

# 2012-13

## *Catalog*



 **Eastwick College**  
ESTABLISHED 1968

**EASTWICK COLLEGE**  
**10 South Franklin Turnpike, Ramsey, NJ 07446**  
**201.327.8877**  
**www.eastwick.edu**  
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Eastwick College is owned and operated by Eastwick Education, Inc. This catalog is an official document that publishes the policies, procedures, rules, and regulations of the college. The college reserves the right to change or modify by reasonable notice the regulations, curricula, courses, tuition, and fees, or any aspect of its programs prescribed in this catalog.

## ***WELCOME***

Eastwick College, formerly the HoHoKus School of Business and Medical Sciences, is fully accredited and has over 43 years of experience in education. Our non-degree programs range from 9 to 18 months of practical, intensive training delivered with an emphasis on personal attention. Our degree programs add a strong foundation in general education and range from 15 to 29 months. Small classes and regularly scheduled extra help are just two things that set us apart from other colleges. You can be certain that our professional staff values your individual needs. Our career placement service will work with you on an individual basis to match your qualifications with employer needs. Eastwick College charges no placement fees to either graduate or employer, thus ensuring you every opportunity to meet your career goals. Eastwick College offers a wide variety of financial aid programs, as well as our own scholarship program. We will meet with you personally to tailor a plan that you can qualify for and meets your specific needs.

## ***MISSION STATEMENT***

The mission of Eastwick College is to prepare students for meaningful careers and/or advanced undergraduate study in nursing and other healthcare professions. The college encourages students to achieve their goals in a supportive environment that embraces diversity and promotes lifelong learning.

Eastwick College's programs and varied instructional methods provide students with the skills and knowledge to meet the needs of employers and the community.

## ***HISTORY***

Eastwick College began as the HoHoKus School of Business and Medical Sciences, established in HoHoKus, New Jersey, in 1968 as a career-oriented school. The HoHoKus School became a leader among proprietary schools and was recognized as such by many educational, medical, and organizational affiliations. HoHoKus School was one of the first schools in the United States that was not a traditional 4-year college, whose graduates were allowed to sit for appropriate American Medical Technologist (AMT) and Cardiovascular Credentialing International (CCI) certifications. HoHoKus School was the first nationally accredited institution approved by the New Jersey Board of Nursing to teach licensed practical nursing. More than 100 hospitals and medical centers provide clinical rotations and externships for our students.

The school established articulation agreements with local colleges for the transfer of credits and was chosen by Thomas Edison State College as the first in the state to be affiliated as a "Degree Partner". Since 1985, the American Council on Education (ACE) evaluated 107 HoHoKus courses and determined that they were equivalent or similar to those taught at the college level, thus issuing college credit recommendations. Due to its success and leadership, HoHoKus was often regarded as the most reputable career institution in the tri-state area. The New Jersey Commission on Higher Education approved in 2008 HoHoKus' petition to grant associate in applied science degrees and become Eastwick College. The Accrediting Council on Independent Colleges and Schools, which previously accredited the HoHoKus School, also approved Eastwick College to offer associate degree programs. In November 2010, Eastwick College's Associate in Applied Science (AAS) Degree in Surgical Technology program was accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Eastwick College's AAS in surgical technology is the only CAAHEP-accredited program in the State of New Jersey offered at the associate degree level.

## ***ANTIDISCRIMINATION STATEMENT***

Eastwick College implements all admission and educational policies, as well as scholarship and loan programs without regard to religion, race, gender, disability, sexual orientation, gender expression or national or ethnic origin. All students are granted equal rights and privileges as they pertain to available programs and activities.

## ***FACILITIES***

Eastwick College is located in the Borough of Ramsey in Bergen County, just three miles from Rockland County, New York, and approximately 15 miles northwest of New York City. The campus is accessible from all major highways and is served by bus and railroad lines. The totally renovated 36,000 square foot building is accessible to the handicapped and provides a pleasant learning environment with air-conditioned rooms, lounges, and dining areas. There is on-site and nearby parking. Eastwick College is a commuting institution; there is no boarding at the college.

Eastwick College continually updates its equipment to keep pace with advances in technology. The medical laboratory includes medical examination tables, equipment and supplies for blood chemistry determination, digital spirometry, digital electrocardiography, sterilization; and equipment and supplies for the practice of vital signs, phlebotomy, cardiopulmonary resuscitation, and first aid. The surgical laboratory includes all equipment, instrumentation and supplies required for the instruction of common types of procedures in general, OB/GYN, ophthalmologic, orthopedic, and plastic surgery. The cardiovascular ultrasound laboratory contains 19 individual examination rooms, each equipped with a high-definition diagnostic ultrasound imaging system. The nursing lab includes hospital beds, nursing practice mannequins, patient simulators, and equipment and supplies needed to practice nursing skills. Four computer laboratories ensure each student a workstation for ample hands-on experience. A specialized library includes print and reference materials, textbooks, media, and current periodicals, as well as access to online reference and research databases. All classrooms are equipped with Internet access, multimedia computers and digital projectors, which enable faculty to use all types of computer-based educational materials.



### **ACCREDITATION AND APPROVALS**

- › Eastwick College is licensed by the New Jersey Secretary of Higher Education (formerly the New Jersey Commission on Higher Education, 20 West State Street, 7th Floor, Trenton, NJ 08608-1206; phone: 609.292.4310)
- › Eastwick College is accredited by the Accrediting Council for Independent Colleges and Schools (750 First Street, NE, Suite 980, Washington, DC 20002-4241; phone: 866.510.0746)
- › Eastwick College is approved by the New Jersey Board of Nursing to teach the Licensed Practical Nursing Science and Associate in Applied Science in Nursing programs
- › Eastwick College's Associate in Applied Science Degree in Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (1361 Park Street, Clearwater, FL 33756; phone: 727.210.2350)
- › Eastwick College is a member in good standing of both the Career College Association and the Private Career School Association of New Jersey.
- › Eastwick College is an eligible institution under the Federal Pell Grant, Federal Family Educational Loan Program, New Jersey Class, Direct Loan Program, and the New Jersey Tuition Aid Grant (TAG).
- › Eastwick College is authorized under federal laws to enroll non-immigrant alien students.
- › Both the Office of Workforce Development and the Office of Vocational Rehabilitation recognize Eastwick College as an eligible institution and often refer clients for retraining.
- › Eastwick College is approved by the New Jersey Department of Education to train eligible veterans under Title 38, US Code.



***AFFILIATIONS***  
***(See addendum for updates)***

Eastwick College is proud of its prestigious list of educational, medical, and organizational affiliations. The following list identifies them:

	Cardiovascular Sonography	Nursing (LPN)	Nursing (RN)	Surgical Technology	Certification Testing	Academic (1)
Abbas Shehadeh Cardiology	✓					
Access Medical	✓					
Adam V. Goldman, MD	✓					
Advanced Cardiology, Morristown	✓					
Advanced Cardiology, Wayne	✓					
Albert Einstein Medical Center	✓					
All Family City Health Care Surgery Center				✓		
American Medical Technologists (AMT)					✓	
Associates in Cardiovascular Disease	✓					
Atlantic Cardiology	✓					
Atlantic Cardiology Group	✓					
AtlanticCare	✓					
Barone & Catania Cardiovascular Group, PC	✓					
Bart DeGregorio, MD	✓					
Benedictine Hospital	✓					
Bergen Passaic Ambulatory Surgery Center				✓		
Bergen Regional Medical Center		✓	✓	✓		
Caldwell College						✓
Cardiac Care and Vascular Medicine	✓					
Cardio Med Services	✓					
Cardiology Associates-New Brunswick	✓					
Cardiology Associates-Somerset	✓					
Cardiology Consultants of Hudson Valley	✓					
Cardiomed	✓					
Cardiovascular Care Group	✓					
Cardiovascular Miami	✓					
Care One Paramus		✓				
Care One Wellington		✓	✓			
Catskill Regional Medical Center	✓					
Centrastate Medical Center	✓					
Chilton Memorial Hospital	✓					
Christ Hospital	✓			✓		
Claire Boccia Liang, MD	✓					
Clara Maass Medical Center	✓					
Columbus Cardiology	✓					
Cornwall Hospital	✓					
Coventry Cardiology Associates	✓					
Crystal Run Health Care	✓					
Delaware Cardiovascular Associates	✓					
Dell Ridge Rehabilitation and Health Care Center		✓				
Digestive Disease Associates of Rockland				✓		

	Cardiovascular Sonography	Nursing (LPN)	Nursing (RN)	Surgical Technology	Certification Testing	Academic (I)
Dobbs Ferry Hospital				✓		
Dr. Marfarita Borghini	✓					
Dr. Michael Fucha	✓					
East Side Medical	✓					
Edison Ultrasound	✓					
Ellenville Regional Hospital	✓					
Endo Surgical Center of North Jersey				✓		
Englewood Hospital	✓			✓		
Englewood Orthopedic Associates				✓		
Excelsior College						✓
Fairleigh Dickinson University						✓
Felician College						✓
Forest Healthcare Associates, PC				✓		
Garden State Cardiology	✓					
Gartner Plastic Surgery				✓		
Good Samaritan Hospital	✓			✓		
Hackensack University Medical Center	✓		✓			
Health Excel Cardiology	✓					
Heart and Vascular Associates of Northern Jersey	✓					
Heart Care Center	✓					
Heart Care PC	✓					
Heart Center of New Jersey	✓					
Heart Health PLLC	✓					
Holy Name Hospital	✓					
Hudson County Cardiovascular	✓					
Hudson Heart Associates	✓					
Hudson Valley Ambulatory Surgery				✓		
Hudson Valley Diagnostic Imaging	✓					
James J Peters VA Medical Center	✓					
James M. Clifford, MD – Maywood Cardiology	✓					
Jefferson Heart Institute	✓					
Jersey City Medical Center	✓					
Joseph Michael Pober, MD, FACS				✓		
Lakeland Cardiology Center	✓					
Lenox Hill Hospital	✓					
Manatee Diagnostic Center	✓					
Meadowlands Hospital Medical Center			✓	✓		
Medical Group of North Jersey	✓					
Michael Benz, MD	✓					
Michael Fiorillo, MD				✓		
Mid-Carolina Cardiology	✓					
Middletown Medical	✓					
Midland Ave Family Practice	✓					
Monmouth Medical Center	✓					
Montefiore Medical Center	✓					
Mountainside Hospital	✓					



	Cardiovascular Sonography	Nursing (LPN)	Nursing (RN)	Surgical Technology	Certification Testing	Academic (I)
Muhamma Naeem	✓					
National Center for Competency Testing (NCCT)						✓
National Healthcareer Association					✓	
National Technical Honor Society						✓
New Brunswick Cardiology Group	✓					
New Jersey Cardiology Associates	✓					
New York Cardiovascular Associates	✓					
Newark Beth Israel Hospital	✓					
NJ Heart	✓					
Northwest Jersey Ambulatory Surgery Center				✓		
On-Site Cardiovascular Imaging	✓					
Orange Regional Medical Center:	✓			✓		
Palisades Medical Center	✓	✓	✓	✓		
Paramus Surgical Center				✓		
Phelps Memorial Hospital	✓					
Phoenix Cardiovascular	✓					
Plaza Regency at Park Ridge		✓				
Pocono Medical Center	✓					
Prime Heart	✓					
Putnam Hospital	✓					
Ramapo College						✓
River Drive Surgery and Laser Center				✓		
Riverside Cardiology Associates	✓					
Robert Wood Johnson University Hospital	✓					
Rockland Plastic Surgery Center				✓		
Roman Medical Group	✓					
Rye Brook Cardiology and Vascular Medicine	✓					
Scott Alenick, MD	✓					
Select Specialty Hospital			✓			
South Hampton Hospital	✓					
St Joseph's Hospital	✓					
St. Anthony's Hospital	✓					
St. Barnabas Medical Center	✓					
St. Clare's Hospital	✓					
St. Francis Hospital	✓					
St. John's Riverside	✓			✓		
St. Joseph's Regional Medical Center	✓		✓			
St. Luke's Cornwall Hospital	✓		✓			
St. Mary's Hospital	✓					
St. Michael's Hospital	✓					
Stamford Hospital				✓		
Stat Health Medical Services	✓					
The Alpha Beta Kappa National Honor Society						✓
The National Society of Leadership and Success						✓
Total Cardiology Care Group	✓					
Traube, Marush, Plawes, MDs, OC	✓					

	Cardiovascular Sonography	Nursing (LPN)	Nursing (RN)	Surgical Technology	Certification Testing	Academic (1)
Trinitas Hospital	✓					
Ultrasound Soutions	✓					
Union Hospital	✓					
University Heart Associates	✓					
University Hospitals Case Medical Center	✓					
VA Dallas Health Care System	✓					
VA Hudson Valley Health Care Systems	✓					
Valley Cardiovascular Associates	✓					
Valley Hospital	✓			✓		
Van Dyk Manor			✓			
Variner Singh, MD, FACC	✓					
Vassar Brothers Medical Center	✓					
Wanaque Center for Nursing and Rehabilitation		✓				
Warren Hospital	✓					
Weiss Memorial Hospital	✓					
Westwood Cardiology Associates	✓					
White Plains Hospital	✓					
William Frumkin	✓					
Woodcliff Lake Health and Rehabilitation Center		✓				
Woodhaven Medical	✓					

(1) Contact the Department of Student Services for specific information on academic affiliations and agreements.



**GOVERNING BOARD, ADMINISTRATION & FACULTY**

The essence of Eastwick College is a quality education in a setting that offers personal attention; that is what makes our programs and our graduates so successful. The Eastwick College staff treats each student as an individual and provides the guidance needed to help overcome obstacles to education.

**BOARD OF TRUSTEES**

David Berkowitz  
Vice President  
Palisades Medical Center

Robert Bocchino  
President Emeritus  
DeVry University

Steven Blumenthal, CPA  
Director of Tax  
ERE LLP Accountants & Advisors

Lisa DiBisceglie  
Dean of External Partnerships  
Caldwell College

Carl Gargiulo  
Physical Therapist  
Strulowitz & Gargiulo Physical Therapy

Shirley Lawler  
Recruitment Manager  
Genesis HealthCare

Diane Mei  
Ultrasound Clinical Specialist  
Johnson & Johnson Corporation

Nicholas Minicucci  
President  
HomeCare 24-7

Joseph Orlando  
President  
Bergen Regional Medical Center

Joyce Savastano  
President  
Passaic County Guidance Association

Julian Schulman  
Attorney at Law  
Schulman and Kissel, P.C.

Shavonda Sumter  
Manager, Behavioral Health Services  
Mountainside Hospital

Scott Vanderhoef  
Executive  
Rockland County, New York

**CHIEF EXECUTIVE OFFICER**

Thomas M. Eastwick  
President  
BS, St. John's University

**ACADEMIC DEPARTMENT**

Rafael Castilla  
Vice President for Academic Affairs  
MD, Juan N. Corpas School of Medicine, Colombia

Joyce Marchione-Traina  
Dean of Academics  
JD, Seton Hall University School of Law; MBA, Fairleigh Dickinson University; BS, Montclair State University

Deborah Montone  
Dean Emerita, Faculty Mentor  
BS, St. Peter's College; RN, RCVT, RMA, CCS-P, CCP

Sisalee M. Hecht  
Director of Library Services  
MSLIS, Long Island University; BA, Fairleigh Dickinson University

Thaddeus Krupinski  
Associate Dean – Evening  
Director of Health Science  
MD, Medical University of Lublin, Poland

Lisa DiLauri  
Director of Cardiovascular Sonography  
Diploma, HoHoKus School of Business and Medical Sciences; RDCS, RCS, RVS, CCT, CAHI, CPI  
Fellow of the American Society of Echocardiography

Tina Feorenzo  
Associate Director of Cardiovascular Sonography  
Diploma, HoHoKus School of Business and Medical Sciences; RCS, CAHI, CPI

Colene Fonseca  
Clinical Coordinator of Cardiovascular Sonography  
Diploma, HoHoKus School of Business and Medical Sciences; RCS

Barbara Sbarra  
Director of Nursing  
MSN, Ramapo College; BSN, Hunter-Bellevue School of Nursing

Karen Chambers  
Director of Surgical Technology  
BA, Berkeley College; AA, University of Phoenix; CST

Alessandra Versace  
Director of Occupational Therapy  
MS, Thomas Jefferson University; BA, Neumann University

**ADMISSIONS**

Ruth Zayas  
Director of Admissions  
Diploma, HoHoKus School of Business & Medical Sciences

***STUDENT SERVICES***

Roberta Davies  
Dean of Students  
MA, Montclair State University; BEd, Cambridge University, England  
Christy Delaguerra  
Director of Financial Aid  
Diploma, HoHoKus School of Business and Medical Sciences  
Jeanmarie Silsbe  
Director of Career Development  
BA, State University of New York

***REGISTRAR***

Marichu Pacifico  
Registrar  
BS, University of San Carlos, Philippines  
Vijayalakshmi Sarveswaran  
Associate Registrar  
BS, University of Madras, India  
Certificate, HoHoKus School of Business and Medical Sciences

***FACULTY***

***(See addendum for updates)***

***Nursing***

Ann Marie Altoonian  
BSN, William Paterson University  
Nancy Andreola  
BSN, Rutgers University  
Beatrice Augustin  
BSN, Dominican College; AAS, Rockland Community College  
Joan Barry  
MSN, BSN, St. Peter's College  
Barbara Calabrese  
BSN, Robert Wesleyan College  
Janine Canecchia  
BSN, Thomas Edison State College; AAS, Bergen Community College  
Amy Cutler  
MSN, St. Joseph's College of Maine; BSN, Excelsior College; AAS, Rockland Community College; CNE  
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MSN, Ramapo College; BSN, Dominican College  
Randy Fisher  
MSN, Dominican College; BSN, University of Phoenix  
Ann Marie Flatekval  
MSN, Regis University; BSN, College of Mount St. Vincent

Nancy Friedrich  
BSN, College of Mount St. Vincent  
Sarahann Huvane  
BSN, College of Mount St. Vincent  
Jeanne Martine  
MSN, BSN, Pace University  
Lisa Nehls  
BSN, St. Peter's College; AAS, Bergen Community College  
Anita Pazcoguin  
MSN, MSET, BSN, Ramapo College  
Kim Reynaldos  
MSN, Walden University; BSN, Trenton State College  
Mary Riggitano  
BSN, William Paterson University  
Rosemary Rocco  
BSN, William Paterson University  
Judith Rothstein  
BSN, St. Peter's College; AAS, Bergen Community College  
Debra Sutton  
MSN, BSN, University of Medicine and Dentistry; BA, Brandeis University  
Mary Templeton  
MSN, Ramapo College; BSN, New York University  
Jeanne Turnamian  
PhD, Seton Hall University; MPA, Long Island University; BSN, Dominican College  
Jean Tutschek  
MSN, Seton Hall University; BSN, Villanova University  
Samiah Whiteaker  
MSN, Ramapo College; BSN, Fairleigh Dickinson University; BA, Rutgers University  
Joan Zarra  
MSN, Walden University; BSN, Seton Hall University

***Computer and Business Sciences***

Thomas Bosh  
MBA, BS, Fordham University  
Katherine Checkley  
BA, Ramapo College  
Janet Gerard  
JD, Seton Hall University; MA, New York University; BA, Trenton State College  
Ruth Grayberg  
MEd, BS, Virginia Commonwealth University  
Gilda Ortiz, Coordinator of Computer Technology  
BS, University of Santo Tomás, Philippines  
Shermonica Pittman  
MA, George Washington University; BS, University of North Florida  
Jack Traina  
JD, Delaware Law School; BA, Montclair State University  
Harry Zubalsky  
JD, Vermont Law School; BA, State University College at Buffalo

***Cardiovascular Sonography***

James Calero  
MHA, Seton Hall University; BS, St. Peter's College  
Edward Hennessy  
DC, Palmer College of Chiropractic; MS, University of  
Bridgeport; BS, University of the State of New York  
Andrew Nkongho  
MD, Albert Einstein College of Medicine of Yeshiva  
University; BA, University of Oregon  
Heather Sabatelli  
BS, Rutgers University  
Linda Vinci  
MSN, BSN, Seton Hall University

***Natural Sciences***

James Bigos  
BS, East Stroudsburg University  
Dennis Chintala  
DC, New York Chiropractic College; BS, Fairleigh  
Dickinson University  
Dawood Guirguis  
MD, Cairo University, Egypt  
Amera Haider  
MS, Quaid-i-Azam University, Pakistan; BS, Punjab  
University, Pakistan  
Clifford Haymes  
DC, New York Chiropractic College; BS, Syracuse  
University  
Swapna Jacob  
MD, Tamil Nadu Dr. M.G.R. Medical University, India  
Scott Kloorfain  
DC, New York Chiropractic College; BA, Rutgers  
University  
Allen Leikind  
DPM, New York College of Podiatric Medicine  
Leslie Levine  
DPM, New York College of Podiatric Medicine; BA,  
University of Bridgeport  
Tamie Proscia-Lieto  
MD, SUNY Health Sciences Center at Brooklyn; BS,  
Sophie Davis School of Biomedical Education  
Camille Sarrubbo, Chair of Natural Sciences  
DC, Palmer College of Chiropractic; BS, St. Thomas  
Aquinas College  
John Sena  
DC, Cleveland Chiropractic College; BS, Upsala College  
Alan Warren  
DPM, Illinois College of Podiatric Medicine; BA, Rutgers  
University

***General Education***

Anne Caputo, Coordinator of General Education  
MBA, BS, Fairleigh Dickinson University  
Ralph Caputo  
MBA, St. John's University; BS, Manhattan College  
Dwayne Freeman  
MIM, American Graduate School of International  
Management; BA, Williams College  
Paul Goulian  
MBA, Fairleigh Dickinson University; BSBA, Suffolk  
University; AA, Worcester Junior College  
Keith Kaplan  
MBA, New York University; BA, Stanford University

***Medical, Ultrasound, and Surgical Labs***

Lidia Cerdas  
AAS, Rockland Community College; Diploma, HoHoKus  
School of Business and Medical Sciences; RMA, NCPT, NCET  
Ben Chambers  
AAS, Berkeley College  
Certificate, Long Island University; CST  
Kristhel De Jesus  
AAS, Thomas Edison State University; Diploma,  
HoHoKus School of Business and Medical Sciences, RCS  
Sharon Isaacs  
BS, Rutgers University  
Barry Lefton  
BA, SUNY Purchase; AA, Rockland Community  
College; Diploma, HoHoKus School of Business and  
Medical Sciences; RMA, NCPT, NCET  
Sharon Mayerchak  
BA, Montclair State University; Diploma, Dover  
Business College, CST  
Sheryl McWhirr  
AAS, Eastwick College; AAS, Dutchess Community  
College, RMA, NCPT, NCET  
Julianne Mercadante  
BA, Montclair State University; AAS, Eastwick College;  
RCS  
Jess Ritgers  
Diploma, HoHoKus School of Business and Medical  
Sciences  
Tammy Ryan  
Diploma, HoHoKus School of Business and Medical  
Sciences, RCS

## **ADMISSIONS**

For admission to Eastwick College, applicants interview with the admissions department, certify that graduation from high school or equivalent was accomplished, complete an application for admission, and successfully complete an admission examination. The director of admissions oversees the process and makes the final decision for acceptance. Applicants are notified promptly after this review.

