



## 2023-2024 CATALOG





Ramsey, Hackensack, and Nutley Campuses  
www.eastwickcollege.edu

## 2023-2024 Catalog

September 19, 2023

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## 2023-2024 Catalog

### Welcome

Eastwick College is a New Jersey institution of higher education with campuses in Ramsey, Hackensack, and Nutley. Our non-degree programs range from 6 to 27 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 51 months. Small classes and regularly scheduled extra help 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 individually 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 scholarships and a wide variety of financial aid programs. We will meet with you personally to tailor a plan that you can qualify for and meets your specific needs.

### Mission Statement

Eastwick College prepares students for meaningful careers in a supportive environment that embraces diversity and promotes lifelong learning.

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

### Institutional Goals

1. To offer relevant programs that meet the demands of the workplace.
2. To foster student engagement and success through excellence in teaching and a focus on student services.
3. To maintain facilities and technological resources that create a stimulating learning environment and support the college mission.
4. To establish and maintain relationships with communities of interest to further the mission of the college and seek additional opportunities for our students and alumni.
5. To develop and expand the student's foundation in the following areas of general education: critical thinking, mathematical reasoning, information literacy, verbal communication, and written communication.

### History

#### Ramsey Campus

Eastwick College Ramsey 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 could 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<sup>1</sup> 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 167 Eastwick College Ramsey 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. In 2008, the New Jersey Commission on Higher Education and the Accrediting Council for Independent Colleges and Schools approved HoHoKus’ petition to grant associate degrees and become Eastwick College. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) granted accreditation in November 2010 to Eastwick College Ramsey’s Associate in Applied Science (AAS) Degree in Surgical Technology program and in November 2013 to Eastwick College Ramsey’s AAS in Diagnostic Cardiovascular Sonography. The Accreditation Council for Occupational Therapy Education (ACOTE) granted accreditation to the AAS in Occupational Therapy Assistant program in 2014. The New Jersey Secretary of Higher Education authorized Eastwick College Ramsey in 2015 to exceed its mission and offer the Bachelor of Science in Diagnostic Cardiovascular Sonography.

Eastwick College Ramsey is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

### **Hackensack Campus**

Eastwick College Hackensack started as the American Business Academy in Hackensack, New Jersey, in 1968. The school was acquired by Eastwick Education in 1996 and offered certificate and diploma programs in business, medical assisting, and medical billing and coding. In 2005, operating as the HoHoKus Hackensack School of Business and Medical Sciences, the institution was authorized by the New Jersey Board of Nursing (NJBON) to teach a licensed practical nursing program. In 2007, the NJBON authorized HoHoKus to start the Bilingual Licensed Practical Nursing program, which used a novel curriculum for speakers of English as a second language. Upon approval by the Office of the New Jersey Secretary of Higher Education, the institution began operating as a branch campus of Eastwick College and offering associate degrees in January 2013.

In 2019, Eastwick College Hackensack implemented the Eastwick International Study Program in Israel. The portfolio of nursing programs was expanded with the addition of the AAS in Nursing (LPN-to-RN Bridge) in 2020 and the BS in Nursing (LPN-to-BSN) in 2022.

Eastwick College Hackensack is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

### **Nutley Campus**

Eastwick College Nutley began as one of the Radio Electronic Television Schools (RETS), the first of which was established in 1935 in Detroit, Michigan. The New Jersey school was located in Newark when the first students enrolled in 1957. To accommodate increasing enrollment, the school moved to its present location in 1967. In 1995, RETS was acquired by M. Eastwick Education, Inc. and became the RETS Institute. The name of the school was changed to HoHoKus RETS-Nutley School of Business, Medical and Technical Sciences in 2005. The institution became an Eastwick College campus in January 2014. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) granted accreditation in November 2015 to Eastwick College Nutley’s AAS in Diagnostic Cardiovascular Sonography.

Eastwick College Nutley is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

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<sup>1</sup> Expired agreements provided for historical reference

## **Antidiscrimination Statement**

Eastwick College implements all educational policies without regard to race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, liability for service in the Armed Forces of the United States, nationality, refusal to submit to genetic testing, refusal to make available the results of a genetic test, or any other classification protected by law. All faculty and students are granted equal rights and privileges as they pertain to employment and advancement opportunities, as well as available programs and activities.

## **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 College 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 always 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.

## **Facilities**

### **Ramsey Campus**

10 South Franklin Turnpike, Ramsey, NJ 07446

Eastwick College Ramsey 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 campus includes two buildings accessible to the handicapped with a total of 42,000 square feet including air-conditioned rooms, lounges, and dining areas in a pleasant learning environment. There is on-site and nearby parking. Eastwick College Ramsey is a commuting institution; there is no boarding at the college.

All classrooms are equipped with Internet access, multimedia computers and interactive whiteboards that enable faculty to use all types of computer-based educational materials.



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 nursing laboratories include hospital beds, nursing practice mannequins, patient simulators, and equipment and supplies needed to practice nursing skills.

The occupational therapy laboratory contains pediatric sensory motor equipment; daily activity living space with bed and kitchen setup and self-help, adapted equipment; mat tables and durable medical equipment for practical purposes; and equipment supplies needed to provide occupational therapy treatment.

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 laboratories contain a Heartworks TTE and TEE simulator, 19 high-definition diagnostic ultrasound imaging systems, and PVR/ABI machines. Each ultrasound system contains 2-3 multi-frequency cardiac, vascular, and abdominal imaging probes. Each ultrasound system contains updated software imaging calculation packages, stress testing applications, hard copy black-and-white printers, and picture archiving systems.

The diagnostic medical sonography laboratory contains a Vimedix OB/GYN simulator, Vimedix Abdominal/TTE simulator and breast simulators. Each contain normal anatomy and pathologies.

Two 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.

## **Hackensack Campus**

250 Moore Street, Hackensack, NJ 07601

Eastwick College Hackensack is located in the city of Hackensack in Bergen County, just 12 miles northwest of New York City. The school offers nearby parking and is easily accessible by bus (the Hackensack bus terminal is just 1½ blocks from the building) and from major highways. The 54,000-square-foot building is accessible to the handicapped and includes air-conditioned rooms, lounges, and dining areas in a pleasant learning environment. Eastwick College Hackensack is a commuting institution; there is no boarding at the college.

All classrooms are equipped with Internet access, multimedia computers and interactive whiteboards that enable faculty to use all types of computer-based educational materials.

Fully equipped medical laboratories include 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.

Nursing laboratories include hospital beds, modern nursing practice mannequins, and all equipment and supplies required for the practice of nursing skills.

The funeral service laboratory includes equipment and supplies for the demonstration of embalming procedures. A classroom also contains a casket/vault/cremation urn display room.

An on-campus commercial kitchen with equipment approved by the National Sanitation foundation serves the needs of culinary arts students.

Three complete 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.

### ***Lakewood, New Jersey Satellite Location***

Students enrolled in the AAS in Business program who participate in the Eastwick Study Abroad Program in Israel program will take a portion of the curriculum at Eastwick College Hackensack's Satellite Location located in the Bnos Bais Yaakov High School at 155 Oberlin Avenue, Lakewood, NJ 08701.

The site is a commuting location and offers adequate parking for students, faculty, and staff. It is accessible by bus from major roads and highways. The 30,000-square-foot building is accessible to the handicapped and includes air-conditioned classrooms, lounges, and dining areas in a pleasant environment.

Classrooms are equipped with Internet access, whiteboards, and adequate seating and workspace for faculty and students. An auditorium that seats 200 includes a theater-size screen and projector for use by faculty for educational purposes.

A quiet study space with comfortable seating is available for students and a private computer room is available for students to work individually.

Two computer laboratories ensure each student a workstation for ample hands-on experience.

A small library, that includes print and reference materials, textbooks, and current periodicals is available at the learning site, in addition to online library access.

Eastwick College provides the following administrative support services at the Lakewood, New Jersey, Satellite Location:

- Admissions
- Freshman Seminar
- Financial Aid
- Pre-departure orientation  
*(for students participating in the  
Eastwick Study Abroad Program)*
- New Student Orientation
- Library Orientation
- Academic Advising

### **Nutley Campus**

103 Park Street, Nutley, NJ 07110

Eastwick College Nutley is located in the Township of Nutley in Essex County, New Jersey, 16 miles west of New York City, close to the Garden State Parkway, the New Jersey Turnpike, and Routes 3, 17, 21, 46, and 80. The 22,440-square-foot building is accessible to the handicapped and includes air-conditioned rooms, lounges, and dining areas in a pleasant learning environment. On-campus parking is available. Eastwick College Nutley is a commuting institution; there is no boarding at the school.

All classrooms are equipped with Internet access, multimedia computers and interactive whiteboards that enable faculty to use all types of computer-based educational materials.

The medical laboratory includes medical examination tables, equipment and supplies for blood chemistry determination, digital electrocardiography, sterilization, and equipment and supplies for the practice of vital signs, phlebotomy, cardiopulmonary resuscitation, and first aid.

The cardiovascular ultrasound laboratory is equipped with 15 high-definition diagnostic ultrasound imaging systems and PVR/ABI machines. Each ultrasound system contains 2-3 multi-frequency cardiac, vascular, and abdominal imaging probes. Each ultrasound system contains updated software imaging calculation packages, stress testing applications, hard copy black-and-white printers, and picture archiving systems.

The HVACR laboratory includes all types of heating and cooling equipment, thermostats, air handlers, and motors such as condenser units, a water boiler, oil and forced air furnaces, electric baseboards, commercial ice machines, refrigeration units, heat pumps, and refrigeration simulator.

The electronics and computer/networking labs include AC and DC power supplies, AF and RF signal generators, analog/digital multimeters, oscilloscopes, patch panels, switches, routers, computer hardware, netbooks, laptops, desktop computers, fiber optics infusion splicers, fiber optics trainer kits, and computer servers.

Three 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.

## Accreditations and Approvals

### Ramsey Campus

- Eastwick College Ramsey is licensed by the New Jersey Office of the Secretary of Higher Education (20 West State Street, 7<sup>th</sup> Floor, Trenton, NJ 08608; phone: 609.292.4310).
- Eastwick College Ramsey is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; phone: 703.247.4212.
- Eastwick College Ramsey is approved by the New Jersey Board of Nursing to teach the Licensed Practical Nursing Science program, accredited to teach the AAS in Nursing (LPN-to-RN Bridge Program), and provisionally accredited to teach the Bachelor of Science in Nursing (LPN-to-BSN) (124 Halsey Street, Newark, NJ 07102; phone: 800.242.5846).
- Eastwick College Ramsey's AAS in Surgical Technology and AAS in Diagnostic Cardiovascular Sonography programs are accredited by the Commission on Accreditation of Allied Health Education Programs (9355 113<sup>th</sup> St. N, #7709, Seminole, FL 33775; phone: 727.210.2350)
- Eastwick College's AAS in Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number is 301. 652. 6611 and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.
- Eastwick College Ramsey is a member in good standing of Career Education Colleges and Universities and the Private College and School Association of New Jersey.
- Eastwick College Ramsey is an eligible institution under the Federal Pell Grant, Federal Family Educational Loan Program, Federal Direct Student Loan Program, New Jersey Class, and the New Jersey Tuition Aid Grant (TAG).
- Eastwick College Ramsey is authorized under federal laws to enroll non-immigrant alien students.
- The Office of Workforce Development and the Office of Vocational Rehabilitation recognize Eastwick College Ramsey as an eligible institution and often refer clients for retraining.
- Eastwick College Ramsey is approved by the New Jersey Department of Education to train eligible veterans under Title 38, US Code.
- The Middle States Commission on Higher Education (MSCHE, 1007 North Orange Street, 4<sup>th</sup> Floor, MB #166, Wilmington, DE 19801; [info@msche.org](mailto:info@msche.org)) conducted an Applicant Assessment Team Visit on August 7-9, 2023. Eastwick College submitted an institutional response to MSCHE's report on September 16, 2023.

