that our Students complete their chosen program in the shortest time possible with the skills needed to succeed in today's highly competitive and rewarding work force.
- We will continue to tailor our training programs and course curricula to reflect the most current industry standards, as well as the needs of the profiled employers.
- We shall continue to offer affordable fast-paced, high-impact training programs taught by certified instructors with extensive real-world experience.
- In order to make our offerings available to the broadest demographic possible, we shall offer financial assistance which shall include prior experience credit and credit transfer, interest free payment plans, scholarships, and financial aid.
- We shall maintain convenient scheduling so as to assist the adult learner in reaching their learning objectives while honoring their responsibilities.
- We will provide clean, safe and conveniently accessible locations equipped with advanced instructional technology in Brookline and Malden, Massachusetts.
- We shall maintain a reputation of excellence amongst our peers and those agencies and authorities that regulate our operation.

Class Attendance Requirements

Attendance is a MUST. All students must complete all scheduled training hours assigned to a program. Students who incur 3 unexcused absences are dropped from the program. Student may appeal the decision in person and in writing.

The missed sessions in a modular class will have to be made up within 30 days. The missed sessions of a sequential class will be made up for that specific missed session. If the student fails to make up for the missed sessions within 30 days, make-up classes can be scheduled.

Student should always come to class on time. A student must inform the school if he/she will be 15 minutes late. A student who arrives to class 30 minutes after the class starts is considered absent. Students who arrive to class late on more than 3 occasions for unexcused reasons will be dropped from the roll and will not get a refund of the amount they have already paid. The student should call the school if he/she will not make it to school on any day. A make-up class will have to be scheduled.

Constant tardiness and absence will delay one's expected date of completion of the chosen program. More importantly, it does not speak well of a person's work ethic and commitment to learning.



Uniforms

Students and instructors have to wear personal protective equipment (PPE) at all times when performing procedures that expose them to blood, body fluids and other potentially infectious material. PPE includes gloves, scrubs, gowns, face masks and goggles. A full shoe must be worn to class at all times and at all seasons. Students are provided scrubs and PPE for class use.

How to Register

Registration for any class or program is done in person at the Brookline or Malden locations by scheduling an appointment with one of the admissions representatives.

Financial Services

Financial services and support are available to all students at the Brookline or Malden locations. While scheduling an appointment is best, students are more than welcome to stop by the financial services office on a first come first served basis.

Withdrawals

All withdrawals must be done in person and in writing in accordance with the policies outlined in the enrollment agreement and in the student handbook.

Refunds

BCI does provide for refunds under specific terms and conditions as mandated by Massachusetts DPL and the US DOE. (See student handbook)

Student Feedback

- Incident Report
- Complaint
- General Feedback
- Alumni association
- Share your story

Students are encouraged to visit BCI website www.bostoncareer.org/alumni where students gain access to portals for official and anonymous submissions.

COMPLAINT RESOLUTION

Students are encouraged to immediately resolve their course-related complaints with the instructor. All other complaints can be addressed with the administrative personnel. In case complaints are not resolved after taking this course of action, student complaints are handled on an individual basis following the outlined chain of complaint management system:

Step 1: Verbal complaint to the instructor/administrative personnel Step

2: Verbal complaint to the school administrator



Step 3: Step 3: Written complaint via website www.bostoncareer.org/alumni or by email to the director f.deihi@bostoncareer.org

Step 4: If the student is unsatisfied with the school's resolution of the complaint, he/she has the right to contact the Massachusetts Department of Licensure.

This school is licensed by the Massachusetts Division of Professional Licensure's Office of Private Occupational School Education and is a candidate for accreditation with COE Council for Occupational Education. Any comments, questions, or concerns about this school's license should be directed to:

occupational.schools@state.ma.us or 617-727-5811.