Eastwick College's licensed practical nursing students who will seek admission into the Associate Degree in Applied Science in Nursing (LPN-to-RN Bridge Program) must successfully complete all courses in the Licensed Practical Nursing Science program, obtain state licensure as practical nurses—which must remain active (in good standing with no Board actions) through completion of the program, and have at least one year (part-time) or six months (full-time) of relevant work experience. An admission examination and two employer references are required.

Admission of licensed practical nurses who graduated from institutions not affiliated with Eastwick Education, Inc. may be considered when they meet all criteria for admission and approval of transfer credits.

### **HEALTH, CRIMINAL BACKGROUND CHECKS, AND LIABILITY**

Students are responsible for meeting all health requirements, including, but not limited to, physical health forms and immunization records. Drug screenings may be required before beginning clinical rotations. Students in nursing programs will not be permitted to begin any clinical courses until all health requirements are met. Students in the Associate in Applied Science Degree in Diagnostic Cardiovascular Sonography and Associate in Applied Science Degree in Surgical Technology programs must meet all health and academic requirements to be eligible for an externship. A copy of the Eastwick College health form must be submitted and kept on file. The impact of any changes in a student's health status and his or her ability to safely perform in the clinical area will be determined by the individual's clinical instructor.

Criminal background checks will be completed on all students in the college. Prior conviction of a felony or certain misdemeanors will make a student ineligible to participate in clinical experiences, affect his or her job placement, and make nursing students ineligible to take the exam necessary for professional licensure. If a student is convicted of a felony or misdemeanor during the time he or she is enrolled in the program, it is the student's responsibility to notify the program director. For any questions or concerns regarding criminal background checks, please contact the admissions office.

Nursing students must purchase liability insurance prior to the beginning of the program, and maintain their insurance coverage through graduation.

### **NEW STUDENT ORIENTATION**

Orientation for new students is held prior to the beginning of each quarter. A presentation and review of college regulations is given by the dean of academics. First term books and class schedules are distributed. Orientation provides new students the opportunity to become familiar with the campus and to meet informally with their teachers and other new students. The school reserves the right to revise class schedules, redistribute groups, cancel courses and make enhancements to the curriculum at any time.

### **CLASS SCHEDULE**

Eastwick College's classes meet Monday through Friday between 8 a.m. and 10:30 p.m. Classes may also be offered on Saturdays from 8 a.m. to 4 p.m. Clinical and laboratory experiences may have earlier starting times and later ending times, and may also be offered on Sundays. The school year is divided into four 12-week terms. The evening Licensed Practical Nursing program is delivered in four 16-week terms plus one 8-week term.

## **ACADEMIC CALENDAR**

### **ALL PROGRAMS EXCEPT EVENING LICENSED PRACTICAL NURSING**

<b>YEAR</b>	<b>TERM</b>	<b>START</b>	<b>END</b>	<b>VACATION DAYS</b>
2011	Winter	January 24, 2011	April 15, 2011	February 21
	<i>Spring Break</i>	<i>April 18, 2011</i>	<i>April 22, 2011</i>	
	Spring	April 25, 2011	July 15, 2011	May 30, July 4
	<i>Summer Break</i>	<i>July 18, 2011</i>	<i>July 29, 2011</i>	
	Summer	August 1, 2011	October 21, 2011	September 5
	Fall	October 24, 2011	January 20, 2012	November 24-25, January 2
2012	<i>Winter Break</i>	<i>December 26, 2011</i>	<i>December 30, 2011</i>	
	Winter	January 23, 2012	April 13, 2012	February 20
	<i>Spring Break</i>	<i>April 16, 2012</i>	<i>April 20, 2012</i>	
	Spring	April 23, 2012	July 13, 2012	May 28, July 4
	<i>Summer Break</i>	<i>July 16, 2012</i>	<i>July 27, 2012</i>	
	Summer	July 30, 2012	October 19, 2012	September 3
2013	Fall	October 22, 2012	January 25, 2013	November 22-23
	Winter	January 28, 2013	April 19, 2013	February 18
	Spring Break	April 22, 2013	April 26, 2013	
	Spring	April 29, 2013	July 19, 2013	May 27, July 4-5
	Summer Break	July 22, 2013	August 2, 2013	
	Summer	August 5, 2013	October 25, 2013	September 2
2013	Fall	October 28, 2013	January 24, 2014	November 28-29
	Winter Break	December 23, 2013	January 1, 2014	
	<i>Winter Break</i>	<i>December 24, 2012</i>	<i>January 1, 2013</i>	

### **EVENING LICENSED PRACTICAL NURSING PROGRAM**

#### **First, Second, Third, and Fourth Terms**

<b>YEAR</b>	<b>TERM</b>	<b>START</b>	<b>END</b>	<b>VACATION DAYS</b>
2011	Spring	March 21, 2011	July 14, 2011	May 30, July 4
	<i>Spring Break</i>	<i>April 18, 2011</i>	<i>April 22, 2011</i>	
	<i>Summer Break</i>	<i>July 18, 2011</i>	<i>July 29, 2011</i>	
	Summer	August 1, 2011	November 17, 2011	September 5
	November	November 21, 2011	March 15, 2012	November 24-25, January 2, February 20
	<i>Winter Break</i>	<i>December 26, 2011</i>	<i>December 30, 2011</i>	
2012	Spring	March 19, 2012	July 12, 2012	May 28, July 4
	<i>Spring Break</i>	<i>April 16, 2012</i>	<i>April 20, 2012</i>	
	<i>Summer Break</i>	<i>July 16, 2012</i>	<i>July 27, 2012</i>	
	Summer	July 30, 2012	November 15, 2012	September 3
	November	November 19, 2012	March 21, 2013	November 22-23, February 18
	<i>Winter Break</i>	<i>December 24, 2012</i>	<i>January 1, 2013</i>	
2013	Spring	March 25, 2013	July 18, 2013	May 27, July 4-5
	<i>Spring Break</i>	<i>April 22, 2013</i>	<i>April 26, 2013</i>	
	<i>Summer Break</i>	<i>July 22, 2013</i>	<i>August 2, 2013</i>	
	Summer	August 5, 2013	November 21, 2013	September 2
	November	November 25, 2013	March 20, 2014	November 28-29
	<i>Winter Break</i>	<i>December 23, 2013</i>	<i>January 1, 2014</i>	

## **EVENING LICENSED PRACTICAL NURSING PROGRAM**

### **Fifth Term**

<b>YEAR</b>	<b>TERM</b>	<b>START</b>	<b>END</b>	<b>VACATION DAYS</b>
2011	Spring	March 21, 2011	May 19, 2011	
	Summer	August 1, 2011	September 22, 2011	September 5
	November	November 21, 2011	January 19, 2012	November 24-25, January 2
	<i>Winter Break</i>	<i>December 26, 2011</i>	<i>December 30, 2011</i>	
2012	Spring	March 19, 2012	May 17, 2012	
	Summer	July 30, 2012	September 20, 2012	September 3
	November	November 19, 2012	January 24, 2013	November 22-23
	<i>Winter Break</i>	<i>December 24, 2012</i>	<i>January 1, 2013</i>	
2013	Spring	March 25, 2013	May 23, 2013	
	Summer	August 5, 2013	September 26, 2013	September 2
	November	November 25, 2013	January 23, 2014	November 28-29
	<i>Winter Break</i>	<i>December 23, 2013</i>	<i>January 1, 2014</i>	

### **DRESS CODE**

Although no dress code is required for either day or evening divisions, students are asked to use good judgment regarding attire and dress in accordance with the business setting. Medical and nursing students must dress in compliance with OSHA regulations to attend laboratory activities. Students at clinical sites must strictly meet the dress code requirements of those institutions.

### **CREDIT CALCULATION**

#### **Academic Credit**

Due to New Jersey Board of Nursing requirements, courses in the A.A.S in Nursing (LPN-to-RN Bridge Program) are calculated using both quarter and semester credits. All other programs are calculated using quarter credits. All calculations are based on the standards of the Accrediting Council for Independent Colleges and Schools as follows:

Unit	Minimum Contact Hours Required		
	Lecture	Laboratory	Clinical Experience/ Externship
Quarter Credit	10	20	30
Semester Credit	15	30	45

A contact hour consists of a minimum of 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction. Certain courses comprise a combination of lecture, laboratory and/or clinical experience/externship and will be awarded credits reflecting that combined composition.

#### **Financial Aid Credit**

To determine student eligibility for Federal Title IV, HEA financial aid purposes, the school uses the following definition:

One financial credit = 25 clock hours

Clock hours include institutional clock hours (the sum of lecture, laboratory, and clinical experience/externship clock hours) and out-of-class clock hours (25% of the course's institutional clock hours)

For specific information on out-of class clock hours, please consult the course descriptions section of this catalog.



### ***ADVANCED STANDING – TRANSFER CREDITS***

Previous training is recognized. The dean of academics processes transfer credits according to the following procedures and regulations:

#### ***Administrative Procedure***

The prospective student requests an official transcript, which must be mailed by the institution directly to Eastwick College. Once received, the admissions representative submits it along with a completed Transfer Credit form to the dean of academics.

The dean of academics returns the Transfer Credit form with an official response. The prospective student receives a copy of the document. If transfer credit is approved, the student does not need to attend the course(s) specified in the form.

If the transcript is not received before the program start date, the dean of academics will honor transfer credit requests made during the pre-enrollment period, as long as the official transcript is received before the end of the first week of the program. In such case, the student must attend the course(s) for which transfer credit is requested, until he or she receives an official notification from the dean of academics through a Change of Status form. If transfer credit is approved, the student is not required to attend the corresponding class(es) and the course(s) will be listed as transfer credit on his or her school transcript. If the request is denied, the student must continue taking the course(s) in question; otherwise, a failing grade (F) will be entered for the corresponding course(s), which will need to be retaken when available, possibly incurring in additional financial obligations and an extension of the enrollment period.

#### ***General Guidelines for Approval of Transfer Credits***

1. An official transcript is always required.
2. The course(s) must have been taken at an institution of higher education accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA).
3. Courses taken abroad may be considered when the foreign institution's accreditation is similar to that of the American institution described above; in this case, Eastwick College requires a credential evaluation and a course-by-course analysis conducted by an organization affiliated with the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).
4. Courses from American post-secondary institutions may be considered when submitted as college credit recommendations on an American Council on Education (ACE) transcript.
5. Course(s) must be similar in content, contact hours, and credit calculation, with an earned grade of "C" or better. Transfer credit for core courses from institutions affiliated with Eastwick Education, Inc. requires an earned grade of C+ or better.
6. There is a time limit of ten years for academic courses and five years for skill courses (e.g. computer software, clinical laboratory, etc.)
  - a. Academic courses taken outside the time limit of ten years may be accepted for English and math courses that are similar in content, contact hours, and credit calculation with an earned grade of "C" or better.
  - b. Academic courses that meet all other general guidelines for approval of transfer credits but were taken outside the time limit of ten years may be accepted if the prospective student provides proof of current employment in a field directly related to the subject. Employment verification is required.
  - c. Skill courses that meet all other general guidelines for approval of transfer credits but were taken outside the time limit of five years may be accepted if the prospective student provides proof of current certification/registry in the subject and current employment in a field directly related to the subject. Employment verification is required.

7. Eastwick College does not accept transfer credits for core courses in any program, except for:
  - a. Courses with ACE (American Council on Education) credit recommendations from Institutions affiliated with Eastwick Education, Inc. Nursing courses from the HoHoKus Hackensack School of Business and Medical Sciences may be accepted within one year of their completion date;
  - b. Specific agreements with other institutions; or
  - c. Transfer credit for N101 and N108 as explained under # 11 below.
8. Transfer credit is not accepted for FS01 – Freshman Seminar.
9. Credit for transferable courses through CLEP (College Level Examination Program) testing may be considered, when the CLEP transcript is received within the time frame specified for transfer credits.
10. Non-core courses with ACE credit recommendations taken at institutions affiliated with Eastwick Education may be considered for transfer of credit. A list of eligible courses is available on ACE's National Guide (<http://www2.acenet.edu/credit/?page=home>)
11. A state license as a practical/vocational nurse may be considered for transfer credit for N101 and N108, when the applicant meets all other admission criteria for the AAS in Nursing (LPN-to-RN Bridge Program).

Students may also earn credit through challenge examinations. Test out procedures may be available for non-core courses. The challenge test grade will be entered for that course and will be used for GPA calculations. There are no tuition refunds for credit earned through challenge examination.

Students transferring credit or earning credit through challenge examination must take at Eastwick College at least 25% of the credits in the program.

### ***Program Transfers and Transfer Credits***

Students who wish to transfer to a different program within the college must submit a request in writing to the dean of academics and have a minimum Cumulative Grade Point Average (CGPA) of 2.0. Only completed courses (minimum grades of "C+" for core courses and "C" for foundation and general education courses) will be considered for transfer into the new program. The college will add a surcharge fee of \$350 to the student's account for each occurrence of a program transfer or return to school from a withdrawal.

### ***ACE CREDIT SERVICE***

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for 107 courses taught when the institution operated as the HoHoKus School of Business and Medical Sciences. The American Council on Education, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives.

For more than 30 years, colleges and universities have trusted ACE CREDIT to provide reliable course equivalency information to facilitate their decisions to award academic credit.

For more information, visit <http://www.acenet.edu/acecredit>.

**FINANCIAL INFORMATION**  
**(See addendum for updates)**

**TUITION SCHEDULE**

*(Valid through December 31, 2012)*

PROGRAMS	TOTAL QUARTERS	COST PER CREDIT	TOTAL CREDITS	TUITION PER QUARTER	TOTAL TUITION	BOOK FEES	LAB FEES	TECHNOLOGY FEES	GENERAL FEES	APPLICATION FEE	REGISTRATION FEE	TOTAL COST
<b>ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS - DAY</b>												
Health Science	5	\$245	96	\$4,704	\$23,520	\$2,150	\$1,700	\$500	\$750	\$25	\$100	\$28,745
Health Science/Health Information Technology	5	\$245	96	\$4,704	\$23,520	\$2,500	\$1,700	\$500	\$750	\$25	\$100	\$29,095
Diagnostic Cardiovascular Sonography	7	\$245	99	\$3,465	\$24,255	\$2,500	\$3,000	\$500	\$2,000	\$25	\$100	\$32,380
Nursing	4	\$245	99	\$6,064	\$24,255	\$2,300	\$3,400	\$1,600	\$2,500	\$50	\$200	\$34,305
Surgical Technology	6	\$245	96	\$3,920	\$23,520	\$1,750	\$3,000	\$500	\$3,000	\$25	\$100	\$31,895
<b>CREDIT-BEARING, NON-DEGREE DIPLOMA PROGRAMS - DAY</b>												
Licensed Practical Nursing	4	\$245	70	\$4,288	\$17,150	\$1,700	\$3,400	\$1,000	\$2,000	\$50	\$200	\$25,500
<b>CREDIT-BEARING, NON-DEGREE CERTIFICATE PROGRAMS - DAY</b>												
Medical Assisting	3	\$245	50	\$4,083	\$12,250	\$1,300	\$1,680	\$200	\$375	\$25	\$100	\$15,930
<b>ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS - EVENING</b>												
Health Science	9	\$245	96	\$2,613	\$23,520	\$2,150	\$1,700	\$500	\$750	\$25	\$100	\$28,745
Health Science/Health Information Technology	9	\$245	96	\$2,613	\$23,520	\$2,500	\$1,700	\$500	\$750	\$25	\$100	\$29,095
Diagnostic Cardiovascular Sonography	10	\$245	99	\$2,426	\$24,255	\$2,500	\$3,000	\$500	\$2,000	\$25	\$100	\$32,380
Nursing	6	\$245	99	\$4,043	\$24,255	\$2,300	\$3,400	\$1,600	\$2,500	\$50	\$200	\$34,305
Surgical Technology	9	\$245	96	\$2,613	\$23,520	\$1,750	\$3,000	\$500	\$3,000	\$25	\$100	\$31,895
<b>CREDIT-BEARING, NON-DEGREE DIPLOMA PROGRAMS - EVENING</b>												
Licensed Practical Nursing	9	\$245	70	\$1,906	\$17,150	\$1,700	\$3,400	\$1,000	\$2,000	\$50	\$200	\$25,500
<b>CREDIT-BEARING, NON-DEGREE CERTIFICATE PROGRAMS - EVENING</b>												
Medical Assisting	4	\$245	50	\$3,063	\$12,250	\$1,300	\$1,680	\$200	\$375	\$25	\$100	\$15,930

**Tuition charges are subject to change. Please contact the admissions department for updated program costs.**

## ***FINANCING YOUR EDUCATION***

The cost of tuition does not include the cost of transportation to and from school. Remember, grants are free; loans must be repaid!

1. Eastwick College Payment Plan: Quarterly or monthly payments. Cash, checks, and money orders, as well as American Express, Discover, Visa and Master Card charges are accepted.
2. Pell Grant: Based on need, the Pell Grant provides free money for education. Grants for the 2012 - 2013 Aid Year range from \$575 - \$5,550 per academic year. To apply for Title IV aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Once processed, the application will produce an Expected Family Contribution (EFC). The funds available to the student will depend on the EFC and the cost of attendance. Students must not have previously earned a bachelor degree.
3. New Jersey Tuition Aid Grant: Beginning in July 2009, degree-seeking students who have lived in New Jersey at least twelve consecutive months may be considered for a Tuition Aid Grant (TAG). Students are required to attend full-time and must not have previously earned an associate or bachelor degree. TAG value is based upon a student's financial need (as determined by the state formula), cost of attendance and funds available.
4. Subsidized Stafford Loan: If you qualify, you may borrow \$3,500 per academic year. A small insurance and origination fee is deducted. No payment is required while attending school. After leaving school, there is a six-month grace period before loan repayment begins. For loans disbursed on or after July 1, 2012 and before July 1, 2014, the United States Department of Education (USDE) will no longer pay the interest during the 6-month grace period. Rates are set by the USDE each July 1 for the coming year.
5. Unsubsidized Stafford Loan: If qualified, an independent student may borrow up to \$6,000 per academic year. (A small insurance and origination fee is deducted.) Interest is charged on this loan while the student is in school, but it can be capitalized. Interest charges and principal repayment may be deferred until six months after leaving school.
6. Parental Loan (PLUS): If qualified, a parent may borrow up to the full cost of the program. (A small insurance and origination fee is deducted.) The interest rate for this loan is established by the Department of Education every July 1 for the coming year. Repayment begins within 60 days of the third check disbursement.
7. NJ Class: If qualified, Eastwick College students may borrow at low interest up to the full cost of the program (less their financial aid received). Rates vary depending on credit history; a supplemental fee is deducted.
8. Eastwick College 501 (c) (3) Non-Profit Scholarship Foundation: Eastwick College does not charge placement fees. As a result, we receive many generous contributions to our scholarship fund from the corporate and medical community. Scholarships varying from \$250 to \$3,000 (total dollar amount awarded depends on contributions) are offered to High School students with competitive exams. High school students must register at no cost by April 15 (or the following business day) and schedule an on-campus exam with the admissions department.
9. Josephine Huisling Memorial Scholarship: Eligible students in the Licensed Practical Nursing and Associate in Applied Science in Nursing programs may apply for scholarships of up to \$3,000 by submitting a request in writing to the Nursing Scholarship Committee two weeks before beginning their last academic term. A minimum cumulative grade point average (CGPA) of 3.4 and attendance of 90% are required. The committee will review all requests and award scholarships based on academic merit and financial need.