## Accreditations and Approvals (Continued)

### Hackensack Campus

- Eastwick College Hackensack is licensed by the New Jersey Office of the Secretary of Higher Education (20 West State Street, 7<sup>th</sup> Floor, Trenton, NJ 08608; phone: 609.292.4310).
- Eastwick College Hackensack is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 phone: 703.247.4212.
- Eastwick College Hackensack is approved by the New Jersey Board of Nursing to teach the Licensed Practical Nursing Science and Bilingual Licensed Practical Nursing programs, accredited to teach the AAS in Nursing (LPN-to-RN Bridge Program), and provisionally accredited to teach the Bachelor of Science in Nursing (LPN-to-BSN) (124 Halsey Street, Newark, NJ 07102; phone: 800.242.5846).
- The AAS in Funeral Service at Eastwick College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, 816.233.3747, [www.abfse.org](http://www.abfse.org).

#### ABFSE Standard 11.5.1 Compliance Statement

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program's pass rates, graduation rates, and employment rates, please contact:

Mr. Kyle Ledford, Sr.  
Director of Funeral Service Education  
250 Moore Street  
Hackensack, NJ 07601  
Phone: 201.488.9400  
[kledford@eastwick.edu](mailto:kledford@eastwick.edu)

- Eastwick College Hackensack is a member in good standing of Career Education Colleges and Universities and the Private College and School Association of New Jersey.
- Eastwick College Hackensack 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 Hackensack is authorized under federal laws to enroll non-immigrant alien students.
- The Office of Workforce Development and the Office of Vocational Rehabilitation recognize Eastwick College Hackensack as an eligible institution and often refer clients for retraining.
- Eastwick College Hackensack is approved by the New Jersey Department of Education to train eligible veterans under Title 38, US Code.
- The Middle States Commission on Higher Education (MSCHE, 1007 North Orange Street, 4<sup>th</sup> Floor, MB #166, Wilmington, DE 19801; [info@msche.org](mailto:info@msche.org)) conducted an Applicant Assessment Team Visit on August 7-9, 2023. Eastwick College submitted an institutional response to MSCHE's report on September 16, 2023.

## Accreditations and Approvals (Continued)

### Nutley Campus

- Eastwick College Nutley is licensed by the New Jersey Office of the Secretary of Higher Education (20 West State Street, 7<sup>th</sup> Floor, Trenton, NJ 08608; phone: 609.292.4310).
- Eastwick College Nutley is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 phone: 703.247.4212..
- Eastwick College Nutley is an eligible institution under the Federal Stafford Loan (FSL), Federal Parent Loan for Undergraduate Students (FPLUS) programs, Federal PELL Grant, and Supplemental Educational Opportunity Grant (FSEOG) programs.
- Eastwick College Nutley's AAS in Diagnostic Cardiovascular Sonography 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 Nutley is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.
- Eastwick College Nutley is an approved training provider for the State Department of Vocational Rehabilitation and an eligible training provider under the Workforce Investment Act for the Office of Workforce Development.
- Eastwick College Nutley is authorized under federal law to enroll nonimmigrant alien students.
- Eastwick College Nutley is a member in good standing of Career Education Colleges and Universities and the Private College and School Association of New Jersey.
- Eastwick College Nutley is a corporate member of the Computing Technology Industry Association (CompTIA).
- Eastwick College Nutley is approved by the ESCO Institute as an EPA (Universal 608 and R-410A Universal Exams) certification testing center.
- Eastwick College Nutley is approved as a training organization by the Fiber Optic Association (FOA).
- Eastwick College Nutley is an authorized Certiport testing center.
- Eastwick College Nutley is an authorized HVACR Excellence training and testing center.
- Eastwick College Nutley is an authorized North American Technician Excellence (NATE) testing center.
- Eastwick College Nutley is an authorized International Society of Computer Electronics Technicians training and testing center.
- Eastwick College Nutley is recognized by the National Center for Competency Testing as an affiliate member and testing site.
- Eastwick College Nutley is recognized by the American Medical Technologists as an affiliate member and testing site.
- Eastwick College Nutley is an authorized by Pearson VUE as a testing center.
- Eastwick College Nutley has been evaluated by the American Council on Education (see Transfer Credit section).
- The Middle States Commission on Higher Education (MSCHE, 1007 North Orange Street, 4<sup>th</sup> Floor, MB #166, Wilmington, DE 19801; [info@msche.org](mailto:info@msche.org)) conducted an Applicant Assessment Team Visit on August 7-9, 2023. Eastwick College submitted an institutional response to MSCHE's report on September 16, 2023.

## Affiliations

(See addendum for updates)

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

<b>Key: BH: Business &amp; Hospitality; CA: Culinary Arts; CVS: Cardiovascular Sonography; FS: Funeral Service; LPN: Licensed Practical Nursing; RN: Registered Nursing; OTA: Occupational Therapy Assistant; ST: Surgical Technology; CT: Certification Testing; AC: Academic Agreement</b>									
Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
A Starting Place						•			
A to Z Occupational Therapy, LLC						•			
Ability Beyond						•			
Ability Plus Therapy and No Limits Academy						•			
Accelerated Hand Therapy						•			
Access Physical Therapy and Wellness						•			
Access Rehab Centers						•			
Ace Management Restaurants	•								
Active Physical Therapy and Wellness Center						•			
Advanced Sports Medicine and PT Center						•			
Advanced Therapy of America						•			
Advantage Rehabilitation Services						•			
Ahava Medical and Rehabilitation						•			
AHS Hospital Corp.						•			
AJL Therapy						•			
Albert Einstein Medical Center/Weiler Hospital		•							
All About Kids						•			
All Children's Therapy						•			
Allergo School						•			

**Key:** *BH: Business & Hospitality; CA: Culinary Arts; CVS: Cardiovascular Sonography; FS: Funeral Service; LPN: Licensed Practical Nursing; RN: Registered Nursing; OTA: Occupational Therapy Assistant; ST: Surgical Technology; CT: Certification Testing; AC: Academic Agreement*

Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
Allies in Hand Therapy						•			
Alpha Beta Kappa Honor Society									•
American Heart		•							
American Medical Certification Association							•		
AMG Occupational Therapy, P.C.						•			
Andover Regional School District						•			
Annabella's Restaurant	•								
ANSA Consultants						•			
ARC of Essex County						•			
ARC of Orange County						•			
ARC of Sullivan County						•			
Artistic Quality Therapy Associates						•			
Asbury Park School District						•			
Ashira Program						•			
Associates in Cardiovascular Disease		•							
Atlantic Cardiology Group		•							
Atlantic Health System Hospital Corporation						•			
Atlantic Physical Therapy Center						•			
Atrium Post-Acute Care of Wayne						•			
Austill's Rehabilitation Services, Inc.						•			
Balance N Focus Inc.						•			
Barone & Catania Cardiovascular Group, PC		•							



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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
BATA Inc.						•			
Bayonne Medical Center							•		
Belleville Senior Health Services						•			
Belleville Public Schools						•			
Bergen Community College Child Development Center						•			
Bergen County Department of Human Services						•			
Bergen County Special Services						•			
Bergen Funeral Services			•						
Bergen Pediatric Therapy Center, LLC						•			
Bergen Regional Medical Center						•			
Beth Kaplan, COTA						•			
Binas Bais Yaakov	•								
BJJ - Sara Schneirer Teacher's Institute	•								
Blair - Mazzearella Funeral Home			•						
Blossoms Pediatric Occupational Therapy LLC						•			
Bnos Batsheva	•								
Bon Secours Charity Health System, Inc.						•			
Bon Secours Schervier Pavilion						•			
Boonton Board of Education						•			
Boro Park Center						•			
Boro Park Therapy and Pain Center						•			

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
Bronx Center						•			
Bronx Garden Rehab and Nursing Center						•			
Brookdale Hospital Medical Center						•			
Brookhaven Health Care Center						•			
Brooklyn Hospital Center						•			
Brookville Center for Children's Services						•			
Brookville Center for Children's Services						•			
Buckingham Adult Day Care						•			
Burke Rehabilitation Hospital						•			
BYA (Machon Bnos Yehuda)	•								
Cabrini of Westchester						•			
Caldwell Pediatric Therapy Center						•			
Canton Park Nursing Home						•			
Cardiac Associates of North Jersey		•							
Cardiac Care and Vascular Medicine		•							
Cardiocare Center		•							
Cardiology Consultants of Westchester		•							
Cardio-Pulmonary Diagnostics		•							
Cardiovascular Care Group		•							
Care New England-Butler Hospital						•			
Care One New Milford				•					
Care One Wellington				•					

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
Care Right Centers LLC						•			
CareOne Management LLC						•			
Carrier Clinic						•			
Carvel Ice Cream Cafe	•								
Catskill Regional Medical Center		•					•		
Celebrate the Children						•			
Center for Care						•			
Center for Discovery						•			
Center for Vein Restoration		•							
Centers for Specialty Care, Mount Laurel Center						•			
Centrastate Medical Center		•							
Cheshire House Nursing and Rehabilitation Center						•			
Chestnut Hill Convalescent Home						•			
Children's Specialized Hospital						•			
Children's Therapy of Northern New Jersey						•			
Children's Hospital of Philadelphia						•			
Children's Therapy of Northern New Jersey						•			
Chilton Memorial Hospital		•							
ChitChat Restaurants & Catering	•								
Christ Hospital		•					•		
Chush School						•			
Citadel Rehabilitation						•			

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
Citywide Occupational Therapy, PC						•			
Clara Maass Medical Center		•							
Clark Township School System						•			
Clifton Board of Education						•			
Cobble Hill Health Center						•			
Colonial Intermediate Unit 20						•			
Columbus Hospital LTACH						•			
Communikids						•			
Community Resources Preschool						•			
Constellation Health Services						•			
Cornell Weill Medical Center		•							
Corner Stone Family Programs ADC						•			
Cosi Bakery/Café of Jersey City and Secaucus	•								
CPNJ						•			
Creating Change Psychological Services, PLLC						•			
Crystal Run Health Care		•							
Danbury Public Schools						•			
Darchei Torah						•			
Daughters of Miriam Center						•			
Deak Vein NJ		•							
Debbie's Place						•			
DeGregorio, Bart, MD		•							

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
DePaul Healthcare						•			
Digestive Disease Associates of Rockland							•		
Dobbs Ferry Hospital							•		
Doctors Subacute Care				•		•			
Dove Rehabilitation Services						•			
Dryer Physical Therapy Institute						•			
Dynamic Physical Therapy						•			
E.C.L.C. in Ho-Ho-Kus						•			
Easter Seals of Eastern PA						•			
Easter Seals of New Jersey						•			
Easter Seals Project Excel						•			
Education Academy						•			
Elant Inc						•			
Elizabeth Seton Pediatric Center						•			
Ellenville Regional Hospital		•				•			
Encore Rehabilitation Services						•			
Englewood Hospital		•				•	•		
Eval Care Inc						•			
Evergreen Funeral Home			•						
Fairfield Board of Education						•			
Fairfield Public School						•			
Fairview Nursing Care Center						•			

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
Falls Run Nursing & Rehabilitation						●			
FEDCAP						●			
First Cerebral Palsy of New Jersey						●			
First Rehab						●			
Focus for The Children						●			
Forest Hill Health Care Center						●			
Forest View Center for Rehabilitation and Nursing						●			
Forest Hills at DC						●			
Franklin Care Center						●			
Freehold Township Board of Education						●			
Friedwald Center						●			
Friendship Adult Day Care						●			
FTC Kids Children Center						●			
Functional Pathways						●			
Funsense Gym LLC						●			
GAITPA						●			
Garden Care Center						●			
Genesis Rehabilitation Services						●			
George Robinson Preschool						●			
Giant Leaps OT						●			
Glassman Plastic Surgery Center							●		
Glenn Ridge Surgery Center							●		

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
Gold Crest Care Center						•			
Golden Gate Rehabilitation						•			
Good Samaritan Hospital		•					•		
Gramon Family of Schools						•			
Greater Hudson Valley Health Care System		•							
Greenbrook Regional Center						•			
Greystone Park Psychiatric Hospital						•			
Guardian Rehabilitation Inc.						•			
Hackensack Medical Center at Palisades Medical Center		•		•	•	•	•		
Hackensack University Medical Center		•				•			
Hackettstown Community Hospital		•							
Hand in Hand Family Services						•			
Hand Therapy of Rockland County						•			
Hand Therapy Solutions						•			
HASC						•			
HBA Therapy Services						•			
HCR Healthcare, LLC						•			
Healing Hands Rehab, Inc.						•			
Health Alliance of the Hudson Valley						•			
Health East Medical							•		
Healthbridge Management, LLC						•			
HealthPro Heritage Healthcare						•			