The student should make any complaints, that they feel are not being properly addressed by the institution to:

"Office of Private Occupational School Education
(OSE) Division of Professional Licensure

1000 Washington Street, Suite 710

Boston, MA 02118

Phone: 617-727-5811

occupational.schools@state.ma.us"

or to the:

Council on Occupational Education

7840 Roswell Rd.

Building 300, Suite 325

Atlanta, GA 30350

Telephone 770-396-3898

fax 770-396-3790

www.council.org



Curriculum

BCI team is dedicated to providing our students with a high quality rigorous and relevant educational experience. Our instructors meet on a regular basis to ensure that the course content reflects the ever changing demands in the workplace. Course Syllabi are available on line at www.bostoncareer.org, in person by the instructor and the administrative support team.

Programs and descriptions

- Medical Assistant (Basic)
- Medical Assistant (Advanced Practice)
- Dental Assisting
- Medical Office Administration
- Hospital Central Service Technician (Basic)
- Hospital Central Service Technician (Advanced)
- Clinical Assistant
- Medical Billing and Coding
- Allied Health Courses

Medical Assisting (Basic)

The Medical assistant program provides an introduction to theory, foundation and hands-on in a clinical setting. These skills consist of phlebotomy (blood draws), performing an EKG, injection, sterile technique, exam room preparation, taking vital signs and assessing patients.

Medical Assisting (Advanced Practice)

The Medical assistant program provides an introduction to theory, foundation and hands-on in a clinical setting. These skills consist of phlebotomy (blood draws), performing an EKG, injection, sterile technique, exam room preparation, taking vital signs and assessing patients.

Dental Assisting

Dental Assisting is a comprehensive didactic and hands on course of study in general dental assisting designed to develop thorough knowledge and key clinical competencies as defined by the Massachusetts Board of Registration in Dentistry. Upon successful completion students will be eligible for licensure in the Commonwealth of Massachusetts as dental assistants.

Hospital Central Service Technician (Basic)

An intensive, hands-on course of study developing essential skills necessary to enter the field of Central Supply and Infection Control within a hospital or industrial settings. Course participants



will participate in a wide variety of classroom activities centered on decontamination and sterilization of surgical instruments and prosthetic devices..

Hospital Central Service Technician (Advanced)

An intensive, hands-on course of study developing essential skills necessary to enter the field of Central Supply and Infection Control within a hospital or industrial settings. Course participants will participate in a wide variety of classroom activities centered on decontamination and sterilization of surgical instruments and prosthetic devices.

Clinical Assisting

Clinical Assisting course is a hands-on clinical skill building course specializing in the development of essential clinical skills only. This course is ideal to seasoned allied health professionals wishing to enhance their skill portfolio.

Medical Billing and Coding

An intensive, hands-on course of study developing essential skills necessary to process medical claims by acquiring appropriate diagnostic and treatment codes into the universal billing forms from a medical history form. Basic computing and office technology skills are essential to function effectively in the classroom setting and while completing homework assignments.

Allied Health Courses

Allied Health courses form a network of classes that are shared among all programs of study in BCI. Students enrolled in any of the programs complete some or all of the seminar courses. Seminar classes are instructor driven and enhanced with proctored computer lab assignments. (For more detailed descriptions see syllabi)

- Medical transcription
- Medical terminology
- Working with Electronic Health Records
- Computers in Medical Office
- Medical Law and Ethics
- Professional Communications
- OSHA Blood-Borne Pathogen
- Infection Control
- Career Development
- CPR



Pricing

- Dental Assistant Advanced \$11,650.00
- Medical Assistant Advance \$11,450.00
- Medical Assistant Basics \$7,150.00
- Medical Office Administrator \$9,850.00
- Hospital Central Service Advanced \$11,350.00
- Hospital Central Service Basics \$7,550.00
- Medical Billing and Coding \$2,250.00
- Clinical Assistant \$2,250.00
- Most in-state students qualify for BCI scholarships.
- ***The above prices include the \$50.00 administrative fee.***

Calendar

The courses at BCI are set up in a modular system where course content is fractionated into weekly or bi-weekly segments, and each segment stands on its own. This makes it possible for a student to be enrolled into a course on a week bi-weekly / monthly basis without missing on overall course content.

Each student is provided a schedule upon admission. This schedule comports with the program calendar and should be referred to for all scheduling matters.

See student handbook for a list of observed holidays.