### ***REMEMBER...GRANTS ARE FREE, BUT LOANS MUST BE REPAYED!***

Contact our financial aid office for further information regarding qualifications and specific circumstances.

**ACADEMIC POLICIES**

**GRADING SCALE**

**Core Nursing Courses\***

Letter Grade	Percentage	Quality Points	Comments
A	90-100	4.0	
B+	85-89	3.5	
B	80-84	3.0	
C+	75-79	2.5	
F	Below 75	0	
DRP	-	0	Withdrawn from course
INC	-	0	Incomplete course work
RPT	-	0	Course has been retaken
SECHG	-	0	Program Change
TRA	-	0	Transfer Credit
WD	-	0	Withdrew from course
WF	-	0	Withdrew while failing

\*This grading scale applies to all core courses (identified in program outlines) in the following programs:

- Licensed Practical Nursing
- Associate in Applied Science in Nursing (LPN-to RN Bridge Program)

**Freshman Seminar, Certification/Licensing Review Courses, and Externships**

Grade	Quality Points
Pass	4.0
Fail	0

**All Other Courses\*\***

Letter Grade	Percentage	Quality Points	Comments
A	90-100	4.0	
B+	85-89	3.5	
B	80-84	3.0	
C+	75-79	2.5	
C	70-74	2.0	
D+	65-69	1.5	
D	60-64	1.0	
F	Below 60	0	
DRP	-	0	Withdrawn from course
INC	-	0	Incomplete course work
RPT	-	0	Course has been retaken
SECHG	-	0	Program Change
TRA	-	0	Transfer Credit
WD	-	0	Withdrew from course
WF	-	0	Withdrew while failing

\*\*The following programs require a minimum grade of C+ in core courses and C in foundation courses (identified in program outlines) for externship eligibility:

- Associate in Applied Science in Diagnostic Cardiovascular Sonography
- Associate in Applied Science in Surgical Technology

The following programs require a minimum grade of C in foundation courses (identified in program outlines) to graduate:

- Licensed Practical Nursing Science
- Associate in Applied Science in Nursing (LPN-to-RN Bridge Program)

**EVALUATION OF ACADEMIC ACHIEVEMENT THROUGH OUT-OF-CLASS LEARNING ACTIVITIES**

Students are expected to participate in learning activities beyond scheduled course hours. These activities are fundamental to achieve course learning outcomes, as they complement and reinforce in-class activities while providing the student with an opportunity to assess his or her learning and provide timely feedback to the instructor.

Out-of-class learning activities vary depending on the characteristics of the course and may include:

- › Additional laboratory practice (including computer-based activities)
- › Completing unfinished work
- › Homework assignments
- › Preparing for exams
- › Preparing presentations
- › Reading assignments
- › Researching
- › Review of class notes
- › Writing papers

Instructors inform students about out-of-class activities specific to their courses through the course syllabus. Some activities (homework, papers, presentations and completion of unfinished work) may receive a grade that is weighed in the overall course assessment. Other activities (additional laboratory practice, reading assignments, review of class notes, preparing for exams, and researching) are not directly graded but are fundamental for the student to successfully complete laboratory check-offs, clinical evaluations, quizzes, unit tests and final exams.

**GRADUATION REQUIREMENTS**

Students must meet all of the following requirements to graduate from Eastwick College programs:

1. Pass all subjects in the prescribed curriculum, meeting specific program requirements for core and foundation courses.
2. Earn a minimum Cumulative Grade Point Average (CGPA) of 2.0 (2.5 in Licensed Practical Nursing and AAS in Nursing programs).
3. Obtain authorization from the financial aid department.

Students in the Licensed Practical Nursing and AAS in Nursing programs must meet all academic and financial requirements in order for the institution to release paperwork for licensure examination.

**ATTENDANCE REQUIREMENTS**

Consistent attendance prepares students to meet the increasing demands of future employers. Lateness and excessive absences are strongly discouraged. Documented absences are justified only for illness or other unavoidable reasons (e.g., death in the immediate family, military duty, court-ordered appearance, inoperable car or accident).

Instructors notify students about specific attendance policies at the start of their courses through the course syllabus. Failure to meet attendance requirements in courses with a clinical or laboratory component may result in a failing grade, even if absences are documented and justified.

**Leave of Absence**

If it is necessary that a student interrupt training for more than ten days, a leave of absence must be requested in writing and, if approved, will be granted by the dean of academics. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

1. A single leave of absence may be granted for up to 180 days in a twelve-month period.

2. A second leave of absence in the same twelve-month period may be granted, providing the second leave does not exceed 30 days; the leave is due to unexpected circumstances; and the combined number of days in both leaves does not exceed 180.
3. Additional leaves in the same twelve month period may be granted providing the additional leaves are for documented jury duty, military leave, or Family Medical Leave Act (FMLA) provisions and all the leaves combined do not exceed 180 days.
4. The twelve-month period referenced in these provisions starts on the first day of the first leave.
5. A leave of absence does not relieve the student from his or her financial obligations. The full cost of tuition will be charged if the student takes a leave of absence on or after the midpoint of the academic term.

A student's request for a leave of absence must be submitted in writing, and must be approved by the institution to be considered an official leave of absence. Students will not incur additional charges from the institution for any absences during an official leave of absence period. Students who fail to return to school as scheduled from an official leave of absence will be considered withdrawn as of the start of the leave of absence. This policy may affect any grace periods relative to federal student loan repayments. The effect of a leave of absence on satisfactory academic progress is described in the following section.



**SATISFACTORY ACADEMIC PROGRESS POLICY**

Students must maintain satisfactory academic progress (SAP) to remain eligible to graduate from Eastwick College programs and receive financial assistance. SAP is determined by measuring two components: cumulative grade point average (CGPA) and percentage successfully completed. Policy component definitions are included below. Sample schedules are included in Table 2.

**Satisfactory Academic Progress Standard**

All students must maintain a minimum 2.0 Cumulative Grade Point Average (CGPA) (2.5 in the Licensed Practical Nursing and AAS in Nursing programs) and have completed at least 67% of the credits attempted in the program.

**Frequency of Assessment**

SAP is determined at the end of each financial term, which is equivalent to one academic term of 16 weeks for the evening Licensed Practical Nursing program or one academic term of 12 weeks for all other programs.

**Cumulative Grade Point Average (CGPA)**

The cumulative grade point average (CGPA) indicates the overall achievement of the student for all subjects completed. It is computed by dividing the sum of all applicable grade points earned by the total number of credits attempted. See Table 1 for an example of CGPA calculation.

**Percentage Successfully Completed**

A student must successfully complete 67% of all credits attempted in a program to be considered to be maintaining satisfactory academic progress. The percentage is calculated by dividing the sum of credits successfully completed by the sum of credits attempted. Credits successfully completed are those for which the student earned a passing grade. Credits attempted are those for which students are enrolled at the beginning of the academic module. Grades of I (Incomplete), F (failure) W (withdrawal), and RPT (repeated course) are counted as credits attempted but not successfully completed. See Table 1 for an example of percentage successfully completed calculation.

**Table 1 - Sample GPA and Percentage Successfully Completed Calculation**

Course	Grade	Quality Points	(Times)	Quarter Credits Attempted	(Equals)	Grade Points
M159	B+	3.0	x	3	=	9
HIT204	A	4.0	x	2	=	8
M115	C	2.0	x	2	=	4
CI06	F	0	x	1	=	0
Totals:				8	=	21

$$CGPA = \frac{\text{Total grade points}}{\text{Total quarter credits attempted}} = \frac{21}{8} = 2.63$$

$$\text{Percentage successfully completed} = \frac{\text{Total quarter credits successfully completed}}{\text{Total quarter credits attempted}} \times 100 = \frac{7}{8} \times 100 = 87.5\%$$

**Maximum Time in Which to Complete**

The maximum time for completion of the program is limited to one of the following: a period equal to 1.5 times the standard program length for normally progressing students of the same enrollment status, or a period of time during which a student attempts 1.5 times the number of credit hours required in order to complete the program. For purposes of this standard, credit hours attempted shall mean any such hours for which a student has incurred a financial obligation.

**Program Transfer, Consecutive Programs, and Transfer Credits**

When a student transfers to another program within the college, the maximum time frame will be calculated based on the number of credits that the student must complete in order to meet the graduation requirements of the new program after transferring applicable credits, while considering the availability of required courses and scheduling of appropriate academic loads per term. The same policy applies to students who wish to start a new program immediately after successfully completing a previous one. Transfer credits will be considered successfully completed and will not be included in CGPA calculations.



**Table 2 - Satisfactory Academic Progress (SAP) Schedule<sup>1</sup>**

**Day Programs**

**AAJ in Allied Health**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP <sup>2</sup>	Cumulative Grade Point Average Required
1	18	12	2.0
2	22	15	2.0
3	20	13	2.0
4	19	13	2.0
5	15-17	10-11	2.0
Program Length (Months)			15
Maximum Completion Time (Months)			21
Maximum Quarter Credits to Attempt			141-144

**AAJ in Allied Health (HIT Concentration)**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP <sup>2</sup>	Cumulative Grade Point Average Required
1	18	12	2.0
2	20	13	2.0
3	21	14	2.0
4	18	12	2.0
5	19	13	2.0
Program Length (Months)			15
Maximum Completion Time (Months)			21
Maximum Quarter Credits to Attempt			144

**AAJ in Diagnostic Cardiovascular Sonography**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP <sup>2</sup>	Cumulative Grade Point Average Required
1	18	12	2.0
2	22	15	2.0
3	22	15	2.0
4	13	9	2.0
5	12	8	2.0
6	6	6	2.0
7	6	6	2.0
Program Length (Months)			21
Maximum Completion Time (Months)			32
Maximum Quarter Credits to Attempt			149

**AAJ in Nursing**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP <sup>2</sup>	Cumulative Grade Point Average Required
1	20	13	2.5
2	16	11	2.5
3	18	12	2.5
4	17	11	2.5
Program Length (Months)			12
Maximum Completion Time (Months)			18
Maximum Quarter Credits to Attempt			106

**AAJ in Surgical Technology**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP <sup>2</sup>	Cumulative Grade Point Average Required
1	12	8	2.0
2	20	13	2.0
3	20	13	2.0
4	17	11	2.0
5	21	14	2.0
6	6	6	2.0
Program Length (Months)			18
Maximum Completion Time (Months)			27
Maximum Quarter Credits to Attempt			144

**Licensed Practical Nursing**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP <sup>2</sup>	Cumulative Grade Point Average Required
1	21	14	2.5
2	20	13	2.5
3	14	9	2.5
4	15	10	2.5
Program Length (Months)			12
Maximum Completion Time (Months)			18
Maximum Quarter Credits to Attempt			105

**Medical Assisting**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP <sup>2</sup>	Cumulative Grade Point Average Required
1	18	12	2.0
2	19	13	2.0
3	13	9	2.0
Program Length (Months)			9
Maximum Completion Time (Months)			12
Maximum Quarter Credits to Attempt			75

<sup>1</sup> General guide based on published program outlines. Changes in scheduling sequences and student academic situations (e.g., transfer credits, repeated courses) may result in different SAP schedules. Please contact the academic department for information specific to your case.

<sup>2</sup> Students must successfully complete 67% of quarter credits attempted. The resulting numbers have been rounded to the nearest whole number.

**Evening Programs**

**AAJ in Allied Health**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP	Cumulative Grade Point Average Required
1	9	6	2.0
2	14	9	2.0
3	9	6	2.0
4	11	7	2.0
5	12	8	2.0
6	7	5	2.0
7	9	6	2.0
8	13-15	9-10	2.0
9	10	7	2.0
Program Length (Months)			27
Maximum Completion Time (Months)			39
Maximum Quarter Credits to Attempt			141-144

**AAJ in Allied Health (HIT Concentration)**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP	Cumulative Grade Point Average Required
1	8	5	2.0
2	14	9	2.0
3	13	9	2.0
4	12	8	2.0
5	11	7	2.0
6	12	8	2.0
7	10	7	2.0
8	8	5	2.0
9	8	5	2.0
Program Length (Months)			27
Maximum Completion Time (Months)			39
Maximum Quarter Credits to Attempt			144

**AAJ in Diagnostic Cardiovascular Sonography**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP	Cumulative Grade Point Average Required
1	8	5	2.0
2	9	6	2.0
3	9	6	2.0
4	11	7	2.0
5	14	9	2.0
6	13	9	2.0
7	13	9	2.0
8	10	7	2.0
9	6	6	2.0
10	6	6	2.0
Program Length (Months)			30
Maximum Completion Time (Months)			45
Maximum Quarter Credits to Attempt			149

**AAJ in Nursing**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP	Cumulative Grade Point Average Required
1	16	11	2.5
2	9	6	2.5
3	13	9	2.5
4	16	11	2.5
5	8	5	2.5
6	9	6	2.5
Program Length (Months)			18
Maximum Completion Time (Months)			27
Maximum Quarter Credits to Attempt			107

**AAJ in Surgical Technology**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP	Cumulative Grade Point Average Required
1	9	6	2.0
2	14	9	2.0
3	11	7	2.0
4	10	7	2.0
5	11	7	2.0
6	9	6	2.0
7	13	9	2.0
8	13	9	2.0
9	6	6	2.0
Program Length (Months)			27
Maximum Completion Time (Months)			41
Maximum Quarter Credits to Attempt			144

**Licensed Practical Nursing**

Term	Quarter Credits Attempted	Quarter Credits Required for SAP	Cumulative Grade Point Average Required
1	18	12	2.5
2	19	13	2.5
3	16	11	2.5
4	11	7	2.5
5	18	12	2.5
Program Length (Months)			18
Maximum Completion Time (Months)			27
Maximum Quarter Credits to Attempt			105

**Medical Assisting**

Quarter	Quarter Credits Attempted	Quarter Credits Required for SAP	Cumulative Grade Point Average Required
1	12	8	2.0
2	13	9	2.0
3	13	9	2.0
4	12	8	2.0
Program Length (Months)			12
Maximum Completion Time (Months)			18
Maximum Quarter Credits to Attempt			75

<sup>1</sup> General guide based on published program outlines. Changes in scheduling sequences and student academic situations (e.g., transfer credits, repeated courses) may result in different SAP schedules. Please contact the academic department for information specific to your case.

<sup>2</sup> Students must successfully complete 67% of quarter credits attempted. The resulting numbers have been rounded to the nearest whole number.

**Leave of Absence**

In the event a student finds it necessary to be absent from the college for an extended period of time, he or she may request a leave of absence from the institution. A leave of absence taken over an entire academic term has no effect upon satisfactory progress. A leave of absence that begins during an academic term affects the measurement of progress toward completion as the student will have to be withdrawn from all courses and receive a WD or WF grade for each course. These courses will be counted as attempted but not successfully completed.

**Incomplete and Failing Grades, Repeated Courses**

If an incomplete is given, the missing work must be made up by the Saturday following the end of the academic term. Once work is made up, the instructor will submit a change of grade form, and the assigned grade will be recorded on the student's transcript. If the work is not made up and a change of grade form is not submitted, an "F" will be recorded on the student's transcript.

If a student fails a course, the course credits are not earned, and the course must be retaken. Students may also repeat courses in which a grade of "D", "D+", or "C" was earned. When the course is successfully retaken, the new record will show the passing grade, which will count toward completion of the program. The previous grade will be replaced by "RPT", which has no effect in the calculation of the student's CGPA. However, the original course credits remain as credits attempted for financial purposes. Courses may only be repeated once. Students who wish to attempt additional retakes may request them through the appeal process.

Students who withdraw from a course after the add/drop period (first week of term) but before 50% of it is completed will receive a "WD" grade, which has no effect on GPA calculation. Course credits will be considered attempted but not successfully completed. Students withdrawing from a course after 50% of it is completed must accept a "WF" grade.

**Academic Warning/Financial Aid Warning**

Students who do not meet the Standard of Satisfactory Progress at the end of a financial term will be placed on academic warning (financial aid warning for students receiving financial aid) for the next financial term. Students remain eligible for financial aid assistance during the financial aid warning period.

SAP will be determined at the end of the academic warning/financial aid warning term. Table 3 describes possible outcomes.

**Table 3 - Outcomes after SAP Determination at the end of the Academic Warning/Financial Aid Warning Term**

Student Type	Satisfactory Academic Progress (SAP) Determination	
	Student achieved SAP	Student did not achieve SAP
Cash student (not a recipient of financial aid)	Continued enrollment; removed from academic warning	Academic probation for the following financial term
Financial aid recipient	Continued enrollment and financial aid eligibility; removed from financial aid warning	Financial aid is suspended; student must appeal determination*: Outcome A The appeal is granted; the student is on academic probation for the following financial term and retains financial aid eligibility. Outcome B The appeal is denied; the student loses financial aid eligibility and must continue on academic probation as a cash student or withdraw from the college.
* The appeal must be submitted in writing to the Appeals Committee, including the circumstances that caused the student's unsatisfactory progress and what has changed in the student's situation that would result in the improvement of his or her academic situation.		

**Academic Probation**

This is a temporary status for cash students who did not meet the Satisfactory Academic Progress (SAP) standard at the end of the academic warning term, or financial aid recipients who did not meet the SAP standard at the end of the financial aid warning term and are granted an appeal. The academic probation period lasts a full financial term.

SAP will be determined at the end of the academic probation term. Table 4 describes possible outcomes.

**Table 4 - Outcomes after SAP Determination at the end of the Academic Probation Term**

Student Type	Satisfactory Academic Progress (SAP) Determination	
	Student achieved SAP	Student did not achieve SAP
Cash student (not a recipient of financial aid)	Continued enrollment; removed from academic probation	Academic withdrawal
Financial aid recipient	Continued enrollment and financial aid eligibility; removed from academic probation	Academic withdrawal

As a condition of their probation, students must participate in counseling sessions as deemed necessary by the dean of academics. Students may also be directed to participate in extra tutorial sessions.

**Academic Withdrawal**

A student will be subject to academic withdrawal from Eastwick College due to failure to achieve satisfactory academic progress at the end of an academic probation module.

Students will also be withdrawn for the following reasons, regardless of their cumulative grade point average (CGPA) or percentage successfully completed:

1. Failure (with grades of “F” or “WF”) of any two core courses—or the same core course twice—in the Licensed Practical Nursing and AAS in Nursing Programs.
2. Failure (with grades of “F” or “WF”) of any two core courses—or the same core course twice—in the AAS in Diagnostic Cardiovascular Sonography program, when the student does not wish—or is not eligible—to transfer to another Eastwick College program.

**Reinstatement Policy**

Students who have been withdrawn for failing to maintain satisfactory academic progress may appeal in writing to the Appeals Committee. If the appeal is granted, the student will be reinstated at the start of the next academic module. During the reinstatement module, the student will not be eligible for financial aid and will be considered on academic probation. If the student achieves Satisfactory Academic Progress, he or she will regain eligibility for financial aid during subsequent modules.

**Academic Dismissal**

Students who have been readmitted following academic withdrawal and fail to meet the requirements of academic probation will receive an academic dismissal from Eastwick College. Students who have been dismissed are not eligible for readmittance to the college.

**CODE OF CONDUCT**

The college expects students to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below are considered to be in conflict with the educational objectives of the college and may be reasons for disciplinary action.

1. All types of dishonesty including: cheating, plagiarism, knowingly furnishing false information to the institution, and forgery.
2. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, meetings and programs, or other college activities.
3. Physical or verbal abuse of any person on college premises or at functions sponsored or supervised by the college.