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
HealthSouth Corporation						•			
Heart and Vascular Institute of Central Jersey		•							
Heartshare						•			
Helen Hayes Hospital						•			
Helping Hands Rehabilitation Therapy						•			
Heritage Healthcare						•			
High Five Hand Therapy Rehabilitation						•			
Highfields Garden Care						•			
Highlands Rehabilitation and Nursing Center						•			
Hoboken University Medical Center							•		
Holliswood Center						•			
HollyDell School						•			
Holsman Physical Therapy						•			
Holy Name Hospital		•				•			
Hudson Pointe at Riverdale Center						•			
Hudson Valley Developmental Center						•			
Hudson View Health Care Center						•			
Incredibilities OT						•			
Inspire						•			
Institute for Hand and Arm Surgery						•			
Intensive Therapeutics						•			
Interfaith Medical Center							•		



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Isabella Geriatric Center						•			
Ivy Rehab						•			
Jag-One PT						•			
James J. Peters VA Medical Center		•							
JCC on the Palisades						•			
Jefferson Heart Institute		•							
Jersey City Medical Center		•				•			
Jewish Home of Rockleigh						•			
John. A. Coleman School						•			
Jump Ahead Pediatrics						•			
Keser Chaya	•								
Kid Clan Services						•			
Kid Therapy						•			
Kids Therapy Place						•			
KidsKare						•			
Kindred Nursing and Rehab						•			
Kindred Rehabilitation						•			
Kingsbrook Jewish Medical Center						•			
Kinnelon School District						•			
Kipnis Physical Therapy and Sports Medicine						•			
Kitch Italian Bistro	•								
Kitov Sachra	•								

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Kouli's OT Sensory Gym						•			
LADACIN Network						•			
Lakeland Health Care Center						•			
Lakewood Courtyard						•			
LEBA Therapeutic Services Inc.						•			
Lee's Developmental Services						•			
Lenox Hill Hospital		•							
Lincoln Park Health Care Center						•			
Little Wonders, Inc						•			
Loeb House, Inc						•			
Long Island Care Center						•			
Los Niños Services, Inc.						•			
Machon Raaya	•								
Maimonides Medical Center						•			
Makes Sense NYC						•			
Mane Stream						•			
Manhattanville Health Care Center						•			
Maple Glen Center				•					
Market Street Surgical Center							•		
Marlton Rehabilitation Hospital						•			
Matawan-Aberdeen Regional School District						•			
Matheny Medical and Educational Center						•			

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MCRC PT						•			
Meadowlands Hospital Medical Center		•					•		
Meadowlands Regional Chamber of Commerce	•								
Medford Care Center						•			
Melbourne Terrace						•			
Mesores Rochel	•								
Metropolitan Hospital							•		
Middletown Board of Education						•			
Middletown Medical		•							
Mid-Hudson WCMC		•							
Midland School						•			
Mighty Minds and Muscles						•			
Milford Manor						•			
Millburn Township Public Schools						•			
Miriam Skydell and Associates						•			
Monmouth Medical Center		•				•			
Montefiore Medical Center		•							
Moriah Schools						•			
Morningside Nursing and Rehabilitation Center						•			
Morris View Health Care Center						•			
Mount Arlington Public Schools						•			
Mount Sinai Beth Israel Medical Center		•							

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Mount Sinai Mobile		•							
Mount Sinai West Hospital		•							
Mountainside Hospital		•							
Nachlas Bais Yaakov	•								
NANPOC OT, PC						•			
Nassau BOCES						•			
National Center for Competency Testing									•
National Healthcareer Association									•
National Technical Honor Society									•
Navix Diagnostics		•							
New Century Spine and Outpatient Surgical Institute							•		
New Life Adult Day Care Center						•			
New York Institute for Special Education						•			
New York League for Early Learning						•			
New York Presbyterian Hospital		•							
Newark Beth Israel Hospital		•							
Nick Roselli Occupational Therapy						•			
NJ Heart		•							
NJ Vein Care		•							
NJEDDA						•			
North Hills Academy						•			
North Jersey Cardiovascular Consultants		•							

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
North Jersey Friendship House	●								
Northern Riverview Health Care Center						●			
Northern Valley School District						●			
Northwest Essex Community Healthcare Network						●			
Northwest Jersey Ambulatory Surgery Center							●		
NovaCare Rehabilitation						●			
NPort Staffing						●			
NY State Psychiatric Institute						●			
Nyack Hospital		●							
NYSHA Clinic						●			
NYU Langone Medical Associates		●							
NYU School of Medicine		●							
Occupational Therapy Associates of NY						●			
Occupational Therapy by Miriam P.C.						●			
Occupational Therapy Consultants						●			
Occupational Therapy Plus						●			
Ocean Hill Collegiate Charter School						●			
Old Hook Medical		●							
OMNI Rehab						●			
One on One Occupational Therapy						●			
On-Site Cardiovascular Imaging		●							
On-Site Diagnostics Imaging		●							

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
Orange Regional Medical Center:		•				•	•		
Orange Ulster BOCES						•			
Orthopedic and Spine Institute of New Jersey							•		
OSM PC						•			
OT Aspekts						•			
OT Thrive						•			
Our Lady of Mercy/Wakefield Hospital		•							
Paramus Board of Education						•			
Paterson Public Schools						•			
Peak Motion Physical Therapy						•			
Pediatric OT Solutions						•			
Pediatric Potentials						•			
Pediatric Therapy Holdings, Inc.						•			
Pediatric Therapy Services						•			
Pequannock Township Public Schools						•			
Perfect Playground						•			
Performance Pediatrics						•			
Phelps Memorial Hospital		•					•		
Phoenix Center						•			
Physical Therapy and Wellness Center						•			
Pine Valley Rehab and Nursing Center						•			
Plaza Regency at Park Ridge				•		•			

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
Pocono Medical Center		•							
Power Play Therapy Center						•			
Precision Rehab						•			
Preferred Therapy Solutions						•			
Premier Therapy Services						•			
Prime Heart		•							
Prime Rehabilitation Services						•			
Professional Orthopedic & Sports Physical Therapy, PC						•			
Progressive Hand Therapy						•			
Progressive Health of PA						•			
Progressive Therapy						•			
Prospect Heights Care Center	•					•			
Putnam Hospital							•		
Quality Care Speech Center						•			
Queens Center						•			
Queensboro Occupational						•			
Ramsey School District						•			
Randolph Board of Education						•			
Ready Set Grow						•			
Reebel Wellness						•			
Refuah Health Center						•			
Regeis Care Center						•			

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
Regent Care Center						•			
Region III Council for Special Education						•			
Regional School District V						•			
Rego Park Adult Day Health Care at Linden Hill						•			
Rehab Institute of New Jersey						•			
RehabCare						•			
Rehabilitation Associates of Brooklyn						•			
Renaissance Hotel at the Meadowlands	•								
Rickard Rehabilitation						•			
Ridgefield Public Schools						•			
Ridgewood Pediatric Therapy Associates						•			
Riotto Funeral Home			•						
River Drive Surgery and Laser Center							•		
Robert Wood Johnson University Hospital		•							
Robert Wood Johnson University Hospital, Rahway						•			
Rock Brook School						•			
Rockaway Township School District						•			
Rocking Horse Therapy						•			
Rockland BOCES						•			
Rockland Plastic Surgery Center							•		
Rockland Psychiatric Center						•			
Roxbury Board of Education						•			



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Rye Brook Cardiology and Vascular Medicine		●							
School for Children with Hidden Intelligence						●			
Sea Crest Health Care Center						●			
Select Medical Rehabilitation Services, Inc.						●			
Select Rehabilitation Inc.						●			
Senior Rehab Solutions						●			
Sensory Freeway						●			
Sensory Kids LLC						●			
Sensory Playground						●			
Sensory Smart Therapy Services						●			
Sensory Street Pediatric						●			
Shield Institute						●			
Shore Kids Pediatric Therapies						●			
Shoreview Nursing Home						●			
Skills on the Hill LLC						●			
Sono Networks Inc.		●							
South Hampton Hospital						●			
Sovereign Health Surgicare of Mahwah							●		
Sparta Township Public Schools						●			
Special Children's Center						●			
Spectrum for Living						●			
Sports Care 1						●			

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Springboard Therapy						•			
Springhill Senior Communities				•	•				
St. Anthony's Hospital		•							
St. Barnabas Medical Center, Livingston						•			
St. Clare's Hospital						•	•		
St. John's Riverside		•					•		
St. Joseph's Hospital		•							
St. Joseph's Regional Medical Center		•			•	•			
St. Luke's Cornwall Hospital						•	•		
St. Mark's World						•			
St. Mary's Hospital		•							
St. Michael's Hospital		•							
Stacey Kessler, OTR/L						•			
Stamford Hospital							•		
Staten Island University Hospital							•		
Stern Rehab						•			
Strulowitz & Gargiulo Physical Therapy						•			
Suburban Physical Therapy						•			
Sullivan County BOCES						•			
Summit Hand and Upper Extremity Rehabilitation						•			
Sunny Days Sunshine Center						•			
Sunshine Adult Day Care Center						•			

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Sweet Home Adult Day Care						•			
Tandem Management						•			
Taunton State Hospital						•			
Tender Touch Rehabilitation Services, LLC						•			
The Alpha Beta Kappa National Honor Society									•
The Hindu Funeral Home			•						
The National Society of Leadership and Success									•
The Vascular Experts		•							
The Vein Institute of New Jersey		•							
Theradynamics Rehab Management						•			
Theranorth Services						•			
Therapies "R" Us						•			
Theraplay						•			
Therapro Corf, LLC						•			
Therapy Fun Place, LLC						•			
Therapy Gym						•			
Therapy Services of Greater New York						•			
Therapy Tree						•			
Therapy West, Inc and Play Studio						•			
Theratots						•			
Tiny Tots Therapy						•			
Torah Academy for Girls						•			

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Totville						•			
Trinitas Children's Therapy Services						•			
Trinitas Hospital		•							
Turning Point OT						•			
Union County Educational Services Commission						•			
United Cerebral Palsy Association of Nassau County						•			
United Cerebral Palsy Center of New York						•			
Universal Institute for Rehabilitation						•			
Universal Progressive Therapy						•			
University Hospital		•							
Upper East Side						•			
Upper Saddle River School						•			
VA Hudson Valley Health Care Systems		•				•			
Valley Hospital		•					•		
Valley Physicians		•							
Valley View Center- Nursing Care						•			
Van Dyk Healthcare of Ridgewood						•			
Van Dyk Rehab Center						•			
Vantage Health System						•			
Vassar Brothers Medical Center		•					•		
Vein and Laser Center of New Jersey		•							
Vernon Township School District						•			

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Veterans Administration - New Jersey Health Care System							•		
Voorhees Care and Rehabilitation Center						•			
Wanaque Center for Nursing and Rehabilitation				•					
Warren County Special Services						•			
Washington Township Schools						•			
Wayne Township Public Schools						•			
We Care Adult Day Care Center						•			
Weisman Children's Hospital						•			
West Caldwell Care Center						•			
West Lawrence Care Center LLC						•			
Westchester Center for Rehabilitation Nursing						•			
Westchester Medical Center University Hospital		•							
Westchester Vascular, PLCC							•		
Westwood Regional School District						•			
White Oaks Nursing Home						•			
White Plains Hospital		•					•		
Willows at Ramapo						•			
Woodhaven Nursing Home						•			
Work N Play INC						•			
Wyckoff Board of Education						•			

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Organization	BH <sup>1</sup>	CVS	FS	LPN	RN/ BSN	OTA	ST	CT	AC <sup>2</sup>
YAI Rockland County Association for the Learning Disabled						•			
Yedei Chesed						•			

<sup>1</sup>The affiliated organizations are Israeli Jewish seminaries that participated in the Eastwick Study Abroad Program of the AAS in Business. Please contact the Hackensack campus director for additional information.