4. Sexual harassment of college faculty, staff members, or fellow students on college premises or at functions sponsored or supervised by the college (see sexual harassment policy).
5. Theft or damage to college property or damage to the property of a member of the college community on the college premises.
6. Theft or damage to property the college is responsible for at functions sponsored or supervised by the college.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Failure to observe dress code guidelines.
9. Violation of the law on college premises. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances (or being under their influence) on college premises.

## ***SEXUAL HARASSMENT POLICY***

### ***Introduction***

Eastwick College strictly prohibits workplace sexual harassment. Work- or academic-related sexual harassment of employees or students is unlawful and will not be tolerated. This policy includes definitions and examples of unacceptable conduct as well as a procedure by which employees or students who believe they have been sexually harassed can formally complain. Eastwick College will respond promptly to written complaints of sexual harassment by conducting an investigation to determine if inappropriate conduct has occurred and impose a corrective action.

Although this policy sets forth our goal of promoting a workplace and academic experience free from sexual harassment, it is not designed or intended to limit our authority to discipline or take remedial action for conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### ***Definition of Sexual Harassment***

Sexual harassment is sex-related behavior that affects tangible job benefits; interferes with an individual's work performance; creates an intimidating, hostile or otherwise offensive work environment; or interferes with the provision of educational services to students. Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- › Submission to or rejection of such advances is either an explicit or implicit term or condition of employment or enrollment or is used as a basis for making employment or educational decisions, placement services or evaluation of academic achievement; or
- › The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or educational environment.
- › Although it is not possible to list all examples of conduct that constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:
  - › Unwelcome sexual advances—whether they involve physical touching or not;
  - › Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances;
  - › Dissemination of sexually explicit voicemail, email, graphics, downloaded material or websites;
  - › Sexual epithets or jokes; written or oral reference to sexual conduct; gossip regarding one's sex life; comments on an individual's body, sexual activity, deficiencies, or prowess;
  - › Displaying sexually suggestive objects, pictures, cartoons;
  - › Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments of a sexual nature;
  - › Inquiries into one's sexual experiences; or
  - › Discussion of one's sexual activities.

Requests by a supervisor, faculty or staff member for sexual favors in exchange for actual or promised job or academic benefits such as favorable review, salary increases, promotions, increased benefits, continued employment, grades, academic assignments, or continued enrollment also constitute sexual harassment.

Romantic involvement—even if consensual—between supervisors and subordinates or between a faculty or staff member and a student may create a hostile environment. Depending on the totality of the circumstances and the nature of the complaint, the fact that a relationship began consensually may not be a defense to a claim of sexual harassment.

Sexual harassment can occur between individuals of the same gender regardless of sexual orientation. Students can be victims of sexual harassment by other students; faculty and staff members can also be sexually harassed by students.

Other sexually-oriented conduct—whether intended or not—may also constitute sexual harassment when it is unwelcome and creates a hostile, offensive, intimidating, or humiliating environment to another person on the basis of sex.

### ***Commitment to Academic Freedom***

Academic freedom is fundamental to enable responsible teaching and unrestricted writing and research. Eastwick College is committed to the principles of academic freedom for the faculty and promotes an open, civil dialogue on all matters. Eastwick Education, Inc. endorses the following principles from the American Association of University Professors' (AAUP) Statement of Principles on Academic Freedom:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Based on the above principles of academic freedom, Eastwick College will not evaluate actions or words used for legitimate and reasonable educational purposes in the context of the academic curriculum and the teaching environment as sexual harassment or other unlawful discrimination.

### ***Complaint of Sexual Harassment***

Employees who feel they have been subjected to or witnessed sexual harassment must immediately submit a complaint in writing to their supervisor, dean or director. Students must submit a complaint in writing to the dean of students or to the dean of academics. Employees or students who feel that this procedure would be inappropriate must submit the complaint in writing to the president.

The supervisor, dean, director or president will ensure that there is a prompt and thorough investigation of the facts of the incident and will determine the validity of the complaint.

If the complaint is determined to be valid, the offender will be subjected to disciplinary action, up to and including immediate termination of employment or enrollment.

***Privacy***

To the fullest extent practicable and in accordance with federal, state and local laws, Eastwick College will treat the sexual harassment investigation and the facts it uncovers confidentially.

Although Eastwick College takes all allegations of harassment, discrimination and retaliation seriously, employees and students should be aware that anonymous complaints impede the investigative process.

To help to maintain confidentiality to the fullest extent practicable and to assist in obtaining the truth, employees who file a complaint and those who have been interviewed as part of an investigation should not discuss the complaint or investigation with others.

***Sexual Harassment Investigation***

Upon receipt of a written complaint of sexual harassment, Eastwick College will promptly conduct an investigation, maintaining confidentiality to the extent practicable under the circumstances. The investigation will typically include private and separate interviews with the person filing the complaint, the person who allegedly committed sexual harassment, and witnesses (when available). Eastwick College will inform the results of the investigation—to the extent appropriate—to the person who filed the complaint and the person who allegedly committed the conduct.

The president will determine disciplinary actions, up to and including termination of employment, for faculty and staff members who violate the sexual harassment policy. The disciplinary process for students is included in the corresponding section below.

***No Retaliation***

Retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by Eastwick College.

***Questions about this Policy***

Any questions concerning the interpretation of this policy, or questions on procedural matters arising from its implementation, must be directed to the president.

***ACADEMIC INTEGRITY POLICY***

All types of dishonesty, including unauthorized assistance in any academic work, cheating on tests, inappropriately or unethically using technological means to gain academic advantage, and plagiarism are considered to be in conflict with the educational objectives of Eastwick College and subject the student to disciplinary action. Plagiarism is the act of taking another person's words or ideas and presenting them as if they are your own work without acknowledgement. A student who violates Eastwick College's policy on dishonesty, cheating, and plagiarism is subject to failure (zero) on the assignment for the first offense in the course. Additional offenses subject the student to failure of the course and/or dismissal from the school.

***DISCIPLINARY ACTIONS***

Violation of the code of conduct, the sexual harassment policy, or the academic integrity policy may result in probation or dismissal. Disciplinary actions will be determined by a committee composed of the dean of academics, the dean of students, and the corresponding program director. The committee's decision may be appealed in writing to the president within 30 days. The president will review the appeal, meet with the student and appropriate parties, and issue a final decision that is not subject to further appeal.

***WITHDRAWALS***

The dean of academics sends a confirmation letter to the student's registered home address, and a "Change of Status" form to the financial aid administrator and all faculty involved for all types of withdrawals including the following reasons: disciplinary action, failure to make satisfactory academic progress, failure to meet financial obligations with the institution, and those requested directly by students.

A student may withdraw from the college at any time for any reason. Students who choose to withdraw must notify the dean of academics in writing. The college reserves the right to dismiss a student if, at any time, a student's attendance, punctuality, conduct, or class performance falls below the level deemed appropriate by the

college. In the event of student withdrawal or dismissal prior to completion of the program, a statement of intention to withdraw and/or a request for refund made in writing to the college is helpful to both student and college for record-keeping and for faster processing of all required paperwork.

### ***APPEAL PROCEDURE***

Students who have been withdrawn from a program for not making satisfactory academic progress and who feel that there were mitigating or extenuating circumstances that led to their failure to maintain satisfactory progress may appeal in writing to the Academic Appeals Committee. Should the appeal be granted, the student will be placed on probation upon readmittance.

The Academic Appeals Committee meets quarterly. The program director will notify the student in writing of the committee's decision within one week.

### ***GRIEVANCE PROCEDURE***

Eastwick College has an "open-door policy" for students seeking help or guidance with academic or personal matters. A student with a problem relating to school or a particular class is asked to discuss it first with the instructor, then with the program director, and then with the dean of students or the dean of academics. If the problem is not resolved, the student then meets with the vice president for academic affairs. If the problem is still not resolved, the president reviews the situation with all parties concerned, meets with the student, and returns a decision within five business days. The president's decision is considered final relating to all college matters. If the problem is not resolved to the satisfaction of the student, then any disputes or controversies shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association through an arbitrator agreed upon by both parties, with both parties sharing the cost of arbitration and taking responsibility for their own attorney fees. Although letters of complaint may be sent to the following organizations, they do not constitute appeals of the president's decision:

Accrediting Council for Independent Colleges and Schools  
750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
202.336.6780

New Jersey Board of Nursing  
PO Box 45010  
Newark, NJ 07101  
973.504.6430

Commission on Accreditation of Allied Health Education Programs (AAS in Surgical Technology only)  
1361 Park Street  
Clearwater, FL 33756  
727.210.2350

Eastwick College does not respond to anonymous complaints.



***REFUND POLICIES***

Refunds for Title IV users are automatically made within 30 days and are first made to the student loan proceeds and then to the Pell Grant. The tuition charge will be computed as follows:

1. If withdrawal occurs prior to the 60 percent point of the enrollment period (in time), the tuition shall be computed considering the two schedules shown below to determine the one most beneficial to the student if the student received SFA (Student Financial Assistance) funds and is a first time student.
2. If withdrawal occurs prior to the 60 percent point of the enrollment period (in time), the tuition shall be computed according to Schedule One if the student has not received SFA funds or has previously attended Eastwick College and did not receive a refund of 100 percent of tuition and fees.

***SCHEDULE ONE***

For students who find it necessary to withdraw after attending classes, tuition will be charged based on the last day of attendance. The tuition charge will be computed per term (12 weeks [16 weeks in the evening licensed practical nursing program]) as follows:

Full Time Students	% Refunded
Week 1	90%
Weeks 2-3	80%
Week 4	55%
Weeks 5-6	30%
After week 6	0%

Any books and equipment that have been issued are nonrefundable.

***SCHEDULE TWO - RETURN OF UNEARNED TITLE IV FUNDS***

Federal regulations state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

1. Received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or PLUS loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs, and
2. On or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Eligible Title IV aid recipients who fail to complete over 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

The school recognizes that there are circumstances that lead to changes in students' plans and require cancellation of enrollment or withdrawal. In such cases, the student reserves the right to apply for reinstatement within one year of the date of enrollment, at which time a credit adjustment will be made for all tuition paid. A student or applicant may cancel enrollment at any time and shall be entitled to:

1. A complete refund of all monies paid to the school or its representatives if such notice of cancellation occurs within a period of three business days after signing the enrollment agreement, even if instruction has begun.
2. A refund of all monies paid to the school, less the application fee of \$25 and registration fee of \$100 (\$175 for LPN applicants), if such notice of cancellation occurs after the three-day period but prior to the commencement of classes.

**Note:** A fee of \$350 is charged if a student changes his or her program after the first two weeks of classes of any academic term.

***STUDENT SERVICES***

***CAREER DEVELOPMENT***

Eastwick College's programs prepare students for today's job market, emphasizing the skills required to meet the needs of medical facilities. Our career development department provides career counseling, resume review, and a professional development course to prepare students to reach their career objective.

Upon graduation, Eastwick College will help you find the job that is right for you. Eastwick College's career development service assists you in matching your skills and personality with the current positions available.

Since 1968, Bergen, Essex, Hudson, Orange, Passaic, and Rockland County employers have relied on our graduates to fill their hiring needs. Unlike many other institutions, Eastwick College does not charge a placement fee to either employer or graduate. As a result, many employers list positions with us first. Employers have also recognized our outstanding service by contributing to the Eastwick College Scholarship Foundation, a recognized 501(c)(3) non-profit organization.

Eastwick College, like all other colleges, does not guarantee placement. However, at Eastwick College, our record of successful job placement for graduates is excellent. Hundreds of employers contact the placement office for their needs. The demand for our graduates far exceeds the supply, a reflection of 40 years of experience in providing the community with well-trained employees.

The director of career development will also assist you in your future job-search needs. As an Eastwick College graduate, you have ongoing job placement assistance.



**ACADEMIC ADVISING**

Students needing help with course work are given personal assistance and peer tutoring when necessary and available, at no additional cost. Students who are experiencing difficulty with their studies due to abilities or attendance are provided with a periodic progress report that gives suggestions to improve their grade status.

Academic advisors assist students with important information regarding academic progress and college policies and procedures. They maintain regular office hours for student advisement and are available at additional times by appointment. Academic advisors help students to develop academic success plans by providing them with direction in the areas of study skills, time management, and test-taking skills.

The Student Representative Committee (SRC) is comprised of students from each major area of study at Eastwick College. Its purpose is to provide open and participatory governance by giving students a voice in institutional decision-making. The SRC holds quarterly committee meetings and reports to the Academic Review Committee.

A library is available to all students. It is designed to meet the unique educational and curricular requirements of Eastwick College students by offering online reference and research databases (including access to E-Global Library), print and reference materials, textbooks, media, and current periodicals, all of which support the programs of the college. Internet access is available and Eastwick College students may use the resources of Ramapo College's library, located in Mahwah, New Jersey, only five miles away from our campus.

The dean of students assists graduates who wish to transfer a portion of Eastwick College credits to over 1,500 two- and four-year colleges using American Council on Education (ACE) college credit recommendations.

Transfer of credits from the HoHoKus School or Eastwick College to another college is entirely up to the receiving institution. While Eastwick College does not guarantee that its credits (or previously earned HoHoKus School credits) will be accepted by another institution, it has been our experience that a number of traditional colleges accept a portion of our credits. This is especially true with colleges who are affiliated with and accept the recommendation of the American Council on Education's College Credit Recommendation Service (ACE CREDIT).

**AWARDS PROGRAM**

Eastwick College holds a formal commencement ceremony annually. In addition to presenting certificates, diplomas, and degrees, the institution acknowledges student success as follows:

***Cumulative Grade Point Average (CGPA) Awards:***

Presented as additional seals on certificates, diplomas, or degrees, this category includes:

- President's List: 4.0 CGPA
- Dean's List: 3.6 to 3.99 CGPA

***Program Awards***

Recipients are presented with a plaque at graduation, to acknowledge the best students in each program in both day and evening divisions.

***President's Award***

Our most distinguished award, reserved for students with excellent academic performance, who have also demonstrated willingness to help others through peer tutoring or community service. Recipients are presented with a plaque at graduation; the award is available to students in both day and evening sessions.

***Josephine Huisking Memorial Award***

Our most distinguished nursing award is presented to students who have demonstrated clinical and academic excellence. Recipients must have also demonstrated leadership service to the community and the institution, while possessing outstanding personal qualities necessary to succeed in the nursing profession. Recipients are presented with a plaque at graduation; the award is available to students in day and evening sessions of the Licensed Practical Nursing and AAS in Nursing programs.

**TRANSCRIPTS AND RECORDS**

An academic transcript and a financial record are kept for each student. The academic transcript provides a complete history of course grades. The financial record chronicles a student's tuition charges, payments, refunds, and financial transactions. Students receive grades on an official report card at the completion of each term. It is the college's policy that no personal or academic information will be released without the student's written consent. This policy has been derived from the Family Education Rights and Privacy Act of 1974 (FERPA). To receive a transcript, a written request accompanied by a \$5 fee should be sent to the college. Students have the right to:

1. Inspect and review their education records,
2. Request an amendment to their records, and
3. Request a hearing if the request for an amendment is denied.

However, FERPA regulations also establish rules for disclosure without student's prior written consent. Several of these conditions are as follows:

1. Disclosure may be made to an authorized representative of the U.S. Department of Education, the Office of the Inspector General, and state and local education authorities.
2. Disclosure may be made if it is in connection with financial aid that the student has received or applied for.
3. Disclosure may be made to the student's parent, if the student is a dependent of the parent, as defined by the IRS.
4. Disclosure may be made to organizations that are conducting studies concerning the administration of student aid programs on behalf of educational agencies or institutions.

The registrar may place a hold on academic records of students who are not in good financial standing with Eastwick College.

**SCHOOL DATA**

Upon request, prospective and enrolled students may review college data and credentials concerning accreditation, licensing, retention, and placement. Inquiries should be addressed to the dean of academics.

**DRUG PREVENTION PROGRAM**

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Eastwick College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs by students and employees on its property and at any school activity. The same policy applies for alcoholic beverages with the exception of certain social events, only when authorized by the college president. Any violation of this policy will result in appropriate disciplinary action up to and including dismissal in the case of student and termination in the case of employees, even for a first offense. When it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities must be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. For additional information, contact the dean of students.

**CAMPUS SECURITY**

It is the responsibility of Eastwick College to provide a safe environment for study and to prevent crime. Eastwick College is concerned about the safety and security of its students and employees. Therefore, Eastwick College has implemented a security policy for the protection of students, staff, and faculty. This policy complies with the Student Right-to-Know and Campus Security Act (P.L. 101-542) and is available upon request.

**MEDICAL ASSISTING SCIENCE  
9 MONTHS, FULL-TIME (DAY)  
12 MONTHS, PART-TIME (EVENING)  
CREDIT-BEARING NON-DEGREE CERTIFICATE PROGRAM  
50 QUARTER CREDITS**

The objective of the Medical Assisting Science Program is to prepare an individual to enter the medical field in the capacity of medical assistant, medical office manager or medical secretary. Other opportunities exist in the hospital setting as a patient care technician, EKG technician, stress test technician, phlebotomist, unit secretary, or ward clerk. Graduates of this program will be eligible to sit for the following certifications<sup>A</sup>: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); Certified EKG Technician (CET), and Certified Phlebotomy Technician (CPT), administered by the National Healthcareer Association (NHA).

Eastwick College's medical assisting students who will seek transfer into the AAS in Health Science, AAS in Health Science – Health Information Technology Concentration, AAS in Diagnostic Cardiovascular Sonography or AAS in Surgical Technology programs must successfully complete all courses in the Medical Assisting Science program and earn a minimum 2.0 cumulative grade point average (CGPA). Only core courses with a minimum grade of "C+" and other courses with a minimum grade of "C" will be considered for transfer into the new program.

<sup>A</sup> Credentialing organizations may change their requirements without notice

**DAY PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I <sup>1</sup>	6	2	0	6
CCA101	Computer Concepts & Applications <sup>1</sup>	1	3	0	3
EO11	English Skills <sup>2</sup>	1	0	0	0
FSO1	Freshman Seminar	1	0	0	0
MATH011	Basic Mathematics <sup>2</sup>	1	0	0	0
M102	Clinical Laboratory	3	4	0	6
M159	Medical Terminology M159	3	0	0	3
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II <sup>1</sup>	6	2	0	6
M103	Medical Procedures with Laboratory	4	4	0	7
M160	Medical Terminology M160	3	0	0	3
T106A	Word	1	3	0	3
<b>QUARTER 3</b>					
BLS100	Basic Life Support for Healthcare Providers	1	1	0	0
C206	Professional Development	1	0	0	1
C107	Medical Law	2	0	0	2
CVS105	Principles of Electrophysiology	1	1	0	1
M101	Medical Office Management	4	0	0	4
M115	Computerized Medical Management	1	2	0	2
M165	RMA Certification Review	2	0	0	0
T106B	Excel/PowerPoint	1	3	0	3
<b>Total Quarter Credits</b>					<b>50</b>

<sup>1</sup> General education courses

<sup>2</sup> Developmental course

**MEDICAL ASSISTING SCIENCE  
EVENING PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I <sup>1</sup>	6	2	0	6
CCA101	Computer Concepts & Applications <sup>1</sup>	1	3	0	3
FS01	Freshman Seminar	1	0	0	0
M159	Medical Terminology M159	3	0	0	3
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II <sup>1</sup>	6	2	0	6
EO11	English Skills <sup>2</sup>	1	0	0	0
M101	Medical Office Management	4	0	0	4
M160	Medical Terminology M160	3	0	0	3
<b>QUARTER 3</b>					
C107	Medical Law	2	0	0	2
M102	Clinical Laboratory	3	4	0	6
M115	Computerized Medical Management	1	2	0	2
T106A	Word	1	3	0	3
<b>QUARTER 4</b>					
BLS100	Basic Life Support for Healthcare Providers	1	1	0	0
C206	Professional Development	1	0	0	1
CVS105	Principles of Electrophysiology	1	1	0	1
M103	Medical Procedures with Laboratory	4	4	0	7
MATH011	Basic Mathematics <sup>2</sup>	1	0	0	0
M165	RMA Certification Review	2	0	0	0
T106B	Excel/PowerPoint	1	3	0	3
<b>Total Quarter Credits</b>					<b>50</b>

<sup>1</sup> General education courses

<sup>2</sup> Developmental course



**LICENSED PRACTICAL NURSING SCIENCE**  
**12 MONTHS, FULL-TIME (DAY)**  
**18 MONTHS, PART-TIME (EVENING)**  
**CREDIT-BEARING, NON-DEGREE DIPLOMA PROGRAM**  
**70 QUARTER CREDITS**

The objective of the Licensed Practical Nursing Science Program is to prepare an individual to enter the medical field in the capacity of a licensed practical nurse (LPN). Opportunities exist in the hospital setting, long-term care facilities, nursing homes, and day health care centers. Graduates are eligible to sit for the exam (or an exam similar to) offered by the National Council Licensure Examination for Practical Nurses (NCLEX-PN)<sup>A</sup>.