<sup>2</sup>Contact the Department of Academics for specific information on academic affiliations and agreements.

## Governing Board, Administration, and 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	
Robert Bocchino, Chair President Emeritus DeVry University	Joyce Savastano, Vice Chair Former President Passaic County School Counselors Association
Nicholas Minicucci, Chair Emeritus President and Founder The Molly Foundation	Modia Butler Partner Mercury Public Affairs
Ian Eastwick Attorney at Law Beattie Padovano, LLC.	Richard García President and CEO United Cities Credit Union
Carl Gargiulo Physical Therapist Strulowitz & Gargiulo Physical Therapy	Elise Glennon Executive Director New Jersey Sharing Network
James Kirkos President and CEO Meadowlands Regional Chamber of Commerce	Diane Mei Ultrasound Clinical Specialist St. Jude Medical
Desserie Morgan Assistant Vice President, Nursing Maimonides Medical Center	Aníbal Ramos Director Department of Economic Development, Training and Employment Essex County, New Jersey
Julian Schulman Attorney at Law Schulman and Kissel, P.C.	Mark Sparta President and Chief Hospital Executive, Hackensack University Medical Center Executive Vice President, Population Health, Hackensack Meridian Health
Lou Stellato President, Stellato Funeral Homes Chairman, Democratic Committee of Bergen County	Shavonda Sumter Assemblywoman, 35 <sup>th</sup> District, State of New Jersey President and CEO, Children's Health and Family Services
Scott Vanderhoef, Esq. Former Executive Rockland County, New York	Deborah Visconi President and CEO New Bridge Medical Center

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

Senior Administration	
<b>Rafael Castilla</b> Provost and Executive Vice President MD, Juan N. Corpas School of Medicine MBA, Rider University	<b>Bhavna Tailor</b> Executive Vice President for Operations AAS, Eastwick College; Certificate, HoHoKus RETS-Nutley School
<b>Christy Delaguerra</b> Vice President for Financial Aid AAS, Eastwick College	

Corporate Staff	
<b>Kellyanne Cable</b> Corporate Director of Records and Registration Associate Corporate Compliance Officer AAS, Eastwick College	<b>Sisalee M. Hecht</b> Corporate Director of Library Services MSLIS, Long Island University; BA, Fairleigh Dickinson University
<b>Marsha Jurewicz</b> Corporate Director of Distance Education EdD, The College of William and Mary; MS, BS, Mississippi State University	<b>Joseph Neyman</b> Corporate Director of Information Technology Diploma, HoHoKus RETS-Nutley

Campus Administration	
<b>Sameh Faragalla</b> Director, Ramsey Campus MD, Alexandria University	<b>Abylash George</b> Director, Hackensack Campus Corporate Director of Special Projects BA, Ashford University; AAS, Eastwick College
<b>Carol Dorazio</b> Director, Nutley Campus Corporate Director of Assessment MS, DeVry University; BS, Montclair State University; Diploma, HoHoKus RETS	

Academic Department Staff	Campus		
	Ramsey	Hackensack	Nutley
<b>Linda Vinci</b> Dean of Academics MSN, BSN, Seton Hall University	●		
<b>Dawood Guirguis</b> Dean of Academics, Hackensack Campus; Director of Health Science MD, Cairo University		●	
<b>Marie Elmiry</b> Dean of Academics; Lead Instructor, Health Science MD, Alexandria University			●
<b>Roseann Vernon</b> Associate Dean – Evening Med, Pennsylvania State University; BA, William Paterson University		●	
<b>Scott Kloorfain</b> Associate Dean – Evening DC, New York Chiropractic; BA, Rutgers University	●		



Academic Department Staff	Campus		
	Ramsey	Hackensack	Nutley
<b>Sunil Patel</b> Medical Director of Cardiovascular Sonography MD, Pramukhswami Medical College	●		●
<b>Lisa DiLauri</b> Director of Cardiovascular Sonography BS, AAS, Eastwick College; RDCS, RCS, RVS, CCT, CAHI, CPI Fellow of the American Society of Echocardiography	●		●
<b>Tina Feorenzo</b> Associate Director of Cardiovascular Sonography AAS, Eastwick College; RCS, CAHI, CPI			●
<b>Caren Lask</b> Clinical Coordinator, Vascular Technology and Adult Echocardiography AAS, Eastwick College; RCS, RVS	●		●
<b>Heather Sabatelli</b> Clinical Coordinator, Vascular Technology and Adult Echocardiography BS, Rutgers University; Diploma, Eastwick College & HoHoKus Ramsey; RCS, RVT	●		
<b>Kyle P. Ledford, Sr.</b> Director of Funeral Service Education MS, Montclair State University; BA, Hampton University; Diploma, American Academy McAllister Institute of Funeral Service; CFSP		●	
<b>Coreen Simmons</b> Director of Nursing, Hackensack Campus PhD, Indiana University of Pennsylvania; DNP, St. Peter's University		●	
<b>Emma Nabo</b> Corporate Director of Nursing MSN, University of Phoenix; BSN, Cagayan Capitol College	●		
<b>April Griseto</b> Director of Nursing, Ramsey Campus MSN, Wheeling University	●		
<b>Kimberly Aiello</b> Interim Director of Occupational Therapy MS, Rutgers University; MS, BS, Misericordia University; OTR/L	●		
<b>Joyce Marchione-Traina</b> Director, Lakewood Satellite Location & Business Programs JD, Seton Hall University School of Law; MBA, Farleigh Dickinson University; BS, Montclair State University		●	●
<b>Jamilyn Ambrosky</b> Academic Fieldwork Coordinator MS, Thomas Jefferson University; BS, Thomas Jefferson University, OT	●		
<b>Sara Scott</b> Academic Fieldwork Coordinator MS, State University of New York, Downstate Medical Center; BA, Queens College, OT	●		
<b>Karen Chambers</b> Director of Surgical Technology MHA/Ed, University of Phoenix; BA, Berkeley College; CST, New York University Fellow of the Association of Surgical Technologists	●		

Student Services	Campus		
	Ramsey	Hackensack	Nutley
<b>Admissions</b>			
Mobina Elsebai Director of Admissions MSHS, Post University; BS, Molloy College	●		
Monica Laina Director of Admissions Diploma, HoHoKus School of Business and Medical Sciences		●	
Ivelisse Pabon Director of Admissions AAS, Eastwick College			●
<b>Registrar</b>			
Brianna Generelli Associate Registrar AA, Bergen Community College	●		
Ashontae McElveen Assistant to the Registrar AAS, Eastwick College		●	
Shirley Capurro Assistant to the Registrar BA, William Paterson University		●	
Emilia Dzieniszewska Registrar AAS, Eastwick College			●
<b>Career Services</b>			
Jennifer Bate Director of Career Services BA, State University of New York at Stony Brook	●		
Dorothy Ballistreri Director of Career Services AAS, Bergen Community College		●	
Barbara Chiarieri Director of Career Services Certificate, The Berkeley School			●
<b>Financial Aid</b>			
Enrique Perero Director of Financial Aid AA, Hudson Community College; Diploma, HoHoKus Hackensack School		●	
Marlyn Rabelo Director of Financial Aid Certificate, HoHoKus Hackensack School			●

Faculty	Campus		
	Ramsey	Hackensack	Nutley
<b>General Education</b>			
Brenda Byrd MS, The Lincoln University	●		
Lawrence Elcock PhD, The City University of New York	●		
Michael Gerbasio MA, Seton Hall University; BA, Montclair State University	●		
Hani Gergis BA, Alexandria University			●
Frank Giallombardo MS, Fordham University; BS, St. John's University		●	
Vanessa Jean-Louis MS, Columbia University; BA, New Jersey City University			●
Keith Kaplan MBA, New York University; BA, Stanford University	●		
Sarah Leslie MA, Osmania University (India)	●	●	●
Barbara Levine MA, Manhattan College; BA, Lehman College	●		●
George Ly MA, New York University; BA, New Jersey City University			●
Anthony Manrique DC, Palmer College of Chiropractic; BS, St. Peter's University	●		
Ali Moghani PhD, Iran University of Science and Technology		●	
Patricia Nicholas MS, Tufts University	●		
Beth Newman MA, BA, Montclair State University		●	
David Nash MFA, Arizona State University			●
Michael Pinckney MS, Stevens Institute of Technology	●	●	●
Janice Powell MS, Mercy College	●		
Marwin Rapkin MS, Rutgers University; BS, Saint Peter's College	●		
<b>Business, Computer Science, and Law Courses</b>			
Frank Benna MBA, BS, Rutgers University			●

Faculty	Campus		
	Ramsey	Hackensack	Nutley
<b>Malka Berney</b> MS, Fairleigh Dickinson University; BA, Thomas Edison State University		●	
<b>Leah Blum</b> BS, The University of Alabama		●	
<b>Leonard Chirido</b> BA, Rutgers University			●
<b>Joycce Essig</b> BS, Fairleigh Dickinson University		●	
<b>Leah Jacobowitz</b> BS, The University of Alabama		●	
<b>Peter Lee</b> MBA, Fairleigh Dickinson University			●
<b>Miriam Parnes</b> BS, Touro College		●	
<b>Hannah Rozen</b> MA, BBA, Cleveland State University		●	
<b>Harry Zubalsky</b> JD, Vermont Law School; BA, State University College at Buffalo	●	●	
<b>Natural Sciences</b>			
<b>George Armanious</b> MD, Cairo University of Medicine			●
<b>James Bigos</b> MA, Montclair State University; BS, East Stroudsburg University	●		
<b>Joseph Dos</b> BS, South Valley University			●
<b>Mary Gad</b> MD, University of Medicine Alexandria			●
<b>Patrick Gallagher</b> MA, Caldwell University; BA, Fairleigh Dickinson University	●		
<b>Andrew Haroun</b> MD, Touro College of Medicine	●		
<b>Clifford Haymes</b> DC, New York Chiropractic College		●	
<b>Medhat Kanas</b> MD, Ain Shams University			●
<b>Marian Khalil</b> MD, Minia University	●		●
<b>Michael Kloorfain</b> DC, New York Chiropractic College	●		
<b>Scott Kloorfain</b> DC, New York Chiropractic College	●		

Faculty	Campus		
	Ramsey	Hackensack	Nutley
Leslie Levine DPM, New York College of Podiatric Medicine; BA, University of Bridgeport	●		
Phoebe Mesiha MD, Cairo University of Medicine		●	
Bechoy Metias MD, Menofia University			●
Ehab Salib MA, Ain Shams University			●
Mamdouh Sorial MD, Alexandria University			●
Alan Warren DPM, Rosalind Franklin University of Medicine and Science; BA, Rutgers University	●		
Wagih Youssef MD, Ain Shams University		●	
<b>Cardiovascular Sonography</b>			
Bayan Abuawadeh AAS, Eastwick College, RCS			●
Tracie Boss BS, Eastwick College, RCS	●		●
James Calero MHA, Seton Hall University	●	●	
Melissa Clarken Bonse AAS, Eastwick College, RDCS			●
Christine Fahmy BS, George Mason University	●		
Karen Glista-Nunez BA, William Paterson University; Diploma, Eastwick College; RVS	●		●
Emily Henion AAS, Eastwick College, RCS, RVS	●		
Brianna Innarella BS, Caldwell University; AAS, Eastwick College, RDCS	●		
Michelle Morgan BS, AAS, Thomas Edison State College; Diploma, Eastwick College	●		●
Jesus Muñoz AAS, Institute of Allied Medical Professions, RDMS, RVT	●		●
Jacqueline Nordman BS, Eastwick College, RCS			●
Syeda Heraa Rehan-Hashimi AAS, Eastwick College, RCS			●