Eastwick College's licensed practical nursing students who will seek admission into the Associate Degree in Applied Science in Nursing (LPN-to-RN Bridge Program) must successfully complete all courses in the Licensed Practical Nursing Science program, obtain state licensure as practical nurses—which must remain active through completion of the program, and have at least one year (part-time) or six months (full-time) of relevant work experience. An admission examination and two employer references are required.

<sup>A</sup> Credentialing organizations may change their requirements without notice

**DAY PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I <sup>2,3</sup>	6	2	0	6
CCA101	Computer Concepts and Applications <sup>3</sup>	1	3	0	3
F501	Freshman Seminar	1	0	0	0
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
N101C	Nursing Fundamentals/Gerontology Nursing Clinic <sup>1</sup>	0	0	9	3.5
N101T	Nursing Fundamentals/Gerontology Nursing Theory <sup>1</sup>	3	0	0	3.5
N104	Nursing Process <sup>1</sup>	2	0	0	2
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II <sup>2,3</sup>	6	2	0	6
M160	Medical Terminology <sup>2</sup>	3	0	0	3
N108C	Medical-Surgical Nursing Clinic <sup>1</sup>	0	0	12	4.5
N108T	Medical-Surgical Nursing Theory <sup>1</sup>	4	0	0	4.5
N112	Pharmacology I <sup>1</sup>	2	0	0	2
<b>QUARTER 3</b>					
C107	Medical Law C107 <sup>2</sup>	2	0	0	2
N103C	Pediatric Nursing Clinic <sup>1**</sup>	0	0	10	2
N103T	Pediatric Nursing Theory <sup>1**</sup>	6	0	0	3
N105C	Maternal/Child Nursing Clinic <sup>1*</sup>	0	0	10	2
N105T	Maternal/Child Nursing Theory <sup>1*</sup>	6	0	0	3
N113	Pharmacology II <sup>1</sup>	2	0	0	2
<b>QUARTER 4</b>					
C206	Professional Development	1	0	0	1
N106C	Psychiatric Nursing Clinic <sup>1</sup>	0	0	8	3
N106T	Psychiatric Nursing Theory <sup>1</sup>	6	0	0	7
N110	NCLEX-PN Exam Preparation <sup>1</sup>	1	3	0	3
N114	Clinical Nursing Skills Review <sup>1</sup>	0	0	3	1
<b>Total Quarter Credits</b>					<b>70</b>

<sup>1</sup> Core courses

\* Weeks 1-6

<sup>2</sup> Foundation courses

\*\* Weeks 7-12

<sup>3</sup> General education courses

**LICENSED PRACTICAL NURSING SCIENCE  
EVENING PROGRAM OUTLINE**

*Course sequence subject to change*

Weekly Hours

<b>MODULE 1 (16 Weeks)</b>		Lecture	Lab	Clinical/ Externship	Quarter Credits
BIO106	Anatomy & Physiology BIO106 <sup>2,3</sup>	2.75	1	0	4
CCA101	Computer Concepts and Applications	0.75	2.25	0	3
F501	Freshman Seminar	0.75	0	0	0
M166	Medical Terminology M166 <sup>2</sup>	1.5	0	0	2
N101C	Nursing Fundamentals/Gerontology Nursing Clinic <sup>1</sup>	0	0	6.75	3.5
N101T	Nursing Fundamentals/Gerontology Nursing Theory <sup>1</sup>	2.25	0	0	3.5
N104	Nursing Process <sup>1</sup>	1.5	0	0	2
<b>MODULE 2 (16 Weeks)</b>					
BIO107	Anatomy & Physiology BIO107 <sup>2,3</sup>	2.75	1	0	4
M167	Medical Terminology M167 <sup>2</sup>	1.5	0	0	2
N108C	Medical-Surgical Nursing Clinic <sup>1</sup>	0	0	9	4.5
N108T	Medical-Surgical Nursing Theory <sup>1</sup>	3	0	0	4.5
N112	Pharmacology I <sup>1*</sup>	3	0	0	2
N113	Pharmacology II <sup>1**</sup>	3	0	0	2
<b>MODULE 3 (16 Weeks)</b>					
BIO108	Anatomy & Physiology BIO108 <sup>2,3</sup>	2.75	1	0	4
M168	Medical Terminology M168 <sup>2</sup>	1.5	0	0	2
N103C	Pediatric Nursing Clinic <sup>1**</sup>	0	0	7.5	2
N103T	Pediatric Nursing Theory <sup>1**</sup>	4.5	0	0	3
N105C	Maternal/Child Nursing Clinic <sup>1*</sup>	0	0	7.5	2
N105T	Maternal/Child Nursing Theory <sup>1*</sup>	4.5	0	0	3
<b>MODULE 4 (16 Weeks)</b>					
N106C	Psychiatric Nursing Clinic <sup>1</sup>	0	0	6	3
N106T	Psychiatric Nursing Theory <sup>1</sup>	4.5	0	0	7
N114	Clinical Nursing Skills Review <sup>1</sup>	0	0	2.25	1
<b>MODULE 5 (8 Weeks)</b>					
C206	Professional Development	1.5	0	0	1
C107	Medical Law <sup>2</sup>	3	0	0	2
N110	NCLEX-PN Exam Preparation <sup>1</sup>	1.5	4.5	0	3
Total Quarter Credits					70

<sup>1</sup> Core courses

\* Weeks 1-8

<sup>2</sup> Foundation courses

\*\* Weeks 9-16

<sup>3</sup> General education courses



**ASSOCIATE DEGREE IN APPLIED SCIENCE IN DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY**  
**21 MONTHS, FULL-TIME (DAY)**  
**30 MONTHS, PART-TIME (EVENING<sup>A</sup>)**  
**99 QUARTER CREDITS**

The objective of the Associate Degree in Applied Science in Diagnostic Cardiovascular Sonography is to prepare the student to enter the medical field in the capacity of an entry level non-invasive cardiac sonographer or non-invasive cardiovascular sonographer. The program also allows graduates to accept positions as medical assistants, EKG technicians, stress test technicians, phlebotomists, and patient care technicians. Graduates of this program will be eligible to sit for the following certifications/registries<sup>B</sup>: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); Certified ECG Technician (CET), and Certified Phlebotomy Technician (CPT), administered by the National Healthcareer Association (NHA); Certified Cardiographic Technician (CCT) credential offered by the Cardiovascular Credentialing International (CCI); Registered Cardiac Sonographer (RCS<sup>C</sup>) or Registered Vascular Sonographer (RVS<sup>D</sup>) credential offered by the Cardiovascular Credentialing International (CCI); and the Sonography Principles and Instrumentation Exam (SPI) offered by the American Registry for Diagnostic Medical Sonography (ARDMS) upon completion of the CVS203 – Acoustical Physics course with a grade of “C” or above.

<sup>A</sup> CVS211 and CVS212 require a day schedule of 40 hours/week for 20 weeks.

<sup>B</sup> Credentialing organizations may change their requirements without notice.

<sup>C</sup> RCS exam eligibility requires the student’s minimum 800 hour clinical practicum be performed in a non-invasive echocardiography lab.

<sup>D</sup> RVS exam eligibility requires the student’s minimum 800 hour clinical practicum be performed in a non-invasive vascular lab.

**DAY PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I <sup>2,3</sup>	6	2	0	6
CCA101	Computer Concepts & Applications <sup>3</sup>	1	3	0	3
DVO11	Math and English Skills <sup>4</sup>	2	0	0	0
FS01	Freshman Seminar	1	0	0	0
M102	Clinical Laboratory	3	4	0	6
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II <sup>2,3</sup>	6	2	0	6
CVS101L	Vascular Techniques I Laboratory <sup>1</sup>	0	2	0	1
CVS101T	Vascular Techniques I Theory <sup>1</sup>	2	0	0	2
E101	English Composition I <sup>3</sup>	4.5	0	0	5
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
MATH101	College Math <sup>3</sup>	4.5	0	0	5
<b>QUARTER 3</b>					
CVS102L	Vascular Techniques II Laboratory <sup>1</sup>	0	4	0	2
CVS102T	Vascular Techniques II Theory <sup>1</sup>	2	0	0	2
E201	English Composition II <sup>3</sup>	4.5	0	0	5
M103	Medical Procedures with Laboratory	4	4	0	7
PHYS101	Conceptual Physics <sup>3</sup>	4	2	0	6
<b>QUARTER 4</b>					
CVS105	Principles of Electrophysiology <sup>1</sup>	1	1	0	1
CVS106L	Echocardiography Techniques I Laboratory <sup>1</sup>	0	5	0	3
CVS106T	Echocardiography Techniques I Theory <sup>1</sup>	2	0	0	2
CVS203	Acoustical Physics <sup>1</sup>	3	0	0	3
M101	Medical Office Management	4	0	0	4
<b>QUARTER 5</b>					
BL5100	Basic Life Support for Healthcare Providers	1	1	0	0
CVS204	Sonographic Anatomy & Pathophysiology <sup>1</sup>	3	0	0	3
CVS205	Stress Testing Principles and Procedures <sup>1</sup>	1	2	0	2
CVS207L	Echocardiography Techniques II Laboratory <sup>1</sup>	0	5	0	3
CVS207T	Echocardiography Techniques II Theory <sup>1</sup>	4	0	0	2
PHA101C	Cardiovascular Pharmacology	2	0	0	2
<b>QUARTER 6</b>					
CVS211	Ultrasound Clinical Practicum I <sup>1,5</sup>	0	0	40	6
<b>QUARTER 7</b>					
CVS209	Registry Review & Professional Development	3	0	0	0
CVS212	Ultrasound Clinical Practicum II <sup>1,5</sup>	0	0	40	6
Total Quarter Credits					99

<sup>1</sup> Core courses

<sup>3</sup> General education courses

<sup>5</sup> This course requires a day schedule of 40 hours/week for 10 weeks

<sup>2</sup> Foundation courses

<sup>4</sup> Developmental course

## AA&S IN DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY EVENING PROGRAM OUTLINE

Course sequence subject to change

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
CCA101	Computer Concepts & Applications <sup>3</sup>	1	3	0	3
DV011	Math and English Skills <sup>4</sup>	2	0	0	0
F501	Freshman Seminar	1	0	0	0
MATH101	College Math <sup>3</sup>	4.5	0	0	5
<b>QUARTER 2</b>					
BIO101	Anatomy & Physiology I <sup>2,3</sup>	6	2	0	6
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
<b>QUARTER 3</b>					
BIO201	Anatomy & Physiology II <sup>2,3</sup>	6	2	0	6
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
<b>QUARTER 4</b>					
E101	English Composition I <sup>3</sup>	4.5	0	0	5
PHYS101	Conceptual Physics <sup>3</sup>	4	2	0	6
<b>QUARTER 5</b>					
CVS101L	Vascular Techniques I Laboratory <sup>1</sup>	0	2	0	1
CVS101T	Vascular Techniques I Theory <sup>1</sup>	2	0	0	2
E201	English Composition II <sup>3</sup>	4.5	0	0	5
M102	Clinical Laboratory	3	4	0	6
<b>QUARTER 6</b>					
CVS102L	Vascular Techniques II Laboratory <sup>1</sup>	0	4	0	2
CVS102T	Vascular Techniques II Theory <sup>1</sup>	2	0	0	2
M103	Medical Procedures with Laboratory	4	4	0	7
PHA101C	Cardiovascular Pharmacology	2	0	0	2
<b>QUARTER 7</b>					
CVS105	Principles of Electrophysiology <sup>1</sup>	1	1	0	1
CVS106L	Echocardiography Techniques I Laboratory <sup>1</sup>	0	5	0	3
CVS106T	Echocardiography Techniques I Theory <sup>1</sup>	2	0	0	2
CVS204	Sonographic Anatomy & Pathophysiology <sup>1</sup>	3	0	0	3
M101	Medical Office Management	4	0	0	4
<b>QUARTER 8</b>					
BL5100	Basic Life Support for Healthcare Providers	1	1	0	0
CVS203	Acoustical Physics <sup>1</sup>	3	0	0	3
CVS205	Stress Testing Principles and Procedures <sup>1</sup>	1	2	0	2
CVS207L	Echocardiography Techniques II Laboratory <sup>1</sup>	0	5	0	3
CVS207T	Echocardiography Techniques II Theory <sup>1</sup>	4	0	0	2
<b>QUARTER 9</b>					
CVS211	Ultrasound Clinical Practicum I <sup>1,5</sup>	0	0	40	6
<b>QUARTER 10</b>					
CVS209	Registry Review & Professional Development	3	0	0	0
CVS212	Ultrasound Clinical Practicum II <sup>1,5</sup>	0	0	40	6
Total Quarter Credits					99

- <sup>1</sup> Core courses      <sup>3</sup> General education courses      <sup>5</sup> This course requires a day schedule of 40 hours/week for 10 weeks  
<sup>2</sup> Foundation courses      <sup>4</sup> Developmental course

**ASSOCIATE DEGREE IN APPLIED SCIENCE IN HEALTH SCIENCE**  
**15 MONTHS, FULL-TIME (DAY)**  
**27 MONTHS, PART-TIME (EVENING)**  
**94-96 QUARTER CREDITS**

The objective of the Associate Degree in Applied Science in Health Science is to prepare an individual to enter the medical field in the capacity of medical assistant, medical office manager, or medical secretary. Other opportunities exist in the hospital setting as a patient care technician, EKG technician, stress test technician, phlebotomist, unit secretary, or ward clerk. Graduates of this program will be eligible to sit for the following certifications<sup>A</sup>: Certified Coding Associate (CCA), administered by the American Health Information Management Association (AHIMA); Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); and Certified Billing and Coding Specialist (CBCS), Certified EKG Technician (CET), and Certified Phlebotomy Technician (CPT), administered by the National Healthcareer Association (NHA).

<sup>A</sup> Credentialing organizations may change their requirements without notice.

**DAY PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I <sup>2,3</sup>	6	2	0	6
CCA101	Computer Concepts & Applications <sup>3</sup>	1	3	0	3
DVO11	Math and English Skills <sup>4</sup>	2	0	0	0
FS01	Freshman Seminar	1	0	0	0
M102	Clinical Laboratory <sup>1</sup>	3	4	0	6
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II <sup>2,3</sup>	6	2	0	6
E101	English Composition I <sup>3</sup>	4.5	0	0	5
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
MATH101	College Math <sup>3</sup>	4.5	0	0	5
PHA102	Pharmacology for Allied Health Professions	3	0	0	3
<b>QUARTER 3</b>					
E201	English Composition II <sup>3</sup>	4.5	0	0	5
M147	Introduction to Health Information Management <sup>1</sup>	4	0	0	4
M148N	Diagnostic & Procedural Coding <sup>1</sup>	4.5	0	0	5
	Computer or Natural Science Elective <sup>5</sup>				6
<b>QUARTER 4</b>					
C107	Medical Law	2	0	0	2
M101	Medical Office Management <sup>1</sup>	4	0	0	4
M103	Medical Procedures with Lab <sup>1</sup>	4	4	0	7
	Computer or Natural Science Elective <sup>5</sup>				6
<b>QUARTER 5</b>					
BLS100	Basic Life Support for Healthcare Providers	1	1	0	0
C206	Professional Development	1	0	0	1
CVS105	Principles of Electrophysiology <sup>1</sup>	1	1	0	1
M106	Health Clinic <sup>1</sup>	0	2	0	1
M115	Computerized Medical Management <sup>1</sup>	1	2	0	2
M165	RMA Certification Review	2	0	0	0
SOC100	Cultural Diversity <sup>3</sup>	4.5	0	0	5
	Business or Cardiovascular Science Elective <sup>5</sup>				5-7
<b>Total Quarter Credits</b>					<b>94-96</b>

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

<sup>4</sup> Developmental course

<sup>5</sup> Elective courses are displayed below the evening program outline

**AAS IN HEALTH SCIENCE  
EVENING PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
CCA101	Computer Concepts & Applications <sup>3</sup>	1	3	0	3
DV011	Math and English Skills <sup>4</sup>	2	0	0	0
FS01	Freshman Seminar	1	0	0	0
	Computer or Natural Science Elective				6
<b>QUARTER 2</b>					
BIO101	Anatomy & Physiology I <sup>2,3</sup>	6	2	0	6
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
MATH101	College Math <sup>3</sup>	4.5	0	0	5
<b>QUARTER 3</b>					
BIO201	Anatomy & Physiology II <sup>2,3</sup>	6	2	0	6
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
<b>QUARTER 4</b>					
E101	English Composition I <sup>3</sup>	4.5	0	0	5
M102	Clinical Laboratory <sup>1</sup>	3	4	0	6
<b>QUARTER 5</b>					
E201	English Composition II <sup>3</sup>	4.5	0	0	5
M103	Medical Procedures with Laboratory <sup>1</sup>	4	4	0	7
<b>QUARTER 6</b>					
CV5105	Principles of Electrophysiology <sup>1</sup>	1	1	0	1
M101	Medical Office Management <sup>1</sup>	4	0	0	4
M115	Computerized Medical Management <sup>1</sup>	1	2	0	2
<b>QUARTER 7</b>					
M147	Introduction to Health Information Management <sup>1</sup>	4	0	0	4
SOC100	Cultural Diversity <sup>3</sup>	4.5	0	0	5
<b>QUARTER 8</b>					
M148N	Diagnostic & Procedural Coding <sup>1</sup>	4.5	0	0	5
PHA102	Pharmacology for Allied Health Professions Business or Cardiovascular Science Elective	3	0	0	3 5-7
<b>QUARTER 9</b>					
BL5100	Basic Life Support for Healthcare Providers	1	1	0	0
C206	Professional Development	1	0	0	1
C107	Medical Law	2	0	0	2
M106	Health Clinic <sup>1</sup>	0	2	0	1
M165	RMA Certification Review Computer or Natural Science Elective	2	0	0	0 6
					Total Quarter Credits 94-96
<b>ELECTIVES</b>					
<b>Business Science</b>					
C209	Human Resource Management <sup>1</sup> , or	4.5	0	0	5
<b>Cardiovascular Science</b>					
CV5101L	Vascular Techniques I Laboratory <sup>1</sup>	0	2	0	1
CV5101T	Vascular Techniques I Theory <sup>1</sup>	2	0	0	2
CV5102L	Vascular Techniques II Laboratory <sup>1</sup>	0	4	0	2
CV5102T	Vascular Techniques II Theory <sup>1</sup>	2	0	0	2
<b>Computer Science</b>					
T106A	Word	1	3	0	3
T106B	Excel/PowerPoint	1	3	0	3
<b>Natural Science</b>					
BIO103	Microbiology <sup>3</sup>	4	2	0	6
PHYS101	Conceptual Physics <sup>3</sup>	4	2	0	6

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

<sup>4</sup> Developmental course

**ASSOCIATE DEGREE IN APPLIED SCIENCE IN HEALTH SCIENCE**  
**HEALTH INFORMATION TECHNOLOGY CONCENTRATION**  
**15 MONTHS, FULL-TIME (DAY)**  
**27 MONTHS PART-TIME (EVENING)**  
**96 QUARTER CREDITS**

The objective of the Associate Degree in Applied Science in Health Science with Health Information Technology Concentration is to prepare an individual to enter the medical field in the capacity of medical records technician, medical records abstractor, medical biller, insurance claim administrator, coding specialist, or health information technologist. Graduates of this program will be eligible to apply for the following credentials<sup>A</sup>: Certified Coding Associate (CCA), administered by the American Health Information Management Association (AHIMA), and Certified Billing and Coding Specialist (CBCS), administered by the National Healthcareer Association (NHA).

<sup>A</sup> Credentialing organizations may change their requirements without notice.