Faculty	Campus		
	Ramsey	Hackensack	Nutley
Jess Rittgers AAS, Eastwick College; RCS, RVT			●
Walter Rose MS, Johns Hopkins University	●		
Tammy Ryan AAS, Eastwick College; RCS	●		
Karolyna Sobstyl BS, AAS, Eastwick College, RCS	●		
Marian Sous BS, Beni-Suef University			●
Amanda Williams AAS, Eastwick College, RCS	●		
<b>Electronics</b>			
David Chang Lead Instructor, Computer Technology MS, New York University; MS, National Tsing Hua University			●
Sumit Balgavhar PhD, Indian Institute of Technology			●
Amos Dertes MBA, University of Phoenix			●
Roger Nabalma MS, University of Aube Nouvelle			●
Mohamad Rustom-Chami MS, Boston University			●
<b>Funeral Service</b>			
Jason Campagna BS, University of Phoenix; AAS, Mercer County Community College		●	
Shawn'te C. R. Harvell BS, SUNY College of Technology; Diploma, American Academy McAllister Institute of Funeral Service		●	
Ms Madonna BS, Montclair State University; Diploma, American Academy McAllister Institute of Funeral Service		●	
<b>Heating, Ventilation, Air Conditioning, and Refrigeration Technology</b>			
Robert DePaul Lead Instructor, Heating, Ventilation, Air Conditioning & Refrigeration Technology Certification, EPA Universal			●
Gary Bliss Certification, EPA Universal			●
Ahmed Harb Certificate, Eastwick College			●

Faculty	Campus		
	Ramsey	Hackensack	Nutley
Jonathan Lisojo Certificate, Eastwick College			●
Peter Ruffo Master HVAC Contractor, State of New Jersey			●
<b><i>Health Science and Medical Billing &amp; Coding</i></b>			
Lee DeMarco Certificate, Eastwick College		●	
Germein Ibrahim BPH, Cairo University			●
Andri Matos MA, Montclair State University	●		
Lisa Penque Certificate, HoHoKus RETS-Nutley			●
Sheryl Raleigh BA, Ashford University; Diploma, Eastwick College	●		
Sarah Salib University of Medicine Alexandria	●		●
Rosemary Velásquez Lead Instructor, Medical Billing and Coding MHA, Seton Hall University; BS, Purdue University Global			●
<b><i>Nursing</i></b>			
Eleonor Almenana BSN, Central Philippine University	●	●	
Melanie Cardona MSN, Ramapo College; BSN, University of Scranton	●	●	
Ana Rose Cenit BSN, William Paterson University	●	●	
Ashley D'Elia DNP, Walden University	●	●	
Marie Dezart MSN, Felician College; BSN, Felician College	●	●	
Meo En Dong MSN, Fairleigh Dickinson University	●		
Dana Fody MSN, Chamberlain University	●	●	
Ray García BSN, Seton Hall University	●	●	
Mary Jane Genuino DNP, Rutgers University	●		
Reny Joseph MSN, William Paterson University	●	●	

Faculty	Campus		
	Ramsey	Hackensack	Nutley
Noli Imperial BSN, University of St. La Salle	●		
Sharon Saglimbene MSN, St. Elizabeth University	●		
Joseph Scarano MSN, Ramapo College; BSN, Seton Hall University; BA, Dominican College	●	●	
Christine Truhn BSN, Thomas Edison State University	●	●	
Margarita Vega BSN, Javeriana University	●	●	
Martiniana Villa BSN, University of San Carlos	●	●	
Marjorie West-Lawrence MSN, Fairleigh Dickinson University; BSN, Kean University	●	●	
Julie Van Houten MS, St. Elizabeth University	●	●	
<b>Occupational Therapy</b>			
Kimberly Abramsohn MS, Shenandoah University, OT	●		
Kimberly Clark MS, Seton Hall University; BS, William Paterson University; OT	●		
Kevin Csernecky MS, BS, Dominican College, OT	●		
Kathleen Flatley MS, BS, Dominican College; OT	●		
Phyllis Lippman BS, SUNY Downstate Medical Center; OT	●		
Noreen O'Keefe-Bloomer OTD, Chatham University; MS, Dominican College; OT	●		
Christina Saks BS, Dominican College; OT	●		
Danielle Shedlock BA, Fairleigh Dickinson University; AAS, Eastwick College; OT	●		
Denise Yost MS, BS, Dominican College; BA, Stockton University; OT	●		
<b>Surgical Technology</b>			
Ben Chambers BS, University of Phoenix; AAS, Berkeley College; Certificate, Long Island University, CST	●		
Elizabeth O'Brien MS, BS, University of Phoenix	●		
Jennifer Nadler AAS, Eastwick College	●		



Faculty	Campus		
	Ramsey	Hackensack	Nutley
Joshua Pilgrim AAS, Eastwick College	●		
Giselle Rodríguez BS, Rutgers University	●		
Sherry Solis-Olivo BSW, St. Bridget College	●		
Yara Zapata-Gámez BA, Rutgers University	●		

## Admissions

### General Procedure

For admission to Eastwick College, applicants must interview with an admissions representative to obtain information about curriculum characteristics and professional profiles of our programs in each of their areas of interest. Applicants who determine that an Eastwick program is right for them must submit proof of high school completion or GED equivalency, complete and application for admission, and take an admission exam.

Applicants to all programs (with the exceptions noted under the Special Programmatic Requirements section) take an admission exam to evaluate the applicants' skills in reading, writing, and mathematics. Results from the exam are used to advise applicants about program selection.

The director of admissions oversees the admission process, and the campus director makes the final decision for acceptance. Applicants are notified promptly after this review.

### Health, Criminal Background Checks, and Liability

Students in programs that include a practicum, clinical, fieldwork, or externship experience must meet all health requirements to be eligible to start their rotations. Documentation may include health forms, titer measurements, influenza vaccination, and immunization records. Drug screenings may be required before beginning (and in certain cases during) clinical rotations. Positive findings may deter students from completing the clinical portion of the program and graduating. A copy of the Eastwick College health form must be submitted and kept on file while enrolled. Once the student leaves the college or graduates, the college reserves the right to shred all health-related records. Prospective and admitted students are advised to maintain their own copies of health records. Clinical instructors may remove a student from a clinical setting if they determine that changes in the student's health status will affect his or her ability to perform safely.

Criminal background checks will be completed on all students in programs with a practicum, clinical, fieldwork, or externship experience. Arrests (in certain cases) and prior conviction of a felony or certain misdemeanors may make students ineligible to participate in these experiences and affect their program completion or job placement. Students convicted of a felony or misdemeanor while they are enrolled in the program must 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**

Attendance at an orientation session for new students is required before starting a program and held prior to the beginning of each term. College staff present institutional regulations and distribute schedules. Orientation provides new students the opportunity to become familiar with the campus and to meet informally with 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. Programs with specialized accreditation may require additional orientation activities.

## **Special Programmatic Requirements**

### ***Licensed Practical Nursing***

Applicants to the Licensed Practical Nursing (LPN) program take the ATI Test of Essential Academic Skills (TEAS) as an admission exam. A composite score of 58.7 or higher is required. Remediation and retake options are available, within specific time frames, for students who fail the TEAS (please see admissions representative for information specific to your case).

### ***Bilingual Licensed Practical Nursing Program***

Applicants to the Bilingual Licensed Practical Nursing (BLPN) program take the Accuplacer ESL exam, which evaluates reading, sentence meaning, language use, and listening. A score of 75 is required on the ESL Reading Skills, ESL Sentence Meaning, and ESL Language Use sections. A score of 65 is required on the ESL Listening section. If an applicant scores below these requirements, the campus director will conduct a review of the results and issue an admission determination.

### ***AAS in Nursing (LPN-to-RN) & BS in Nursing (LPN-to-BSN)***

**Applicants must meet the following criteria:**

1. Have graduated from an accredited licensed practical nursing (LPN) program
2. Have a valid, unencumbered LPN license
3. Testing requirements:
  - a. LPN program cumulative grade point average (CGPA) < 3.25
    - Achieve a composite score of 60% or higher on ATI's Test of Essential Academic Skills (TEAS)
    - Achieve a Level 2 or higher on ATI's Nursing Fundamentals exam
  - b. LPN program CGPA ≥ 3.25
    - The TEAS testing requirement is waived
    - Achieve a Level 2 or higher on ATI's Nursing Fundamentals exam
4. Submit a completed health form meeting the following requirements: current immunity against MMR, varicella, Tdap, and Hep B; full COVID-19 vaccination; seasonal flu vaccination; two-step PPD or QuantiFERON; urine toxicology 10-panel drug screen; and current certification of good health
5. Pass a criminal background check
6. Submit a current insurance liability policy as student nurses
7. Attend the RN Student Orientation Seminar.

## ***AAS in Funeral Service***

To be admitted to the AAS in Funeral Service program, a new applicant to the college must:

1. Meet with an admission representative to receive information about the characteristics of the program, student responsibilities, and professional profiles in the funeral service profession;
2. Determine, based on a clear understanding of the information discussed in #a and b above that the program is right for him/her;
3. Submit an official high school transcript or GED equivalency;
4. Take the ACCUPLACER exam (no score is required; results are used for future tracking of developmental activities in English and mathematics); and
5. Complete a criminal background check.

Applicants who meet the above admission requirements for the program will be admitted into the program and allocated on a **first-come, first-served** basis to the next available start date in the applicant's preferred (day or evening) session. Eastwick College has four start dates per calendar year in both the day and evening sessions: late January, late April, late July or early August, and late October). Please see the enclosed academic calendar for specific dates.

## ***AAS in Occupational Therapy Assistant***

The AAS in Occupational Therapy Assistant (OTA) program has a limited enrollment capacity, which is assessed periodically and is determined by several factors, including active student enrollment and fieldwork placement capacity. Students who meet admission requirements to the OTA program as new applicants or transfers from other programs will be allocated to quarterly program start dates on a first-come, first-served basis. For additional information about this program, please consult the OTA Student Handbook.

## **Distance Education Program**

### ***Distance Education Methods***

Eastwick College offers certain courses in its programs online using the Canvas online platform. Available courses are identified with the acronym "DE" next to the course name in the Course Descriptions section of this catalog. Depending on the course's content, its delivery may be 100% online or a combination of online and face-to-face activities, such as laboratory, clinical/fieldwork/externship experience, and on-campus testing. Faculty inform students about specific course information, such as expected learning outcomes, course activities, and assessment of student learning, through the course syllabus.

### ***Academic Credit***

The final grade earned in a distance education course will count toward the calculation of Satisfactory Academic Progress and the graduation requirements of the program in which it is included.

### ***Student Services***

Students may access services related to distance education from within the course portal in the Canvas platform. Other services may be accessed in person, when students are scheduled to attend campus-based activities, or via telephone or e-mail.

## ***Admission Requirements***

Students who wish to enroll in programs that include distance education courses must take the Distance Learning Assessment. Students with disabilities who may require accommodations to participate in online-based activities must contact the campus' dean of academics.

## ***Orientation to the Online Course Environment***

All students enrolled in online courses will be required to take a training course to learn how to navigate and use the Canvas learning management system.

## ***Equipment Requirements***

Students enrolled in online courses must have access to a computer (desktop or laptop), tablet, or smartphone with reliable Internet access. Access the Eastwick College library will be available through the Canvas learning management system. Access to e-books is provided through the publishers' online platforms.

## ***Identity Verification and Student Privacy***

Students enrolled in online courses will receive a secure username and temporary password, which must be changed upon initial log-in. After the initial setup, a two-step verification will be required to access the online course. Eastwick's Online Learning Privacy Policy is included with the materials of each online course.

## ***Fees***

Program tuition and fees are disclosed through the Eastwick College Catalog. There are no additional fees associated with enrollment in online courses.

## ***Students with Disabilities***

All students requesting accommodation due to disabilities must register with their state's Department of Vocational Rehabilitation (DVR). The evaluation completed by DVR must be presented to the campus director to determine what reasonable accommodations can be offered.

## ***Class Schedule***

Eastwick College's classes meet Monday through Friday between 8 a.m. and 11 p.m. Classes may also be offered on Saturdays and Sundays from 8 a.m. to 8 p.m. to meet academic requirements or address special group needs. Clinical and laboratory experiences may have earlier starting times and later ending times and may also be offered on Saturdays and Sundays. The school year is divided into four 12-week terms, except for the evening Heating, Ventilation, Air Conditioning and Refrigeration Technology program, which is offered in 8-week modules, and the Computer Concepts and Applications program, which is offered in 4-week modules.

## ***Maximum Number of Students***

Lecture courses have a maximum of 40 students. Maximum number of students in a laboratory varies depending on the specific setting, with a maximum of 10 students for each laboratory instructor.

## 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 meet the dress code requirements of affiliated institutions.

## Academic Calendar 2023

(All programs except evening Heating, Ventilation, Air Conditioning and Refrigeration Technology)

<i>Dates</i>	<i>Description</i>
<b>Winter Term</b>	
January 23	Term starts
February 20	College closed
April 15	Term ends
April 17-21	Recess – no classes held
<b>Spring Term</b>	
April 24	Term starts
May 29	College closed
July 4	College closed
July 15	Term ends
July 17-21	Recess – no classes held
<b>Summer Term</b>	
July 24	Term starts
September 4	College closed
October 14	Term ends
October 16-20	Recess – no classes held
<b>Fall Term</b>	
October 23	Term starts
November 23-24	College closed
January 20, 2024	Term ends
December 25 – January 1	Recess – no classes held

## Academic Calendar 2023

(Evening Heating, Ventilation, Air Conditioning and Refrigeration Technology program)

<i>Dates</i>	<i>Description</i>
<b>Term 1</b>	
January 2	Term starts
February 20	College closed
February 24	Term ends
<b>Term 2</b>	
February 27	Term starts
April 28	Term ends
April 17-21	Recess – no classes held
<b>Term 3</b>	
May 1	Term starts
May 29	College closed
June 23	Term ends
<b>Term 4</b>	
June 26	Term starts
July 4	College closed
July 17-21	Recess – no classes held
August 26	Term ends
<b>Term 5</b>	
August 28	Term starts
September 4	College closed
October 16-20	Recess – no classes held
October 27	Term ends
<b>Term 6</b>	
October 30	Term starts
November 23-24	College closed
December 22	Term ends
December 25 – January 1	Recess – no classes held

## Academic Calendar 2024

(All programs except evening Heating, Ventilation, Air Conditioning and Refrigeration Technology)

<i>Dates</i>	<i>Description</i>
<b>Winter Term</b>	
January 22	Term starts
February 19	College closed
April 13	Term ends
April 15-19	Recess – no classes held
<b>Spring Term</b>	
April 22	Term starts
May 27	College closed
July 4	College closed
July 13	Term ends
July 15-19	Recess – no classes held
<b>Summer Term</b>	
July 22	Term starts
September 2	College closed
October 12	Term ends
October 14-18	Recess – no classes held
<b>Fall Term</b>	
October 21	Term starts
November 28-29	College closed
January 18, 2025	Term ends
December 25 – January 1	Recess – no classes held

## Academic Calendar 2024

(Evening Heating, Ventilation, Air Conditioning and Refrigeration Technology program)

<i>Dates</i>	<i>Description</i>
<b>Term 1</b>	
January 2	Term starts
February 19	College closed
February 23	Term ends
<b>Term 2</b>	
February 26	Term starts
April 26	Term ends
April 15-19	Recess – no classes held
<b>Term 3</b>	
April 29	Term starts
May 27	College closed
June 21	Term ends
<b>Term 4</b>	
June 24	Term starts
July 4	College closed
August 23	Term ends
July 15-19	Recess – no classes held
<b>Term 5</b>	
August 26	Term starts
September 2	College closed
October 25	Term ends
October 14-18	Recess – no classes held
<b>Term 6</b>	
October 28	Term starts
November 28-29	College closed
December 20	Term ends
December 25 – January 1	Recess – no classes held



## Credit Calculation

### *Academic Credit*

Eastwick College uses the quarter credit unit of academic measurement as described in the following table:

Unit	Minimum Contact Hours Required		
	Didactic	Laboratory	Clinical/Practicum
Quarter Credit	10	20	80

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 contact hours and will be awarded credit reflecting that 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 contact hours) and out-of-class clock hours.

### **Transfer Credits**

Previous training is recognized. The academic department processes transfer credits according to the following procedures and regulations:

### *Administrative Procedure*

Prospective students must request an official transcript (see #1 below for delivery options). Once received, the admissions representative submits it along with a completed Transfer Credit form to the academic department.

The academic department returns the Transfer Credit form to the student and his or her admissions representative with an official response. 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<sup>1</sup>, the academic department 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 academic department through a Transfer Credit 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.

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<sup>1</sup> For students enrolled in the Eastwick Study Abroad Program (ESAP), the transcript may be received up to the end of the first week of the term in which the course is scheduled.

### ***Eastwick College Rules for Approval of Transfer Credits***

1. An official transcript obtained in one of the following ways is always required.
  - a. Sent to Eastwick College by the institution the prospective student attended.
  - b. Official issued to student delivered to Eastwick College in an unopened envelope with an unbroken seal.
  - c. Delivered electronically to Eastwick College through the National Student Clearinghouse.
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 required of American institutions; 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 nondegree programs taken at American postsecondary institutions (not accredited to grant degrees) may be considered when submitted as college credit recommendations on an American Council on Education (ACE) transcript or issued by the National College Credit Recommendation Service (NCCRS).
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 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. Credit for courses taken outside the time limit of ten years may be accepted for English/communications 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 depending on the student's educational background and work experience. A test-out procedure may be 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 or core+ courses in any program, except for:
  - a. Core courses in the AAS in Business and Hospitality, AAS in Health Science programs, and Medical Assisting.
  - b. Core courses in the BS in Nursing (LPN-to-BSN), pursuant to the current Admission and Transfer Credit Policy for the program, which is available in the Admissions Department.
  - c. Courses with ACE (American Council on Education) credit recommendations from institutions affiliated with Eastwick Education. Nursing courses from Eastwick College may be accepted within one year of their completion date.
  - d. Specific agreements with other institutions.
8. Transfer credit is not accepted for PD100 Professional Development.

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. 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. Transfer credit for active echocardiography and/or vascular registries may be awarded to prospective students seeking admission to the Bachelor of Science in Diagnostic Cardiovascular program. The award varies depending on the prospective student's educational and professional background. Please see the admissions department to find out whether this option applies to your individual situation.

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.

### ***Transfer Credit Residency Requirement***

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

### ***Program Transfers***

Students who wish to transfer to a different program within the college must submit a request in writing to the academic department and have a minimum Cumulative Grade Point Average (CGPA) of 2.0. Only completed courses meeting minimum grading requirements 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.

## Financial Information

### Schedule of Tuition and Fees

*(Effective June 16, 2023. This schedule is subject to change; please consult with the Department of Financial Aid for current information.)*

Program	Campus Code. <sup>1</sup>	Tuition per Credit	Total Credits	Total Tuition	Application Fee	Registration Fee	Books and Supplies	Total Cost
AAS in Business	HN	\$300	96	\$28,800	\$25	\$100	\$1,367	\$30,292 <sup>2</sup>
AAS in Diagnostic Cardiovascular Sonography	RN	\$320	119	\$38,080	\$25	\$100	\$2,396	\$40,601
AAS in Cybersecurity and Network Technology	N	\$340	99	\$33,660	\$25	\$100	\$2,235	\$36,020
AAS in Funeral Service	H	\$310	124	\$38,440	\$25	\$100	\$2,143	\$40,708
AAS in Health Science	RHN	\$300	97	\$29,100	\$25	\$100	\$1,821	\$31,046
AAS in Health Science - Health Information Technology Concentration	N	\$290	98	\$28,420	\$25	\$100	\$1,981	\$30,526
AAS in Nursing (LPN-to-RN Bridge Program)	RH	\$350	95	\$33,250	\$50	\$200	\$3,210	\$36,710
AAS in Occupational Therapy Assistant	R	\$370	101	\$37,370	\$25	\$100	\$2,546	\$40,041
AAS in Surgical Technology	R	\$335	101	\$33,835	\$25	\$100	\$1,217	\$35,177
BS in Diagnostic Cardiovascular Sonography	R	\$320	184	\$58,880	\$25	\$100	\$3,340	\$62,345
BS in Diagnostic Medical Sonography	R	\$320	194	\$62,080	\$25	\$100	\$3,281	\$65,486
BS in Nursing (LPN-to-BSN)	RH	\$350	180	\$63,000	\$50	\$200	\$5,130	\$68,380
Bilingual Licensed Practical Nursing	H	\$350	118	\$41,300	\$50	\$200	\$2,851	\$44,401
Business Administration with Computerized Accounting/Bookkeeping	HN	\$300	38	\$11,400	\$25	\$100	\$1,016	\$12,541
Business Operations and Accounting	N	\$300	28	\$8,400	\$25	\$100	\$826	\$9,351
Electronics and Computer Technology	N	\$340	58	\$19,720	\$25	\$100	\$1,458	\$21,303
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	N	\$275	90	\$24,750	\$25	\$100	\$678	\$25,553
Licensed Practical Nursing	RH	\$350	85	\$29,750	\$50	\$200	\$2,851	\$32,851
Medical Assisting	RHN	\$300	48	\$14,400	\$25	\$100	\$846	\$15,371
Medical Billing and Coding	HN	\$290	49	\$14,210	\$25	\$100	\$1,426	\$15,761
Patient Care Technician	RHN	\$300	45	\$13,500	\$25	\$100	\$886	\$14,511

### Department of Veterans Affairs' Pending Payment Compliance Statement

<sup>1</sup> Campus Code Key: R: Ramsey; H: Hackensack; N: Nutley

<sup>2</sup> Students in the AAS in Business who participate in the Eastwick Study Abroad Program pay a study abroad fee of \$4,400.

In accordance with Title 38 US Code 3679 subsection (e), Eastwick College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits While payment to the institution is pending from the VA, Eastwick College will not:

- Prevent the student's enrollment.
- Assess a late penalty fee.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class. (Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility.) A Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case manager issues it to the school.
- Provide written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.
- Complete a VA Section 1018 Form.

## Financing Your Education

The cost of tuition does not include the cost of transportation to and from school. **Financial aid is available for those who qualify.** 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 2023 - 2024 Aid Year range from \$767 - \$7,395 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's 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's degree. TAG value is based upon a student's financial need (as determined by the state formula), cost of attendance and funds available.
4. Federal Direct Subsidized Loan: If you qualify, you may borrow \$3,500 for the first academic year. A small insurance and origination fee are deducted. No payment is required while attending school. Repayment begins at the end of a 6-month grace period. More information is available on [studentloans.gov](http://studentloans.gov).
5. Federal Direct Unsubsidized 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. FSEOG: The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to college undergraduate program students in need of financial aid and does not need to be repaid. Awards range from \$100 to \$4,000 per year depending on the student's financial aid need.

7. 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 60 days after the school makes the last disbursement of the loan.
8. PNC Solution Loan: The PNC Solution Loan for Undergraduate students who are enrolled at least half time in a degree or certificate program offers a convenient way to pay for college after you have exhausted your federal loan options.
9. College Ave: The College Ave Student Loan product for undergraduates can help cover tuition and other education costs for students in associate and bachelor's degree programs.
10. 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.
11. NJ-GIVS: The Governor's Industry Vocations Scholarship for Women and Minorities (NJ-GIVS) will pay up to \$2,000 per year to women and minority students who reside in New Jersey for the cost of enrollment in a NJ-GIVS eligible certificate program.
12. Scholarships awarded by the Eastwick Foundation, a 501 (c)(3) nonprofit organization: Eligible Eastwick College students may apply for scholarships available through the Eastwick Foundation. Current scholarships are disclosed in the *Eastwick Foundation Scholarship Program*, which is updated periodically and may be obtained through the admissions department, online at <https://eastwick.edu/eastwick-college/financial-aid-information/>, or by contacting the Foundation's Executive Director Jeanne M. Patrican (phone: 201.327.8877; [jpatrican@eastwick.edu](mailto:jpatrican@eastwick.edu)).
13. Eastwick College Book Grant: Eastwick College offers a book grant that is an applied tuition/book discount to offset the cost of textbooks and a laptop. The discount is applied to the student's account each term. The student will be required to complete and sign the Equipment Acknowledgement Form, which outlines the conditions to use the laptop. The cost of the laptop will be charged to the student's account if the student does not complete the program. The Eastwick College Book Grant is awarded to all students through the financial aid office.
14. Waiver of application and registration fees: Prospective students may be eligible for a waiver of the application and registration fees. The information is disclosed in the *Policy on Application and Registration Fees*, which may be obtained through the admissions department or online at <https://eastwick.edu/eastwick-college/financial-aid-information/>.