**DAY PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I <sup>2,3</sup>	6	2	0	6
CCA101	Computer Concepts & Applications <sup>3</sup>	1	3	0	3
DV011	Math and English Skills <sup>4</sup>	2	0	0	0
F501	Freshman Seminar	1	0	0	0
HIT101	CPT and HCPCS Coding <sup>1</sup>	3	4	0	6
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II <sup>2,3</sup>	6	2	0	6
E101	English Composition I <sup>3</sup>	4.5	0	0	5
HIT102	ICD Diagnostic and Hospital Procedural Coding <sup>1</sup>	3	4	0	6
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
<b>QUARTER 3</b>					
E201	English Composition II <sup>3</sup>	4.5	0	0	5
HIT103	Health Information Technology <sup>1</sup>	4	4	0	7
M147	Introduction to Health Information Management <sup>1</sup>	4	0	0	4
M148N	Diagnostic & Procedural Coding <sup>1</sup>	4.5	0	0	5
<b>QUARTER 4</b>					
C107	Medical Law	2	0	0	2
HIT204	Applying Coding Concepts Using Encoder <sup>1</sup>	1	2	0	2
M101	Medical Office Management <sup>1</sup>	4	0	0	4
M140	Medical Billing <sup>1</sup>	1	2	0	2
MATH101	College Math <sup>3</sup>	4.5	0	0	5
T106A	Word	1	3	0	3
<b>QUARTER 5</b>					
BLS100	Basic Life Support for Healthcare Providers	1	1	0	0
C206	Professional Development	1	0	0	1
C209	Human Resource Management <sup>1</sup>	4.5	0	0	5
HIT205	Coding Certification Review	1	2	0	0
M115	Computerized Medical Management <sup>1</sup>	1	2	0	2
PHA102	Pharmacology for Allied Health Professions	3	0	0	3
SOC100	Cultural Diversity <sup>3</sup>	4.5	0	0	5
T106B	Excel/PowerPoint	1	3	0	3
<b>Total Quarter Credits</b>					<b>96</b>

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

<sup>4</sup> Developmental course

**AA&S IN HEALTH SCIENCE**  
**HEALTH INFORMATION TECHNOLOGY CONCENTRATION**  
**EVENING PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
CCA101	Computer Concepts & Applications <sup>3</sup>	1	3	0	3
DV011	Math and English Skills <sup>4</sup>	2	0	0	0
F501	Freshman Seminar	1	0	0	0
MATH101	College Math <sup>3</sup>	4.5	0	0	5
<b>QUARTER 2</b>					
BIO101	Anatomy & Physiology I <sup>2,3</sup>	6	2	0	6
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
SOC100	Cultural Diversity <sup>3</sup>	4.5	0	0	5
<b>QUARTER 3</b>					
BIO201	Anatomy & Physiology II <sup>2,3</sup>	6	2	0	6
M147	Introduction to Health Information Management <sup>1</sup>	4	0	0	4
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
<b>QUARTER 4</b>					
E101	English Composition I <sup>3</sup>	4.5	0	0	5
M140	Medical Billing <sup>1</sup>	1	2	0	2
M148N	Diagnostic & Procedural Coding <sup>1</sup>	4.5	0	0	5
<b>QUARTER 5</b>					
E201	English Composition II <sup>3</sup>	4.5	0	0	5
HIT101	CPT and HCPCS Coding <sup>1</sup>	3	4	0	6
<b>QUARTER 6</b>					
HIT102	ICD Diagnostic and Procedural Coding <sup>1</sup>	3	4	0	6
M101	Medical Office Management <sup>1</sup>	4	0	0	4
M115	Computerized Medical Management <sup>1</sup>	1	2	0	2
<b>QUARTER 7</b>					
HIT103	Health Information Technology <sup>1</sup>	4	4	0	7
T106A	Word	1	3	0	3
<b>QUARTER 8</b>					
HIT204	Applying Concepts Using Encoder <sup>1</sup>	1	2	0	2
PHA102	Pharmacology for Allied Health Professions	3	0	0	3
T106B	Excel/PowerPoint	1	3	0	3
<b>QUARTER 9</b>					
C206	Professional Development	1	0	0	1
C107	Medical Law	2	0	0	2
C209	Human Resource Management <sup>1</sup>	4.5	0	0	5
HIT205	Coding Certification Review <sup>1</sup>	1	2	0	0
<b>Total Quarter Credits</b>					<b>96</b>

<sup>1</sup> Core courses                      <sup>3</sup> General education courses

<sup>2</sup> Foundation courses           <sup>4</sup> Developmental course

**ASSOCIATE DEGREE IN APPLIED SCIENCE IN NURSING  
(LPN-TO-RN BRIDGE PROGRAM)  
12 MONTHS, FULL-TIME (DAY)  
18 MONTHS, PART-TIME (EVENING)  
62 SEMESTER (99 QUARTER) CREDITS**

The objective of the Associate in Applied Science in Nursing (LPN-to-RN Bridge Program) is to prepare licensed practical nurses to expand their practice in the health care field in the capacity of a registered professional nurse. Opportunities exist in skilled rehabilitation and long-term care facilities, surgi-centers, managed care sectors, and home care. Graduates are eligible to sit for the licensing exam offered by the National Council Licensure Examination for Registered Nurses (NCLEX-RN)<sup>A</sup>.

Eastwick College's licensed practical nursing students who will seek admission into the Associate Degree in Applied Science in Nursing (LPN-to-RN Bridge Program) must successfully complete all courses in the Licensed Practical Nursing Science program, obtain state licensure as practical nurses—which must remain active through completion of the program, and have at least one year (part-time) or six months (full-time) of relevant work experience. An admission examination and two employer references are required.

<sup>A</sup> Credentialing organizations may change their requirements without notice

**DAY PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Semester Credits	Quarter Credits
		Lecture	Lab	Clinical/ Externship		
<b>QUARTER 1</b>						
BIO103	Microbiology <sup>2,3</sup>	4	2	0	4	6
E101	English Composition I <sup>3</sup>	4.5	0	0	3	5
FS01	Freshman Seminar	1	0	0	0	0
MATH101	College Math <sup>2,3</sup>	4.5	0	0	3	5
N201	The Bridge – Transitioning from LPN to RN <sup>1</sup>	4	0	0	3	4
<b>QUARTER 2</b>						
E201	English Composition II <sup>3</sup>	4.5	0	0	3	5
N202	Concepts of Nursing I <sup>1</sup>	4	0	8	5	8
N203	Advanced Nursing Skills <sup>1</sup>	1	4	0	2	3
<b>QUARTER 3</b>						
N204	Concepts of Nursing II <sup>1</sup>	4	0	8	5	8
PSYCH102	Developmental Psychology <sup>2,3</sup>	4.5	0	0	3	5
SOC100	Cultural Diversity <sup>3</sup>	4.5	0	0	3	5
<b>QUARTER 4</b>						
BIO104	Normal and Therapeutic Nutrition <sup>2,3</sup>	4.5	0	0	3	5
N205	Concepts of Nursing III <sup>1</sup>	4	0	8	5	8
N206	Nursing Leadership & The Evolving Roles of the RN <sup>1</sup>	3	0	2	2	4
N207	NCLEX-RN Preparation <sup>1</sup>	1	3	0	0	0
<b>TRANSFER COURSES<sup>4</sup></b>						
BIO101	Anatomy and Physiology I <sup>2,3</sup>	6	2	0	4	6
BIO201	Anatomy and Physiology II <sup>2,3</sup>	6	2	0	4	6
N101C	Nursing Fundamentals/Gerontology Nursing Clinic <sup>1</sup>	0	0	9	2	3.5
N101T	Nursing Fundamentals/Gerontology Nursing Theory <sup>1</sup>	3	0	0	2	3.5
N108C	Medical-Surgical Nursing Clinic <sup>1</sup>	0	0	12	3	4.5
N108T	Medical-Surgical Nursing Theory <sup>1</sup>	4	0	0	3	4.5
Total Semester Credits					62	
Total Quarter Credits						99

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

<sup>4</sup> Subject to transfer credit regulations

**AA&S IN NURSING**  
**EVENING PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours				
		Lecture	Lab	Clinical/ Externship	Semester Credits	Quarter Credits
<b>QUARTER 1</b>						
BIO103	Microbiology <sup>2,3</sup>	4	2	0	4	6
E101	English Composition I <sup>3</sup>	4.5	0	0	3	5
FS01	Freshman Seminar	1	0	0	0	0
MATH101	College Math <sup>2,3</sup>	4.5	0	0	3	5
<b>QUARTER 2</b>						
E201	English Composition II <sup>3</sup>	4.5	0	0	3	5
N201	The Bridge – Transitioning from LPN to RN <sup>1</sup>	4	0	0	3	4
<b>QUARTER 3</b>						
N202	Concepts of Nursing I <sup>1</sup>	4	0	8	5	8
PSYCH102	Developmental Psychology <sup>2,3</sup>	4.5	0	0	3	5
<b>QUARTER 4</b>						
BIO104	Normal and Therapeutic Nutrition <sup>2,3</sup>	4.5	0	0	3	5
N203	Advanced Nursing Skills <sup>1</sup>	1	4	0	2	3
N204	Concepts of Nursing II <sup>1</sup>	4	0	8	5	8
<b>QUARTER 5</b>						
N205	Concepts of Nursing III <sup>1</sup>	4	0	8	5	8
<b>QUARTER 6</b>						
N206	Nursing Leadership & The Evolving Roles of the RN <sup>1</sup>	3	0	2	2	4
N207	NCLEX-RN Preparation <sup>1</sup>	1	3	0	0	0
SOC100	Cultural Diversity <sup>3</sup>	4.5	0	0	3	5
<b>TRANSFER COURSES<sup>4</sup></b>						
BIO101	Anatomy and Physiology I <sup>2,3</sup>	4	3.5	0	4	6
BIO201	Anatomy and Physiology II <sup>2,3</sup>	4	3.5	0	4	6
N101C	Nursing Fundamentals/Gerontology Nursing Clinic <sup>1</sup>	0	0	9	2	3.5
N101T	Nursing Fundamentals/Gerontology Nursing Theory <sup>1</sup>	3	0	0	2	3.5
N108C	Medical-Surgical Nursing Clinic <sup>1</sup>	0	0	12	3	4.5
N108T	Medical-Surgical Nursing Theory <sup>1</sup>	4	0	0	3	4.5
Total Semester Credits					62	
Total Quarter Credits						99

<sup>1</sup> Core courses

<sup>3</sup> General education courses

<sup>2</sup> Foundation courses

<sup>4</sup> Subject to transfer credit regulations



## ASSOCIATE DEGREE IN APPLIED SCIENCE IN SURGICAL TECHNOLOGY

**18 MONTHS, FULL-TIME (DAY)**

**27 MONTHS, PART-TIME (EVENING<sup>A</sup>)**

**96 QUARTER CREDITS**

The objective of this program is to prepare students in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to become competent entry-level surgical technologists. The program prepares students to develop the skills and knowledge necessary to gain employment as contributing members of a health care team. Entry-level opportunities as surgical technologists exist in hospitals, ambulatory surgery settings, private practice in cosmetic surgery settings, and sterile processing departments. Graduates of this program will be eligible to sit for the following certifications<sup>B</sup>: Certified Surgical Technologist (CST), administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), and Certified Registered Central Service Technician (CRCST—upon completion of 400 hours in a sterile processing department), administered by the International Association of Healthcare Central Service Material Management (IAHCSCMM).

<sup>A</sup> The S250 – Surgical Technology Clinical Externship course requires a day schedule of 40 hours/week for 12 weeks.

<sup>B</sup> Credentialing organizations may change their requirements without notice.

### DAY PROGRAM OUTLINE

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I <sup>2,3</sup>	6	2	0	6
CCA101	Computer Concepts & Applications <sup>3</sup>	1	3	0	3
DV011	Math and English Skills <sup>4</sup>	2	0	0	0
FS01	Freshman Seminar	1	0	0	0
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II <sup>2,3</sup>	6	2	0	6
E101	English Composition I <sup>3</sup>	4.5	0	0	5
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
S101L	Introduction to Surgical Technology Laboratory <sup>1</sup>	0	4	0	2
S101T	Introduction to Surgical Technology Theory <sup>1</sup>	4	0	0	4
<b>QUARTER 3</b>					
BIO103	Microbiology <sup>3</sup>	4	2	0	6
E201	English Composition II <sup>3</sup>	4.5	0	0	5
S102L	Sterilization and Instrumentation Laboratory <sup>1</sup>	0	4	0	2
S102T	Sterilization and Instrumentation Theory <sup>1</sup>	4	0	0	4
S103	Pharmacology and Anesthesia <sup>1</sup>	3	0	0	3
<b>QUARTER 4</b>					
BIO202	Pathophysiology <sup>2</sup>	2	0	0	2
C107	Medical Law	2	0	0	2
S105	Pre-, Intra-, and Post-operative Techniques <sup>1</sup>	4	0	0	4
S204L	Core Surgical Procedures Laboratory <sup>1</sup>	0	9	0	5
S204T	Core Surgical Procedures Theory <sup>1</sup>	4	0	0	4
<b>QUARTER 5</b>					
C106	Professional Development	1	0	0	1
S205	Central Service Technician <sup>1</sup>	3	0	0	3
S240L	Specialty Surgical Procedures Laboratory <sup>1</sup>	0	9	0	5
S240T	Specialty Surgical Procedures Theory <sup>1</sup>	6	0	0	7
SOC100	Cultural Diversity <sup>3</sup>	4.5	0	0	5
<b>QUARTER 6</b>					
BL5100	Basic Life Support for Healthcare Providers	1	1	0	0
S241	Certification Exam Preparation <sup>1</sup>	3	0	0	0
S250	Surgical Technology Clinical Externship <sup>1,5</sup>	0	0	40	6
Total Quarter Credits					96

<sup>1</sup> Core courses

<sup>4</sup> Developmental course

<sup>2</sup> Foundation courses

<sup>5</sup> This course requires a day schedule of 40 hours/week for 12 weeks

<sup>3</sup> General education courses

**AAJ IN SURGICAL TECHNOLOGY  
EVENING PROGRAM OUTLINE**

*Course sequence subject to change*

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO103	Microbiology <sup>3</sup>	4	2	0	6
CCA101	Computer Concepts & Applications <sup>3</sup>	1	3	0	3
DV011	Math and English Skills <sup>4</sup>	2	0	0	0
FS01	Freshman Seminar	1	0	0	0
<b>QUARTER 2</b>					
BIO101	Anatomy & Physiology I <sup>2,3</sup>	6	2	0	6
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
SOC100	Cultural Diversity <sup>3</sup>	4.5	0	0	5
<b>QUARTER 3</b>					
BIO201	Anatomy & Physiology II <sup>2,3</sup>	6	2	0	6
C107	Medical Law	2	0	0	2
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
<b>QUARTER 4</b>					
BIO202	Pathophysiology <sup>2</sup>	2	0	0	2
E101	English Composition I <sup>3</sup>	4.5	0	0	5
S103	Pharmacology and Anesthesia <sup>1</sup>	3	0	0	3
<b>QUARTER 5</b>					
E201	English Composition II <sup>3</sup>	4.5	0	0	5
S101L	Introduction to Surgical Technology Laboratory <sup>1</sup>	0	4	0	2
S101T	Introduction to Surgical Technology Theory <sup>1</sup>	4	0	0	4
<b>QUARTER 6</b>					
S102L	Sterilization and Instrumentation Laboratory <sup>1</sup>	0	4	0	2
S102T	Sterilization and Instrumentation Theory <sup>1</sup>	4	0	0	4
S205	Central Service Technician <sup>1</sup>	3	0	0	3
<b>QUARTER 7</b>					
S105	Pre-, Intra-, and Post-operative Techniques <sup>1</sup>	4	0	0	4
S204L	Core Surgical Procedures Laboratory <sup>1</sup>	0	9	0	5
S204T	Core Surgical Procedures Theory <sup>1</sup>	4	0	0	4
<b>QUARTER 8</b>					
C106	Professional Development	1	0	0	1
S240L	Specialty Surgical Procedures Laboratory <sup>1</sup>	0	9	0	5
S240T	Specialty Surgical Procedures Theory <sup>1</sup>	6	0	0	7
<b>QUARTER 9</b>					
BLS100	Basic Life Support for Healthcare Providers	1	1	0	0
S241	Certification Exam Preparation <sup>1</sup>	3	0	0	0
S250	Surgical Technology Clinical Externship <sup>1,5</sup>	0	0	40	6
Total Quarter Credits					96

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

<sup>4</sup> Developmental course

<sup>5</sup> This course requires a day schedule of 40 hours/week for 12 weeks

## ***COURSE DESCRIPTIONS***

The following is an overview of all courses offered by Eastwick College. Content is periodically updated to maintain its currency and meet program objectives. Courses are delivered in 12 weeks unless otherwise noted. Pre- and corequisites, if any, are included in the course descriptions.

The course numbering system is organized as follows:

<i>Letters</i>	<i>Content Area</i>
BIO	Basic sciences
BLS	Cardiopulmonary resuscitation and first aid
C	Legacy HoHoKus courses (C106, C107, and C209)
CCA	Computer Science
CVS	Cardiovascular sonography
E	English
F	Freshman seminar
HIT	Health information technology
MATH	Mathematics
M	Medical assisting/health science and medical terminology
N	Nursing
PHA	Pharmacology
PHYS	Physics
PSYCH	Psychology
S	Surgical technology
SOC	Sociology
T	Computer science

  

<i>Numbers</i>	<i>Level</i>
0xx	Developmental
1xx	Introductory
2xx	Advanced

**BIO101**      **Anatomy & Physiology I**  
 6h lecture, 2h lab/week  
 24h/term preparation time  
 6 quarter credits/4 semester credits

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of cells, tissues, integumentary, skeletal, muscular, blood, lymphatic, and respiratory systems. Outside preparation activities include completion of written chapter assignments and online activities using Course Compass, and completion of study guides for exam review.

**BIO103**      **Microbiology**  
 4h lecture, 2h lab/week  
 18h/term preparation time  
 6 quarter credits/4 semester credits

This is an introductory course specifically geared to applied science majors, and designed to give the student an appreciation of the microscopic organisms around them and how they influence overall health. Emphasis is made on how microbes may cause disease and how such diseases are acquired, diagnosed, and treated. Outside preparation activities include completion of on-line end-of-chapter questions and study guides.

**BIO104**      **Normal and Therapeutic Nutrition**  
4.5h lecture/week  
13.5h/term preparation time  
5 quarter credits/3 semester credits

The relationship between diet and health and the prevention of disease through nutrition management is a dynamic field. Proper nutrition is an essential component of good health. In this course we will explore basic nutrition concepts and their effect on wellness. This course includes an overview of the macro and micro nutrient value of food, normal body requirements, and what constitutes a healthy diet. We also explore the relationship between diet and health across the life span. The application of the therapeutic (both preventative and restorative) role of nutrition will also be discussed. Students will keep a personal diary and do a dietary analysis of their own eating habits. Attention will be focused on personal, cultural, religious, political, economic, and other environmental factors that affect diet and nutrition. Outside preparation includes completion of end-of-chapter exercises and study guides.

**BIO106**      **Anatomy & Physiology BIO106**  
2h lecture, 1.75h lab/week (16 weeks)  
15h/term preparation time  
4 quarter credits

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of cells, tissues, integumentary, skeletal, muscular systems, and the blood. Outside preparation activities include completion of written chapter assignments and online activities using Course Compass, and completion of study guides for exam review.

**BIO107**      **Anatomy & Physiology BIO107**  
2h lecture, 1.75h lab/week (16 weeks)  
15h/term preparation time  
4 quarter credits

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of the cardiovascular, lymphatic/immunity, respiratory, digestive and urinary systems. Outside preparation activities include completion of written chapter assignments and online activities using Course Compass, and completion of study guides for exam review.

**BIO108**      **Anatomy & Physiology BIO108**  
2h lecture, 1.75h lab/week (16 weeks)  
15h/term preparation time  
4 quarter credits

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of the nervous system, senses, endocrine, and reproductive systems. Outside preparation activities include completion of written chapter assignments and online activities using Course Compass, and completion of study guides for exam review.

**BIO201**      **Anatomy & Physiology II**  
4h lecture, 3.5 h lab/week  
24h/term preparation time  
6 quarter credits/4 semester credits

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of digestive, urinary, cardiovascular, nervous, endocrine, and reproductive systems. Outside preparation activities include completion of written chapter assignments and online activities using Course Compass, and completion of study guides for exam review. Prerequisite: BIO101.

**BIO202** Pathophysiology  
2h lecture/week  
6h/term preparation time  
2 quarter credits

This course introduces the student to surgical pathology and surgical treatments for each of the body systems. Students will analyze cell pathology in response to injury, as well as hemodynamic disorders, inflammation, and infection. A comparison of various surgical approaches conducted for palliative, curative, or restorative purposes is included. Outside preparation includes completion of patient case studies and workbook exercises. Prerequisites BIO101 and BIO201

**BLS100** Basic Life Support for Healthcare Providers  
1h lab/week  
3h/term preparation time  
0 quarter credits

This course is designed to teach students the principles of basic life support for healthcare professionals based on American Heart Association standards. Students will learn CPR for victims of all ages, as well as how to use an automated external defibrillator (AED). Certification is given in CPR and AED. Outside preparation includes studying for exams.

**C107** Medical Law  
2h lecture/week (12 weeks), or  
3h lecture/week (8 weeks)  
6h/term preparation time  
2 quarter credits

This course examines the legal relationship between the employer and employee, patient relationships, and legalities as they pertain to the medical profession. Outside preparation time includes completion of end-of-chapter activities in textbook and assigned worksheets.

**C206** Professional Development  
1h lecture/week  
3h/term preparation time  
1 quarter credit

In this course, students learn interviewing techniques, resume planning, and proper attire for the job interview. Students work closely with the director of career development. Interviewing techniques, resume planning, and proper attire for the job interview are discussed. Outside preparation includes compilation of employment portfolio, including letter of application, resume, and follow-up letter.