***Remember, grants are free, but loans must be repaid!***

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

## Academic Policies

### Grading Scale

Core+ Courses Licensed Practical Nursing & Bilingual Licensed Practical Nursing			
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	
RPT	-	0	Course has been retaken
TRA	-	0	Transfer Credit
WD	-	0	Withdrew from course
WF	-	0	Withdrew while failing

Core+ Courses AAS in Occupational Therapy Assistant, AAS in Nursing & BS in Nursing			
Letter Grade	Percentage	Quality Points	Comments
A	90-100	4.0	
B+	85-89	3.5	
B	80-84	3.0	
F	Below 80	0	
RPT	-	0	Course has been retaken
TRA	-	0	Transfer Credit
WD	-	0	Withdrew from course
WF	-	0	Withdrew while failing

### Pass/Fail Courses

Course Information	
Content	Course Numbers
Certification/licensing exam preparation	BLS100, CA216, CVS109, CVS209, FNS211, HIT207, M165, N110, N207, OTA210, S241
Clinical courses in nursing programs	N101C, N103C, N105C, N106C, N108C, N114, NU415
Externship/fieldwork activities	CA215, CVS211, CVS212, CVS213, CVS214, DMS311, DMS411, FNS212, FNS213, HTM211, OTA211, OTA212, S250

Scale	
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	
RPT	-	0	Course has been retaken
TRA	-	0	Transfer Credit
WD	-	0	Withdrew from course
WF	-	0	Withdrew while failing

### ***Additional Grading Requirements in Programs with Specialized Accreditation***

Programs that require a minimum grade of C+ in Core+ courses for clinical, practicum, externship, or fieldwork (level II) eligibility	Programs that require a minimum grade of C in certain courses to graduate	
AAS in Diagnostic Cardiovascular Sonography AAS in Funeral Service AAS in Surgical Technology BS in Diagnostic Cardiovascular Sonography BS in Diagnostic Medical Sonography	Program	Courses
	AAS in Diagnostic Cardiovascular Sonography	BIO101, BIO201, M159, M160
	AAS in Funeral Service	BIO101, BIO201
	AAS in Occupational Therapy Assistant	BIO101, BIO201
	AAS in Surgical Technology	BIO101, BIO201, M159, M160
	Bilingual Licensed Practical Nursing	BIO101, BIO201, M159, M160, CNE101-105
	Licensed Practical Nursing	BIO101, BIO201, M159, M160

### **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; they vary depending on course characteristics and may include:

- Additional laboratory practice (including computer-based activities)
- Completing unfinished class work and homework assignments
- Preparing for exams
- Preparing presentations
- Reading assignments
- Researching
- Reviewing class notes
- Writing papers

Instructors inform students about out-of-class activities specific to their courses through the course syllabus. Students are expected to dedicate at least two hours to out-of-class preparation activities for every hour of in-class instruction. Some out-of-class 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, reviewing class notes, preparing for exams, and researching) may not be directly graded but are fundamental for the student to successfully complete laboratory check-offs, clinical evaluations, quizzes, unit tests and final exams.

### **Policy on Make-up Work**

Make-up work is at the discretion of each instructor. When allowed, the instructor's policy on make-up work is communicated through the course syllabus.

### **Policy on Independent Study**

Eastwick College has a limited independent study policy. Up to 10% of a program may be offered via independent study. However, students who transfer 75% of the required program credits will not be awarded credit for independent study in the remaining 25% of the curriculum.



To be eligible, students must have completed at least one term with a Cumulative Grade Point Average (CGPA) of 2.5 and meet at least one of the following course criteria:

- The course is a graduation requirement and is not offered in the current term
- The course is a prerequisite to a required course
- The course has not been taught at Eastwick College in the past two terms
- The course is not projected to be offered in any term before graduation

Students authorized for independent study must sign a contract and engage with an assigned faculty member who will guide and supervise the student in the process.

## **Graduation Requirements**

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

1. Pass all subjects in the prescribed curriculum, meeting specific program requirements for core, core+, and general education courses.
2. Earn a minimum Cumulative Grade Point Average (CGPA) of 2.0 (2.5 in the Bilingual Licensed Practical Nursing, Licensed Practical Nursing, AAS in Nursing [LPN-to-RN Bridge], and BS in Nursing [LPN-to BSN] programs).
3. Obtain authorization from the financial aid department.

Students in the Bilingual Licensed Practical Nursing, Licensed Practical Nursing, AAS in Nursing (LPN-to-RN Bridge), BS in Nursing (LPN-to BSN), AAS in Funeral Service, and AAS in Occupational Therapy Assistant programs must meet all academic and financial requirements 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 may be 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.

Students who received Title IV funds will be withdrawn after an absence of 14 consecutive calendar days.

## ***Leave of Absence***

In the event a student finds it necessary to be absent from school for an extended period, he or she may request an official leave of absence from the institution. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

- No more than 180 combined days of leaves of absence are permitted in a 12-month period.
- The 12-month period referenced in these provisions starts on the first day of the first leave.

A student's request for a leave of absence must be submitted in writing within two weeks of the term start date and state the reason for which it is being requested. Such request must be submitted in writing to the Registrar's Office and approved by the dean of academics to be considered an official leave of absence. Acceptable reasons for a leave of absence may be but are not limited to medical conditions, death in the family, or other emergencies. The period of the leave of absence may not begin until the school approves a written and signed request by the student for an approved leave of absence. The return date of a leave of absence is the start date of the next scheduled term.

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 as withdrawn as of the start of the leave of absence. If the student fails to return from an approved leave of absence, a portion or all the student's grace period associated with any federal student loans may be forfeited resulting in the obligation to immediately begin loan repayment.

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.

#### ***Satisfactory Academic Progress Standard***

All students must maintain a minimum 2.0 Cumulative Grade Point Average (CGPA) (2.5 in the Bilingual Licensed Practical Nursing, Licensed Practical Nursing, AAS in Nursing [LPN-to-RN Bridge], and BS in Nursing [LPN-to-BSN] 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 Heating, Ventilation, Air Conditioning and Refrigeration Technology program and 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. Noncredit courses do not contribute to this calculation and are therefore not considered for SAP purposes. 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 maintain 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 F (failure), W (withdrawal), and RPT (repeated course) are counted as credits attempted but not successfully completed. Noncredit courses do not contribute to this calculation and are therefore not considered for SAP purposes. 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
PD100	F	0	x	1	=	0
			Totals:	8		21
$\text{CGPA} = \frac{\text{Total grade points}}{\text{Total quarter credits attempted}} = \frac{21}{8} = 2.63$						
$\text{Percentage successfully completed} = \frac{\text{Total quarter credits successfully completed}}{\text{Total quarter credits attempted}} \times 100 = \frac{7}{8} \times 100 = 87.5\%$						

### ***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 Transfers, 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.

### ***Leave of Absence***

Students who need to be absent from the college for an extended period must 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 in accordance with campus regulations. Once work is made up, the instructor will submit a change of grade form; 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, the course must be retaken, and the student will be charged per-credit tuition for the retaken course. Students may also repeat courses in which a grade of "D", "D+", or "C" was earned. Students are responsible for book charges when, upon retaking a course, a new or updated textbook is required. All students retaking courses must meet with the financial aid and registrar departments. 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. 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 2 (next page) describes possible outcomes.

**Table 2 - 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 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 performance.		

### ***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 3 describes possible outcomes.

**Table 3 - 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 advising sessions as deemed necessary by the academic department. Students may also be directed to participate in 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 term.

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 three Core+ courses in the Bilingual Licensed Practical Nursing (BLPN), Licensed Practical Nursing (LPN), AAS in Nursing (LPN-to-RN Bridge) (RN), and BS in Nursing (LPN-to-BSN) (BSN) programs.
  - a. Effective for students beginning the BLPN, LPN, RN, or BSN programs on or after April 25, 2022, a Core+ course failure will be removed from the student's record if the student earns a B (BLPN, LPN) or a B+ (RN/BSN) grade on the course retake.
2. Failure (with grades of "F" or "WF") of any three Core+ courses in the AAS in Diagnostic Cardiovascular Sonography, AAS in Funeral Service, AAS in Occupational Therapy Assistant, and AAS in Surgical Technology programs when the student does not wish—or is not eligible—to transfer to another Eastwick College program.

**Note:** Each core course section, including retakes of previous courses, in which a student is registered after the add/drop period in an academic term will be included in the application of this policy. For example, failing the same core course twice will be considered failing two core courses; failing the same core course three times will be considered failing three core courses. Core courses are identified in the program outlines included in this Catalog.

### ***Reinstatement Policy***

Students who have been subject to withdrawal 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 term, subject to course availability. During the reinstatement term, the student may not be eligible for financial aid and will be required to meet specific academic and/or attendance conditions established by the Appeals Committee. Students who achieve Satisfactory Academic Progress at the end of the reinstatement term will regain eligibility for financial aid during subsequent terms.

### ***Academic Dismissal***

Students who have been readmitted following academic withdrawal and fail to meet the conditions established by the Appeals Committee will receive an academic dismissal from the program. Students who have been dismissed may not be eligible for readmittance to the program.

## **Code of Conduct**

The college expects students to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below 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 based on sex.

### ***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 immediately submit a complaint in writing to the dean of students or to the vice president for academic affairs. 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 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 investigate, 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 college.

## ***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 vice president for academic affairs, 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

A student may withdraw from the college at any time for any reason. 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 but it is not required.

The academic department 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, appeal denied for additional retake, and those requested directly by students.

Students will be considered to have withdrawn from their program of study on the date of their official notification to the college of their intent to withdraw, or for unofficial withdrawals, after 14 consecutive calendar days of absence unless the student is on an approved leave of absence as otherwise stated in the college's policies. For students whose enrollment has been terminated by the institution, the date of such action shall be considered as the date of withdrawal determination. The student's last date of attendance in the program will be considered as the withdrawal date for purposes of the required calculations.

## 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 Appeals Committee will require the student to meet specific academic and attendance conditions.

The Academic Appeals Committee also reviews requests to repeat courses.

The Academic Appeals Committee meets quarterly. The dean of academics will notify the student in writing of the committee's decision within two weeks. The Appeal Procedure does not negate the student's right to pursue other legal remedies.

## 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 campus director (see contact information below).

### Eastwick College Ramsey Contact Information

Faculty/Staff Member	Contact Method
Instructor	Email (listed on the course syllabus)
Program director	See <a href="#">office hours and email information</a> on the Current Students section of the college website
Dean of academics	In person or by email (lvinci@eastwick.edu)
Campus director	In person or by email (sfaragalla@eastwick.edu)
President	Email (teastwick@eastwick.edu)

#### Eastwick College Hackensack Contact Information

Faculty/Staff Member	Contact Method
Instructor	Email (listed on the course syllabus)
Program director	See <a href="#">office hours and email information</a> on the Current Students section of the college website
Dean of academics	In person or by email (dguirguis@eastwick.edu)
Campus director	In person or by email (ageorge@eastwick.edu)
President	Email (teastwick@eastwick.edu)

#### Eastwick College Nutley Contact Information

Faculty/Staff Member	Contact Method
Instructor	Email (listed on the course syllabus)
Program director	See <a href="#">office hours and email information</a> on the Current Students section of the college website
Dean of academics	In person or by email (sfaragalla@eastwick.edu)
Campus director	In person or by email (cdorazio@eastwick.edu)
President	Email (teastwick@eastwick.edu)

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. The Grievance Procedure does not negate the student's right to pursue other legal remedies. Although letters of complaint may be sent to the organizations listed in the following page, they do not constitute appeals of the president's decision. **Eastwick College does not respond to anonymous complaints.**

#### Institutional Accrediting Organization

##### Accrediting Commission of Career Schools and Colleges

##### Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

## **Programmatic Accrediting Organizations**

### **AAS in Diagnostic Cardiovascular Sonography and AAS in Surgical Technology**

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727.210.2350

### **AAS in Occupational Therapy Assistant**

Accreditation Council for Occupational Therapy Education (ACOTE®)  
American Occupational Therapy Association  
6116 Executive Boulevard, Suite 200  
North Bethesda, MD 20852-4929  
301.652.2682

### **AAS in Funeral Service**

American Board of Funeral Service Education (ABFSE)  
992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097  
816.233.3747

### **State of New Jersey**

#### **New Jersey Office of the Secretary of Higher Education (OSHE)**

#### **OSHE Complaint Form Instructions**

*Adapted for Eastwick College from the text on the OSHE Complaint Instructions Webpage*

<https://www.nj.gov/highereducation/OSHEComplaintInstructions.shtml>

#### **Instructions for Filing a Complaint**

For all types of complaints concerning colleges and universities, the first course of action must be to try to resolve the complaint directly with the administration of the college or university involved. The Office of the Secretary of Higher Education (OSHE) will not review a complaint until all grievance procedures at the institution have been followed, all avenues of appeal exhausted, and documentation provided that such procedures have been exhausted.