**C209** Human Resource Management  
4.5h lecture/week  
14h/term preparation time  
5 quarter credits

Students become acquainted with the administrative aspect of a human resource department including job descriptions, recruitment, testing, training programs, payroll, benefit administration, and employee records. Outside preparation includes completion of chapter exercises, case studies; and research and writing for term paper.

**CCA101**      **Computer Concepts and Applications**  
1h lecture, 3h lab/week (12 weeks), or  
0.75h lecture, 2.25h lab/week (16 weeks)  
12h/term preparation time  
3 quarter credits

This course is designed to explain the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web. It teaches students to: make use of the World Wide Web as a repository of the latest information and an integrated learning tool; develop an in-depth understanding of why computers are essential components in the medical world and society in general. Students will focus on the computer as a valuable productivity tool; recognize the personal computer's position as the backbone of the computer industry and emphasize its use as a stand-alone and networked device; present strategies for purchasing, installing, and maintaining a personal computer system are included. Outside preparation activities include completion of assigned hands-on training using Simulated Application Manager (SAM) and completion of written assignments and discussion topics using nicenet.org.

**CVS101L**      **Vascular Techniques I Laboratory**  
2h lab/week  
6h/term preparation time  
1 quarter credit

Students learn and practice instrumentation and knobology of ultrasound systems. Practice in the campus laboratory includes cerebrovascular ultrasound diagnostic procedures and quantitation. Outside preparation includes performing cerebrovascular protocols during mandatory, 2h/week laboratory sessions. Corequisite: CVS101T.

**CVS101T**      **Vascular Techniques I Theory**  
2h lecture/week  
24h/term preparation time  
2 quarter credits

This course provides an essential background on ultrasound technology concepts. Students learn ultrasound instrumentation and knobology terms as well as identification and interpretation of cerebrovascular disease states. Outside preparation includes completion of end-of-chapter and critical thinking exercises for group discussion. Corequisite: CVS101L.

**CVS102L**      **Vascular Techniques II Laboratory**  
4h lab/week  
12h/term preparation time  
2 quarter credits

Students learn lower extremity venous and arterial non-invasive ultrasound procedures and quantitation in the campus laboratory. Lower extremity venous and arterial duplex protocols will be practiced and performed. Prerequisites: CVS101L and CVS101T. Corequisite: CVS102T.

**CVS102T**      **Vascular Techniques II Theory**  
2h lecture/week  
6h/term preparation time  
2 quarter credits

Students are introduced to the study of fundamental skills and procedures necessary to perform diagnostic lower extremity vascular testing. Topics include lower extremity arterial and venous vascular procedures and evaluation. Outside preparation includes completion of end-of-chapter and critical thinking exercises for group discussion. Prerequisites: CVS101L and CVS101T. Corequisite: CVS102L.

CVS105 Principles of Electrophysiology  
1h lecture, 1h lab/week  
6h/term preparation time  
1 quarter credit

This course introduces applications of the principles of exercise tolerance testing and their relation to echocardiography, Holter monitoring and EKG interpretation. The student will measure and interpret electrocardiograms. Arrhythmias, conduction disturbances, myocardial ischemia, and infarction are investigated. This course works in conjunction with guided practice and performance in a laboratory setting. Outside preparation includes completion of end-of-chapter exercises and worksheets. Prerequisite: M103.

CVS106L Echocardiography Techniques I Laboratory  
5h lab/week  
15h/term preparation time  
3 quarter credits

Students will experience and learn through guided study and performance in a laboratory setting. The setting may include the usage of some or all of the following techniques: 2-D, M-Mode, and Color Flow imaging. The calculation and interpretation of the findings will be evaluated and demonstrated on the machines. Basic and advanced protocols will be performed throughout the course. Students will learn diagnostic 2-dimensional echocardiographic views and quantitation in the campus laboratory. Two dimensional chamber protocols will be practiced and performed. Outside preparation includes completion of case studies and attendance at regularly scheduled extra help scan labs. Prerequisites: CVS102L and CVS102T. Corequisite: CVS106T.

CVS106T Echocardiography Techniques I Theory  
2h lecture/week  
6h/term preparation time  
2 quarter credits

Students study the concepts and procedures necessary to perform a complete two dimensional diagnostic echocardiogram. The course draws upon knowledge of anatomy, physics, and basic sonography and introduces 2-D pathologies with mathematical interpretation of results that deviate from the normal values. Examples of congenital as well as acquired heart disease are implemented in the course curriculum. Outside preparation includes completion of end-of-chapter exercises for group discussion and critical thinking exercises. Prerequisites: CVS102L and CVS102T. Corequisite: CVS106L.

CVS203 Acoustical Physics  
3h lecture/week  
9h/term preparation time  
3 quarter credits

This course is designed to give a theoretical and practical understanding of the basic principles of ultrasound instrumentation, characteristics of sound, optimizing ultrasound physics utilizing the instrumentation, and understanding the effects of instrumentation manipulation. Outside preparation includes completion of end-of-chapter exercises and study guides for exam review. Prerequisite: PHYS101.

CVS204 Sonographic Anatomy & Pathophysiology  
3h lecture/week  
9h/term preparation time  
3 quarter credits

The course covers the essentials of cardiovascular sonography science. The basics of cross-sectional anatomy, pathophysiology, protocol usage and interpretation with imaging parameters will be discussed. Students will study the mechanisms, clinical recognition, as well as medical and surgical treatment for congenital and acquired cardiovascular disease. Outside preparation includes completion of end-of-chapter exercises and study guides for exam review. Prerequisites: BIO101 and BIO201.

CVS205      Stress Testing Principles and Procedures  
1h lecture/week; 2h lab/week  
9h/term preparation time  
2 quarter credits

This course introduces methods of cardiac disease diagnosis based on physiologic testing, exercise stress testing, nuclear stress testing, Holter monitor analysis and ambulatory blood pressure analysis. Prerequisite: CVS105.

CVS207L     Echocardiography Techniques II Laboratory  
5h lab/week  
15h/term outside preparation time  
3 quarter credits

Students will learn M-mode, PW, CW, Color Flow Doppler and required calculations. Students will be required to develop proficiency in performance of a diagnostic echocardiogram in the campus laboratory. Diagnostic protocols will be performed and practiced. Outside preparation includes completion of case studies and attendance at regularly scheduled extra help scan labs. Prerequisite: CVS106L and CVS106T. Corequisite: CVS207T.

CVS207T     Echocardiography Techniques II Theory  
4h lecture/week  
12h/term preparation time  
2 quarter credits

Students study the concepts and procedures necessary to perform and quantitate a diagnostic echocardiogram. Emphasis is made on valvular heart disease, ischemic cardiac disease, cardiomyopathy, pericardial disease, congenital abnormalities, neoplasms and masses, transesophageal echocardiograms, contrast echocardiography, tissue Doppler and pacemaker optimization. Outside preparation includes completion of end-of-chapter exercises for group discussion and critical thinking exercises. Prerequisite: CVS106L and CVS106T. Corequisite: CVS207.

CVS209      Registry Review and Professional Development  
3h lecture/week  
9h/term outside preparation  
0 quarter credits

The review encompasses material from the sonography curriculum. This course prepares the student for the CCI Non-Invasive Echocardiography or Non-Invasive Vascular Registry examination. The professional development component includes interviewing techniques, resume planning, and proper attire for job interviews. Outside preparation includes completion of end-of-chapter exercises for group discussion, critical thinking exercises, reviewing of class notes, and studying for exams. Corequisite: CVS207L and CVS207T.

CVS211      Ultrasound Clinical Practicum I  
40h/week—400 hours total  
100h/term preparation time  
6 quarter credits

This course is designed to develop competency in cardiac ultrasound scanning techniques and cardiac ultrasound equipment, and implement the classroom/laboratory knowledge in a clinical setting. The student is placed at an affiliate hospital in the cardiac or vascular ultrasound laboratory. During this 10-week clinical rotation period, the student will develop diagnostic competency and knowledge in the practice of adult and or pediatric cardiac ultrasound techniques. Outside preparation includes completion of case studies, weekly case log, and weekly summary log. Prerequisite: completion of the AAS in Cardiovascular Sonography curriculum with a grade point average (GPA) of 2.5 in all core courses, a GPA of 2.0 in foundation courses, and a cumulative grade point average (CGPA) of 2.0 in the program.



CVS212      Ultrasound Clinical Practicum II  
40h/week—400 hours total  
100h/term preparation time  
6 quarter credits

In this course, students continue to build on the experience acquired during the Ultrasound Clinical Practicum I, as they prepare for their registry exam. The student is placed at an affiliate hospital in the cardiac or vascular ultrasound laboratory. During this 10-week clinical rotation period, the student will continue to develop diagnostic competency and knowledge in the practice of adult and or pediatric cardiac ultrasound techniques. Outside preparation includes completion of case studies, weekly case log, and weekly summary log. Prerequisite: CVS211. Corequisite: CVS209.

DV011      Math and English Skills  
2h lab/week  
6h/term preparation time  
0 quarter/semester credits

This course is designed as a self-directed, computer-based refresher course in the areas of math, English grammar and writing, reading comprehension, and study skills. Students can work at their own pace to practice and master different areas of study. Outside preparation includes take home assignments.

E011      English Skills  
1h lecture/week  
3h/term preparation time  
0 quarter/semester credits

This course is designed to improve fundamental skills in English. Class instruction emphasizes grammar, usage, and mechanics to assure accuracy in written expression. Outside preparation includes take home assignments.

E101      English Composition I  
4.5h lecture/week  
13.5h/term preparation time  
5 quarter credits/3 semester credits

This course is designed to teach students structural relationships in order to assure accuracy and correctness in written expression. Students produce a variety of essays and written communications, including those related to professional careers. Correct grammar, usage, and mechanics are emphasized. Students learn to use the fundamentals of research and the basic techniques of APA documentation. Outside preparation time includes writing paragraphs, short essays, and opinion papers.

E201      English Composition II  
4.5h lecture/week  
13.5h/term preparation time  
5 quarter credits/3 semester credits

This course emphasizes the fundamentals of writing and the application of critical thinking skills. Analysis and interpretation leads to the writing of documents using the cause and effect, persuasive, and argumentative modes. Structural relationships and correctness of grammar, usage, and mechanics are emphasized as they pertain to careers, professional writing, and research. Emphasis is placed on the fundamentals of research and the basic techniques of APA documentation. Outside preparation includes completion of workbook assignments, essays, and a research paper. Prerequisite: E101.

**FSO1**      **Freshman Seminar**  
1h lecture/week  
3h/term preparation time  
0 quarter/semester credits

This course is designed to help freshman level students become successful learners. Reading texts, listening in class, and taking lecture notes are emphasized. The human relations component of this course is designed to help students learn to succeed on the job by emphasizing social skills, and the personal characteristics and habits necessary for workplace success. Outside preparation includes reviewing of class notes and take home assignments.

**HIT101**      **CPT and HCPCS Coding**  
3h lecture, 4h lab/week  
21h/term preparation time  
6 quarter credits

This course provides the student with the tools and knowledge of clinical classification systems performed by a healthcare provider to apply procedural codes from the CPT and HCPCS code set. Through practical exercises and documents, students learn to assign codes and follow guidelines. Outside preparation includes reviewing of class notes, reading assignments, studying for exams, completing workbook assignments, and preparing a research paper.

**HIT102**      **ICD Diagnostic and Hospital Procedural Coding**  
3h lecture, 4h lab/week  
21h/term preparation time  
6 quarter credits

This course will provide the student with the foundation to correctly apply principles and guidelines to both diagnostic codes and codes for hospital procedures. A body systems approach is used and codes are assigned using clinical scenarios and documents. Outside preparation includes reviewing of class notes, reading assignments, studying for exams, completing workbook assignments, and preparing a research paper.

**HIT103**      **Health Information Technology**  
4h lecture, 4h lab/week  
24h/term preparation time  
7 quarter credits

This course will provide the student with the fundamentals of information technology, including computer literacy and the use of technology in healthcare delivery. Outside preparation includes reviewing of class notes, reading assignments, studying for exams, completing workbook assignments, and preparing a research paper.

**HIT204**      **Applying Coding Concepts Using Encoder**  
1h lecture, 2h lab/week  
9h/term preparation time  
2 quarter credits

This course provides instruction on how to use an encoder in a medical setting. The student uses encoder software to assign procedural and diagnostic codes. Outside preparation includes reviewing of class notes, reading assignments, studying for exams, completing workbook assignments, and preparing a research paper.

**HIT205**      **Coding Certification Review**  
1h lecture, 2h lab/week  
9h/term preparation time  
0 credit

This course provides a review of diagnostic and procedural coding and prepares the student for coding certification exams. Outside preparation includes reviewing of class notes, reading assignments, studying for exams, completing workbook assignments, and preparing a research paper.

**MATH011**    **Basic Mathematics**  
1h lecture/week  
3h/term preparation time  
0 quarter/semester credits

This course is a study of the fundamental operations of arithmetic. Class instruction emphasizes the development of basic math skills needed to perform fundamental computations. Outside preparation includes take home assignments.

**MATH101**    **College Math**  
4.5h lecture/week  
13.5h/term preparation time  
5 quarter credits/3 semester credits

This course covers fundamental operations on real number system, logics, sets, equations, functions and their graphs, probability, statistics, fractions, fixed numbers and decimals, ratios, percentages, and data analysis. Students will solve both routine and non-routine problems to demonstrate their knowledge of underlying concepts. Mathematics vocabulary, symbols and notation will be emphasized. Outside preparation includes completion of end-of-chapter assignments and study guides; and completion of a research paper on a topic to be approved by the instructor.

**M101**            **Medical Office Management**  
4h lecture/week  
12h/term preparation time  
4 quarter credits

Students become acquainted with the administrative aspect of a medical office. They become familiar with general office responsibilities and gain knowledge in banking, bookkeeping, and the role of computers in health care. Students are trained to understand medical insurance forms, understand record keeping, understand accounts payable and accounts receivable, schedule appointments, order supplies, and understand coding. Outside preparation activities include completion of workbook assignments and study guides for exam review.

**M102**            **Clinical Laboratory**  
3h lecture, 4h lab/week  
24h/term preparation time  
6 quarter credits

Students learn to measure height, weight and vision, and to take blood pressure and vital signs charting the results accurately. Students are also taught to perform laboratory tests such as hemoglobin, HCT, blood glucose, and routine urinalysis. Venipuncture is practiced using prostheses. Students are trained in OSHA bloodborne regulations. Outside preparation activities include completion of workbook assignments and short essays, and participation in regularly scheduled extra-help lab activities to practice phlebotomy skills.

**M103**            **Medical Procedures with Laboratory**  
4h lecture, 4h lab/week  
24h/term preparation time  
7 quarter credits

Students are trained in Electrocardiography (ECG), and learn to assist physicians in various medical specialties. Students learn the principles of basic life support for health care providers based on standards of the American Heart Association. Outside preparation activities include completion of workbook assignments and PDR research project, and participation in regularly scheduled extra-help lab activities to practice EKG skills.

**M106**      **Health Clinic**  
2h lab/week  
6h/term preparation time  
1 quarter credit

Under the supervision of their instructor, students actively participate in a health clinic simulation. Students practice blood pressure, vital signs, and patient relations skills. Outside preparation includes completion of review worksheets and attendance at regularly scheduled extra help medical lab activities.

**M115**      **Computerized Medical Management**  
1h lecture, 2h lab/week  
9h/term preparation time  
2 quarter credits

Using the most up-to-date medical management software, students learn how to do patient billing, scheduling, and record-keeping using computer technology. Outside preparation activities include completion of end-of-chapter exercises.

**M140**      **Medical Billing**  
1h lecture, 2h lab/week  
9h/term preparation time  
2 quarter credits

In this course, the student will learn how to abstract information from patient records in order to complete a variety of medical insurance forms; standard formats and coding systems are presented. Outside preparation includes completion of chapter questions, study guides, and medical insurance forms.

**M147**      **Introduction to Health Information Management**  
4h lecture/week  
12h/term preparation time  
4 quarter credits

This course introduces students to health care delivery settings in the United States and delineates career opportunities for health information management professionals. Students learn various types of patient records and numbering and filing systems. Indexes, registers, health data collection, record structure and circulation methods are described. Outside preparation includes reviewing of class notes, studying for exams, and projects.

**M148N**      **Diagnostic and Procedural Coding**  
4.5h lecture/week  
13.5h/term preparation time  
5 quarter credits

This course is designed to develop an understanding of physician procedural coding using the CPT manual. The format of the manual and all sections will be taught. Students also learn coding procedures that will prepare them to understand the principles of determining correct ICD diagnostic codes as well as ICD codes for hospital procedures. Outside preparation includes completion of practice coding worksheets and case studies.

**M159**      **Medical Terminology M159**  
3h lecture/week  
12h/term preparation time  
3 quarter credits

This course is a systematic learning experience in which students build a professional vocabulary based on meanings of word parts, prefixes, roots, and suffixes. Basic word structure, the body as a whole, integumentary, musculoskeletal, blood and lymphatic, and respiratory systems are studied. Outside preparation activities include completion of end of chapter exercises and review sheets.

**M160**      **Medical Terminology M160**  
3h lecture/week  
12h/term preparation time  
3 quarter credits

This course is a systematic approach to learning professional medical vocabulary based on prefixes, suffixes, word roots, and combining forms of Digestive, Urinary, Cardiovascular, Nervous, Endocrine and Reproductive systems are studied. Outside preparation activities include completion of end-of- chapter exercises and study guides for exam review.

**M165**      **RMA Certification Review**  
2h lecture/week  
6h/term preparation time  
0 quarter credits

This course reviews those portions of the allied health curriculum essential to successfully complete the national certification exam for registered medical assisting. Outside preparation includes reviewing of class notes, studying for exams, and RMA National Study practice. Prerequisites: BIO101, BIO201, M101, M102, M103, M159, and M160.

**M166**      **Medical Terminology M166**  
1.5h lecture/week (16 weeks)  
6h/term preparation time  
2 quarter credits

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Body as a whole, Cells, Integumentary, musculoskeletal, and the Blood are studied. Outside preparation activities include completion of end of chapter exercises and study guides for exam review.

**M167**      **Medical Terminology M167**  
1.5h lecture/week (16 weeks)  
6h/term preparation time  
2 quarter credits

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Cardiovascular, lymphatic/immunity, respiratory, digestive and urinary systems are studied. Outside preparation activities include completion of end of chapter exercises and study guides for exam review.

**M168**      **Medical Terminology M168**  
1.5h lecture/week (16 weeks)  
6h/term preparation time  
2 quarter credits

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Nervous, senses, endocrine, and reproductive systems are studied. Outside preparation activities include completion of end of chapter exercises and study guides for exam review.

**N101C**      **Nursing Fundamentals/Gerontology Nursing Clinic**  
9h clinical/week (12 weeks), or  
6.75h clinical/week (16 weeks)  
27h/term preparation time  
3.5 quarter credits/2 semester credits

Students will plan and implement nursing care to the older adult who has self-care deficits related to mobility, nutrition, elimination, oxygenation, circulation, and neuromuscular problems. The clinical experience will include simulations and interactions with patients in an affiliated long term care facility performing fundamental nursing

procedures to assist in meeting the needs of the older adult. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Corequisites: N101T and N104.

**N101T**      Nursing Fundamentals/Gerontology Nursing Theory  
3h lecture/week (12 weeks), or  
2.25h lecture/week (16 weeks)  
9h/term preparation time  
3.5 quarter credits/2 semester credits

This course focuses on nursing fundamentals, skills and theoretical knowledge. The unique needs of the elderly as they interact with their environment will be stressed. Application of the nursing process in maintaining health and wellness is emphasized in caring for the older adult. Using a systems approach, and assessing needs based on Maslow's hierarchy, students learn to plan care for elderly clients with a variety of conditions. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Corequisites: N101C and N104.

**N103C**      Pediatric Nursing Clinic  
10h clinical/week (6 weeks), or  
7.5h clinical/week (8 weeks)  
15h/term preparation time  
2 quarter credits

Integrating principles, skills, and concepts previously learned in N101C, N101T, N108C and N108T, this course studies the care of both well and sick children. It covers preventive healthcare and restorative nursing care. Infancy, toddlerhood, preschool, school age, and adolescence development and health problems are covered using a systems approach. Application of the nursing process and Maslow's human need framework is emphasized in planning and prioritizing care for the pediatric client and families as they interact with stressors in their internal and external environment related to a variety of health conditions. Students attend an affiliated hospital, laboratory and/or clinical site assisting and performing actual pediatric nursing procedures. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and study guides. Prerequisites: N101C, N101T, N104, N108C, and N108T. Corequisite: N103T.

**N103T**      Pediatric Nursing Theory  
6h lecture/week (6 weeks), or  
4.5h lecture/week (8 weeks)  
9h/term preparation time  
3 quarter credits

Integrating principles, skills, and concepts previously learned in N101T, N101C, N108T, and N108C. This course studies the care of both well and sick children. It covers preventive health care and restorative nursing care. Infancy, toddler hood, preschool, school age, and adolescence development and health problems are covered using a systems approach. Application of the nursing process and Maslow's human need framework is emphasized in planning and prioritizing care for the pediatric client and families as they interact with stressors in their internal and external environment related to a variety of health conditions. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and study guides. Prerequisites: N101C, N101T, N104, N108C, and N108T. Corequisite: N103C.

**N104**      Nursing Process N104  
2h lecture/week  
6h/term preparation time  
2 quarter credits

Students learn about the roles and responsibilities of the LPN as part of the health care team. Concepts of health, illness, stress, and health promotion will be explored. Using the nursing process as a problem solving approach, students learn to assess the needs of clients guided by general principles of Maslow's hierarchy of needs to formulate a therapeutic and culturally sound plan of care. This course introduces students to basic dosage

calculation as it relates to planning and delivery of safe nursing care. The role of the LPN in providing culturally sensitive care and delegating tasks is discussed. Effective communication, teaching and documentation techniques are examined. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Corequisite: N101C and N101T.

**N105C**      **Maternal/Child Nursing Clinic**  
10h clinical/week (6 weeks), or  
7.5h clinical/week (8 weeks)  
15h/term preparation time  
2 quarter credits

Students will plan and implement nursing care to obstetrical patients and newborns. Students will attend at an affiliated hospital, laboratory, and/or clinical site assisting and performing actual maternal/child health nursing procedures. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and study guides. Corequisite: Prerequisites: N101C, N101T, N104, N108C and N108T. Corequisite: N105T.

**N105T**      **Maternal/Child Nursing Theory**  
6h lecture/week (6 weeks), or  
4.5h lecture/week (8 weeks)  
9h/term preparation time  
3 quarter credits

Integrating principles, skills, and concepts previously learned in N101C, N101T, N108C and N108T, this course studies obstetrical procedures that ensure a normal pregnancy and a safe prenatal and postnatal experience. Students will use the nursing process and Maslow's human needs framework to plan and prioritize care for the mother, newborn and family. Health services offered to the childbearing mother, her baby, and family are reviewed. The role of the nurse as a teacher in meeting the needs of the family as they cope with the change in family dynamics will be explored. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and study guides. Prerequisites: N101C, N101T, N104, N108C and N108T. Corequisite: N105C.

**N106C**      **Psychiatric/Substance Abuse Nursing Clinic**  
8h clinical/week (12 weeks), or  
6h clinical/week (16 weeks)  
24h/term preparation time  
3 quarter credits

Students will plan and implement nursing care for patients with maladaptive psychosocial behaviors. Concentration is on therapeutic communication and relationships with clients with a mental illness and/or substance abuse issues. Faculty-supervised learning in an affiliated hospital and/or clinical site will provide students the opportunity to use the nursing process to promote sound mental health and develop nursing interventions for a client with a mental illness and/or substance abuse. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisites: N101C, N101T, N103C, N103T, N104, N105C, N105T, N108C and N108T. Corequisite: N106T.

**N106T**      **Psychiatric/Substance Abuse Nursing Theory**  
6h lecture/week (12 weeks), or  
4.5h lecture/week (16 weeks)  
18h/term preparation time  
7 quarter credits

This course focuses on mental health principles in a variety of settings. The study of mental illness and substance abuse, their treatment, and relationship to all areas of nursing is included. Students will use the nursing process to promote sound mental health and develop nursing interventions for the client with a mental illness and/or substance abuse. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse

logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisites: N101C, N101T, N103C, N103T, N104, N105C, N105T, N108C and N108T. Corequisite: N106C.

**N108C** Medical/Surgical Nursing Clinic  
12h clinical/week (12 weeks), or  
9h clinical/week (16 weeks)  
36h/term preparation time  
4.5 quarter credits/3 semester credits

Students will plan and implement nursing care to individuals who have needs related to fluid and electrolytes, oxygenation, and circulations, as well as self-care deficits related to mobility, neurosensory problems, and endocrine and immune function. Faculty-supervised learning in an affiliated hospital and/or clinical site will provide students the opportunity to develop cognitive and psychomotor skills in the nursing care of the medical surgical client. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisites: N101C, N101T, and N104. Corequisite: N108T.

**N108T** Medical/Surgical Nursing Theory  
4h lecture/week (12 weeks), or  
3h lecture/week (16 weeks)  
12h/term preparation time  
4.5 quarter credits/3 semester credits

Integrating principles, skills, and concepts previously learned in N101L and N101T, this course focuses on health care of the medical-surgical client and is grouped according to the body system affected. Students will use the nursing process and Maslow's human needs framework to plan and prioritize care of individuals and families as they interact with stressors in their internal and external environment related to medical-surgical conditions. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisites: N101C, N101T, and N104. Corequisite: N108C.

**N110** NCLEX-PN Exam Preparation  
1h lecture, 3h lab/week (12 weeks), or  
1.5h lecture, 4.5h lab/week (8 weeks)  
12h/term preparation time  
3 quarter credits

This course prepares the student with the knowledge necessary to successfully complete the NCLEX-PN (National Council Licensure Examination for Practical Nurses) exam. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisites: BIO101 and BIO201 (or BIO106, BIO107, and BIO108); M159 and M160 (or M166, M167, and M168); and N101C, N101T, N103C, N103T, N104, N105C, N105T, N106L, N106T, N108C, N108T, and N114.

**N112** Pharmacology I  
2h lecture/week (12 weeks), or  
3h lecture/week (8 weeks)  
6h/term preparation time  
2 quarter credits

This course provides a framework for learning pharmacological concepts and applying them to clinical situations. Pharmacology is presented from an interdisciplinary perspective drawing upon student's knowledge of anatomy, physiology, pathology, medical terminology, mathematics, and the nursing process. The course is organized according to selected body systems and diseases. Respiratory, anti-infective, antineoplastic, anti-viral, anti-fungal and gastrointestinal medications are presented in context with how they are used therapeutically. A medication calculation and administration review is included. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisites: N101C, N101T, N104, N108C, and N108T.



**N113**            **Pharmacology II**  
2h lecture/week (12 weeks), or  
3h lecture/week (8 weeks)  
6h/term preparation time  
2 quarter credits

This course provides a framework for learning pharmacological concepts and applying them to clinical situations. Pharmacology is presented from an interdisciplinary perspective drawing upon the student's knowledge of anatomy, physiology, pathology, medical terminology, mathematics, and the nursing process. The course is organized according to body systems and diseases. CNS, cardiovascular, renal, hematological, hormone, steroid, analgesic, and musculoskeletal medications, as well as vitamins, minerals, and electrolytes are presented in context with how they are used therapeutically. A medication calculation and administration review is included. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisites: N101C, N101T, N104, N108C, and N108T.

**N114**            **Clinical Skills Review**  
3h clinical/week (12 weeks), or  
2.25h clinical/week (16 weeks)  
9h/term preparation time  
1 quarter credit

This course provides a supervised clinical experience designed to review and strengthen nursing skills that the student has acquired during the licensed practical nursing program. The course will also allow students to enhance their knowledge of the roles and responsibilities of the graduate LPN as he or she transitions to the workplace. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisites: N101C, N101T, N103C, N103T, N104, N105C, N105T, N108C, and N108T. Corequisites: N106C and N106T.

**N201**            **The Bridge – Transitioning from LPN to RN**  
4h lecture/week  
12h/term preparation time  
4 quarter credits/3 semester credits

This course prepares the students for transition from the LPN to Associate Degree Nurse. The course focuses on validating skills and knowledge gained as an LPN and developing skills needed to transition into the associate degree curriculum. Emphasis is placed on the role of the RN in leadership, management, legal and ethical considerations, communication, teaching, and professional issues. Implementation of the nursing process will be used as a basis to improve critical thinking skills and decision making. The student will be required to create a client education teaching plan to be presented and select an article from a peer-reviewed nursing journal and complete a short paper on a topic relevant to the transition from LPN to RN role, responsibilities, and/or issues relevant to the professional nurse. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides.

**N202**            **Concepts of Nursing I**  
4h lecture, 8h clinic/week  
36h/term preparation time  
8 quarter credits/5 semester credits

This course emphasizes the role of the registered nurse in utilizing the skills of critical thinking, health assessment, communication, teaching, and collaboration in caring for the adult client with complex health problems. The focus will be on clients with health deviations relating to the gastrointestinal, endocrine, integumentary, respiratory and neurological/sensory systems. Care of clients with chronic and infectious conditions will be explored. Taking a holistic approach and using Maslow's need theory students will plan and evaluate care for the health deviations presented in this course. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning systems and practice exams; and completion of workbook exercises and learning guides. Prerequisite: N201.

**N203**            **Advanced Nursing Skills**  
1h lecture, 4h lab/week  
15h/term preparation time  
3 quarter credits/2 semester credits

This course prepares the student to acquire the skills required of a graduate associate degree nurse. The student will learn to perform health assessments focusing on normal and common deviations from normal in determining the health status of clients across the lifespan, while using critical thinking and the nursing process to identify appropriate nursing interventions. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides.

**N204**            **Concepts of Nursing II**  
4h lecture, 8h clinic/week  
36h/term preparation time  
8 quarter credits/5 semester credits

This course requires the student to apply critical thinking and the nursing process to the care of multiple clients with more complex physiological and psychosocial problems in various settings. Emphasis will be placed on the physical, psychological and sociocultural needs of the adult client with cardiovascular, metabolic, neoplastic, immune deficiency, renal and infectious stressors. Care of the surgical client will be explored. Students will further advance their health assessment skills in the formulating, evaluating, and modifying nursing care plans as well as assisting the client in navigating the health care system. Students are expected to be self-directed in their application of theoretical information in clinical situations with continued focus on the development of organizational and managerial skills in prioritizing client care. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisite: N202.

**N205**            **Concepts of Nursing III**  
4h lecture, 8h clinic/week  
36h/term preparation time  
8 quarter credits/5 semester credits

This course will address health issues related to women, neonates, children, and families. Using the nursing process and a holistic approach, the student will formulate care plans for the client and the family unit. Emphasis will be placed on age-related health risks. This course also provides an introduction to community health nursing, including care of clients and communities during bioterrorist and emergency threats, and care of clients with chronic and behavioral health issues. Health care teaching to clients and families; use of home and community resources to influence health; current legal, ethical, and professional issues; and future directions for health care will be explored. This course builds on the knowledge and skills from previous nursing, natural and social science courses. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisite: N202 and N204.

**N206**            **Nursing Leadership & The Evolving Role of the RN**  
3h lecture, 2h clinic/week  
15h/term preparation time  
4 quarter credits/2 semester credits

This course will assist the student in assuming the role of the graduate registered nurse in the workplace. Complexities of patient care, the continuity of care and the stresses and challenges placed on the patient and their caregivers will be explored. The evolving and varied roles of nursing and the beginning management and leadership role of the associate degree registered nurse will be emphasized. Professional and legal aspects of the health care system and the nursing profession will be examined. An overview of professional organizations and opportunities for continued professional growth will be presented. Students will have options to observe nursing leaders and managers in various health care settings. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisite: N202 and N204.

**N207**      **NCLEX-RN Review**  
1h lecture, 3h lab/week  
12h/term preparation time  
0 quarter/semester credits

This course assists the students to prepare for state RN licensure and employment as a graduate nurse. Discussions include NCLEX preparation strategies. Our goal is to help students improve their clinical reasoning abilities and standardized test taking abilities. Students must successfully complete an exit exam to pass this course. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) nurse logic learning system and practice exams; and completion of workbook exercises and learning guides. Prerequisite: N201, N202, N203, and N204. Corequisite: N205 and N206.

**PHA101C**    **Cardiovascular Pharmacology**  
2h lecture/week  
6h/term preparation time  
2 quarter credits

This course provides a framework for learning pharmacology concepts and applying them to clinical situations within a culture of safety. A medication calculation and administration review is included. Emphasis will be on cardiovascular medications. Major classification, including indications, dosage and side effects for each will be covered. Outside preparation includes completion of end-of-chapter assignments and study guides for exam review.

**PHA102**    **Pharmacology for Allied Health Professions**  
3h lecture/week  
9h/term preparation time  
3 quarter credits

This course provides an introduction to the fundamental concepts of pharmacology incorporating mathematics and dosages, sources and administrations, drug classifications and legislation, vitamins and minerals, and substances abuse. This course covers the effects of medications on all body systems. Outside preparation includes completion of end-of-chapter activities and study guides for exam review.

**PHYS101**    **Conceptual Physics**  
4h lecture, 2h lab/week  
18h/term preparation time  
6 quarter credits

This course provides the student with basic concepts in physics. The course will also include an overview of the basic mathematical concepts needed for Physics formulae covered in the course. The course will cover a series of topics; Newton's Laws of Motion, mechanical energy, work and power, heat and heat transfer, electricity and magnetism, light, sound, atomic structure, radioactivity and relativity. Applications to the allied health field and cardiovascular technology will be emphasized. Outside preparation includes completion of end-of-chapter exercises for class discussion and research and writing for assigned term paper.

**PSYCH102**   **Developmental Psychology**  
4.5h lecture/week  
13.5h/term preparation time  
5 quarter credits/3 semester credits

This course provides an overview of the psychological growth and development of the individual through the lifespan, from conception to death. Concepts and principles of each stage of development will be explored. The major theories of development will be discussed as we explore the science of development. This includes the biosocial, psychosocial, moral and language domains. This course stresses the interaction of social, cognitive and psychological factors as they interact with culture, work, gender, personality, health and environment in development through the life span. Outside preparation includes research and writing for assigned term paper; and completion of case studies, workbook exercises, and study guides for exam review.

**S101L** Introduction to Surgical Technology Laboratory  
4h lab/week  
12h/term preparation time  
2 quarter credits

In the on-campus mock operating room, the students learn the basic skills of scrubbing, gowning and gloving, opening sterile supplies, loading a blade and passing sutures and ties. There is emphasis on incorporating a surgical conscience while in the sterile environment along with the proper skills when handling sharps. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Corequisite: S101T.

**S101T** Introduction to Surgical Technology Theory  
4h lecture/week  
12h/term preparation time  
4 quarter credits

Students are introduced to the historical development, role and responsibilities of the surgical technologist, the healthcare team, and the clinical environment. Topics will include legal issues concerned with the profession, discussion regarding the characteristics of the surgical patient, and the physical environment and safety standards of an operating room. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Corequisite: S101L.

**S102L** Sterilization and Instrumentation Laboratory  
4h lab/week  
12h/term preparation time  
2 quarter credits

This course incorporates skills learned in S101L, as well as principles of asepsis while opening the operating and setting up the operating room. Instruction of additional STSR roles include: preparing the Mayo stand, back table, ring stand, and prep table; gowning and gloving a surgeon; preparing the instrument trays; having a concise knowledge of hemostatic devices; practice packaging techniques along with handling; and passing instrumentation to facilitate the surgical procedure. Students learn to anticipate what is needed for specific types of surgery. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Prerequisites: S101L and S101T. Corequisite: S102T.

**S102T** Sterilization and Instrumentation Theory  
4h lecture/week  
12h/term preparation time  
4 quarter credits

In this course, students learn identification, classification, care, and handling of surgical instrumentation, as well as the different methods of sterilization. Topics include an in-depth study of laparoscopic and robotic surgery, and an introduction to physics and electricity. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Prerequisites: S101L and S101T. Corequisite: S102L.

**S103** Pharmacology and Anesthesia  
3h lecture/week  
9h/term preparation time  
3 quarter credits

This course introduces the role and responsibilities of the surgical technologist regarding pharmaceuticals in an operating room along with the rationale for use of particular medications and their effect on the surgical patient. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics.

S105            Pre-, Intra-, and Post-operative Techniques  
4h lecture /week  
12h/term preparation time  
4 quarter credits

Wound healing, specimen care, use of surgical equipment, surgical counts, prepping, positioning and draping the patient, types of sutures, needles, stapling devices, sponges, dressings, packing, drains, and catheters are discussed. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Prerequisites: S102L and S102T. Corequisites: S204L and S204T.

S204L            Core Surgical Procedures Laboratory  
9h lab/week  
27h/term preparation time  
5 quarter credits

This course incorporates skills and knowledge acquired in previous courses in the program and will effectively train students to apply them to all preoperative, intraoperative and postoperative responsibilities of a surgical technologist. Students perform simulated cases in general, gynecological and minimally invasive procedures. Students will be introduced to laparoscopic surgery and will practice handling emergency situations. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Prerequisites: S102L and S102T. Corequisites: S105 and S204T.

S204T            Core Surgical Procedures Theory  
4h lecture/week  
12h/term preparation time  
4 quarter credits

This course focuses on core surgical procedures and the various diagnostic procedures that take place during the pre-and intraoperative periods. Core general, gynecologic, otorhinolaryngologic, genitourinary and orthopedic surgical procedures are included. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Prerequisites: S102L and S102T. Corequisites: S105 and S204L.

S205            Central Service Technician  
3h lecture/week  
9h/term preparation time  
3 quarter credits

This course provides students with the knowledge and skills needed to decontaminate, sterilize, prepare and assemble instruments. Upon completion of this program the students will be eligible to sit for the Certified Registered Central Service Technician examination administered by IAHCSTMM. This certification is a now a requirement to work in a Hospital's Central Service Department. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Prerequisites: BIO101, BIO103, and BIO201.

S240L            Specialty Surgical Procedures Laboratory  
9h lab/week  
27h/term preparation time  
5 quarter credits

Students will be actively involved in the STSR and STCR roles and practice all previously learned skills in S101L, S102L and S204L, including urinary catheterization, obtaining vital signs, and handling medications, while performing mock surgical procedures covering all surgical services. This lab is run in the same way as a hospital OR. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Prerequisites: S204 and S105. Corequisite: S240T.

S240T Specialty Surgical Procedures Theory  
6h lecture/week  
18h/term preparation time  
7 quarter credits

This is the last course prior to attending a clinical externship. This course focuses on specialty surgical procedures along with the various diagnostic procedures that take place during the pre- and intraoperative periods. Specialty surgical procedures focused on are ophthalmologic, oromaxillofacial, plastic, cardiothoracic, vascular and neurological surgery. Outside preparation includes completion of case studies and/or mini-papers related to classroom or laboratory topics. Prerequisites: S204 and S105. Corequisite: S240L.

S241 Certification Exam Preparation  
3h lecture/week  
9h/term preparation time  
0 quarter credits

This on campus review seminar focuses on integrating skills, knowledge and clinical experience, with an extensive review of examination-type questions to prepare our students to be successful on CRCST and surgical technology national examinations. A research assignment is required. Outside preparation includes reviewing of class notes, and practice questions. Prerequisites: S240L and S240T. Corequisite: S250.

S250 Surgical Technology Clinical Externship  
40h/week—500 hours total  
125h/term preparation time  
6 quarter credits

In this course, students apply the didactic knowledge and mock operating room skills learned throughout the program while gaining hands-on experience by assisting and facilitating surgical procedures in assigned clinical settings. Outside preparation includes completion of surgical case log sheets and maintenance of clinical externship log book. Prerequisites: S240L and S240T. Corequisite: S141.

SOC100 Cultural Diversity  
4.5h/week  
13.5h/term preparation time  
5 quarter credits/3 semester credits

This course is designed to expand the student's awareness of both the cognitive knowledge and skill necessary to effectively interact with and/or serve culturally diverse populations. This course will particularly emphasize attitudes and competencies that are important in effective professional relationships. The course will not be exhaustive in its discussion of diverse populations, but will focus on those whose diversity is cultural and who are more likely be encountered by the students taking the course. Students will be asked to write a term paper based on a list of suggested topics to provide an independent in-depth study of an issue or culture. Students will be expected to be consistently involved in discussions, learning projects, writings, and media related to that culture. Outside preparation includes completion of a research paper, case studies and as assigned, homework and study guides for exam review.

T106A Word  
1h lecture, 3h lab/week  
12h/term preparation time  
3 quarter credits

This course introduces the basic concepts of Microsoft Word. Outside preparation activities include completion of assigned hands-on training using Simulated Application Manager (SAM) and completion of written assignments and discussion topics using nicenet.org. Prerequisite: CCA101.

T106B      Excel/PowerPoint  
1h lecture, 3h lab/week  
12h/term preparation time  
3 quarter credits

This course introduces the basic concepts of Excel and PowerPoint. On completion of the Excel component, students will be able to prepare a spreadsheet, enter data, and create charts. On completion of the PowerPoint component, students will be able to prepare a presentation. Outside preparation activities include completion of assigned hands-on training using Simulated Application Manager (SAM) and completion of written assignments and discussion topics using nicenet.org. Prerequisite: CCA101.

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