Please do not send a complaint to OSHE until you have read all the information below. This will assure that you are sending your complaint to the appropriate agency/office.

OSHE handles only those complaints that concern educational programs or practices of degree-granting institutions subject to the Regulations of OSHE, with the exceptions noted below.

- OSHE does not handle anonymous complaints.
- OSHE does not intervene in matters concerning an individual's grades or examination results as these are the prerogative of the college's faculty.
- OSHE does not intervene in matters concerning tuition & fee refunds.
- OSHE does not intervene in matters concerning student conduct violations.
- OSHE does not intervene in human resources matters.

- OSHE does not handle complaints concerning actions that occurred more than two years ago.
- OSHE does not intervene in matters that are or have been in litigation.

Residents of other states and territories who are seeking information about filing a complaint about a New Jersey institution operating outside of New Jersey under the State Authorization Reciprocity Agreement (SARA), as well as New Jersey residents seeking information about filing a complaint about an out-of-state institution operating under SARA can find more information by viewing the [SARA Agreement](#).

For complaints about:

- **New Jersey student financial aid matters (e.g., student loans, grants, scholarships, TAG, NJ STARS, etc.), contact:**

[Higher Education Student Assistance Authority](#) (HESAA)  
800.792.8670 or 609. 584.4480

- **Programs leading to nursing licensure, contact:**

[New Jersey Board of Nursing](#)  
973.504.6516

- **Civil rights complaints involving discrimination based on race, color, national origin, age, disability, and sex, including sexual harassment, should be filed with:**

Office for Civil Rights (OCR) – Enforcement Office  
U.S. Department of Education  
32 Old Slip, 26th floor  
New York, NY 10005-2500  
Telephone: 646.428.3900  
Fax: 646.428.3843  
TDD: 877.521.2172  
Email - [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

Or:

New Jersey Office of the Attorney General  
[Division on Civil Rights](#)

- **Consumer fraud on the part of a NJ institution should be filed with:**

New Jersey Office of the Attorney General  
[Division of Consumer Affairs](#)

Complainants should be aware that OSHE does not conduct a judicial investigation and, except for complaints brought by non-New Jersey residents under SARA, has no legal authority to require a college or university to comply with a complainant's request.

If you have reviewed these instructions and still feel your issue falls under the purview of the Office of the Secretary of Higher Education, then complete and submit the [OSHE Complaint Form](#).

## Cancellation

Should the application for enrollment not be accepted by the college, there shall be a complete refund of any monies paid by the applicant with no deductions for any services whatsoever. Eastwick College reserves the right to cancel the enrollment agreement if student enrollment for the program is inadequate.

A student who request cancellation within three days after signing an enrollment, even if instruction has begun, will receive a refund of all monies paid to the college.

A student requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid to the college, minus the application fee of \$25 and registration fee of \$100 (\$50 application fee and \$200 registration fee for nursing program applicants).

## Refunds

Refunds are made for students who withdraw or are withdrawn from the college prior to the completion of their program and are based on the tuition billed for the term in which the student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Lab, technology, and general fees will be pro-rated. Any books or equipment that have been issued are nonrefundable. Refunds will be made within 45 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the college. Credit balances less than \$10 will not be refunded to the student/lender unless requested by the student. Refunds will be computed per term as follows:

	Week 1	Weeks 2-3	Week 4	Weeks 5-6	After Week 6
Percent Refunded (Full-time Students)	90%	80%	55%	30%	0%

Any books and equipment that have been issued are nonrefundable.

## Refund 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 Direct Student Loan (FDSL) programs, and
2. 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. Refunds of unearned federal student aid will be returned to the Title IV programs in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans

4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG
7. TEACH Grants

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.

### **Determination of Funds to be Disbursed (Post-withdrawal Disbursement)**

If the R2T4 calculation results in the determination that the amount of federal aid earned by the student for the period exceeds the amount of federal aid that has been disbursed on the student's behalf for that period, then the student may be entitled to a post-withdrawal disbursement of earned funds. Earned federal grant funds will be disbursed by the institution within 45 days of the date of withdrawal determination. Earned federal student loan funds, eligible for post-withdrawal disbursement, will be offered to the student within 30 days of the date of withdrawal determination. The student shall have 14 days to accept or decline disbursement of those funds.

Post-withdrawal disbursements shall first be applied to the student's account to cover any charges that remain unpaid after the student's withdrawal from the institution. In the event all charges owed by the student have been paid in full, and a credit balance remains on the account, such credit balance will be returned to the student within 14 days of the date that the credit balance was determined.

## **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, business, and technical facilities. Our career development department provides career advising, 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 available positions.

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, our record of successful job placement for graduates is excellent. The large number of employers who contact the placement office to help fulfill their employment needs reflects the school's 44 years of experience in providing the community with well-trained employees.

The director and advisors of the career development department 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 (at no additional cost) when necessary and available. Students who are having trouble 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, print and reference materials, textbooks, media, and current periodicals, all of which support the programs of the college.

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 several traditional colleges accept a portion of our credits.

## Awards Program

Eastwick College holds a formal commencement ceremony twice a year. In addition to presenting certificates, diplomas, and degrees, the institution acknowledges student success with the following awards:

### ***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 is 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 Bilingual Licensed Practical 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 final letter grades. The financial record chronicles a student's tuition charges, payments, refunds, and financial transactions. Students receive final letter 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:

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.

### **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 except for 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 will be subject to successful completion of any prescribed counseling or treatment program. For additional information, contact the dean of academics.

### **Campus Security**

Eastwick College is committed to providing a safe environment for study and to prevent crime. The 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. Visitors must report to the front desk. Students may not bring unauthorized adult visitors or children (defined as persons below 18 years of age) anywhere on campus, including parking areas, or to educational or social activities sponsored by the college—except when authorized by the college president. Children create potential liabilities for the institution; Eastwick College is not equipped to provide childcare. Students must plan and have alternative options to provide safe care to their children.

## Associate of Applied Science in Business

18 Months, Full-Time (Day)  
21 Months, Part-Time (Evening)  
96 Quarter Credits

The objective of the AAS in Business Program is to prepare the student to enter the workforce in the capacity of business administrator or accounting professional. The program also prepares the student for administrative and managerial positions in the event planning and hospitality industries, and in a variety of business settings.

Upon successful completion of the program, Eastwick College will award the student an Associate of Applied Science Degree in Business.

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification Name	Credentialing Organization	Course Requirements
Microsoft Office Specialist (MOS) in Excel, and PowerPoint	Certiport	T106B
ServSafe® Food Handler	National Restaurant Association	Successful Program Completion
ServSafe® Alcohol		
ServSafe® Manager		
ServSafe® Allergens		

### Graduation Requirements\*

Course Type	Quarter Credits
Core (C)	56
Foundation (F)	5
General Education (GE)	35
<b>Total</b>	<b>96</b>

### Campus(es)\*\*

	Ramsey
●	Hackensack
●	Nutley

### Credential Level

	Certificate
	Diploma
●	Associate Degree
	Bachelor's Degree

*\*\*The Study Abroad program is only available in Hackensack for Day Session students*

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long (10 weeks for students in the Eastwick Study Abroad Program).*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
<b>1</b>	C	BUS102	Principles of Management	4.5	0	0	5
	C	ACCT101	Principles of Accounting I	4.5	0	0	5
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	MATH101	College Math	4.5	0	0	5
							<b>16</b>
<b>2</b>	C		Business Elective I	4.5	0	0	5
	GE		General Education Elective I	4.5	0	0	5
	F	T106B	Excel/PowerPoint	1	3	0	3
							<b>13</b>
<b>3</b>	C	ACCT205	Business Spreadsheets and Applications in Accounting	1	3	0	3
	C	BUS103	Principles of Marketing	4.5	0	0	5
	GE	E101	English Composition I	4.5	0	0	5
	C		Business Elective II	4.5	0	0	5
							<b>18</b>
<b>4</b>	C	BUS206	Human Resources Management	4.5	0	0	5
	C		Business Elective III	4.5	0	0	5
	C		Business Elective IV	3	0	0	3
	GE		General Education Elective II	4.5	0	0	5
							<b>18</b>
<b>5</b>	C	BUS209	Business Law	4.5	0	0	5
	C		Business Elective V	4.5	0	0	5
	GE		General Education Elective III	4.5	0	0	5
							<b>15</b>
<b>6</b>	C		Business Elective VI	4.5	0	0	5
	F	PD100	Professional Development	1	0	0	1
	GE		General Education Elective IV	4.5	0	0	5
	GE		General Education Elective V	4.5	0	0	5
							<b>16</b>
<b>Program Total</b>							<b>96</b>

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	E101	English Composition I	4.5	0	0	5
	GE	MATH101	College Math	4.5	0	0	5
							11
2	C	BUS102	Principles of Management	4.5	0	0	5
	GE		General Education Elective I	4.5	0	0	5
	GE	E201	English Composition II	4.5	0	0	5
							15
3	C	ACCT101	Principles of Accounting I	4.5	0	0	5
	F	T106B	Excel/PowerPoint	1	3	0	3
	GE	COMM101	Foundations of Communication	4.5	0	0	5
							13
4	C	ACCT205	Business Spreadsheets and Computer Applications in Accounting	1	3	0	3
	C		Business Elective I	4.5	0	0	5
	C	BUS103	Principles of Marketing	4.5	0	0	5
							13
5	C		Business Elective II	4.5	0	0	5
	C	BUS209	Business Law	4.5	0	0	5
	C	BUS206	Human Resource Management	4.5	0	0	5
							15
6	C		Business Elective III	4.5	0	0	5
	GE	PSYCH101	General Psychology	4.5	0	0	5
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							15
7	C		Business Elective IV	3	0	0	3
	C		Business Elective V	4.5	0	0	5
	C		Business Elective VI	4.5	0	0	5
	F	PD100	Professional Development	1	0	0	1
							14
Program Total							96

## General Education Elective Courses

Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
			Lecture	Lab	Practicum	
General Education Elective I						
GE	REL201	Jewish Law*	4.5	0	0	5
GE	MATH102	College Algebra	4.5	0	0	5
General Education Elective II						
GE	PSYCH101	General Psychology	4.5	0	0	5
GE	PHIL102	Introduction to Jewish Philosophy*	4.5	0	0	5
General Education Elective III						
GE	COM101	Foundations of Communication	4.5	0	0	5
GE	PHIL201	Jewish Ethics*	4.5	0	0	5
General Education Elective IV						
GE	SOC100	Cultural Diversity	4.5	0	0	5
GE	HIST101	Jewish History – 18 <sup>th</sup> to 20 <sup>th</sup> Century*	4.5	0	0	5
General Education Elective V						
GE	E201	English Composition II	4.5	0	0	5
GE	REL101	Advanced Studies in Biblical Commentaries*	4.5	0	0	5

\*These courses are required in the International Study Program

## Business Elective Courses

Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
			Lecture	Lab	Practicum	
Business Elective I						
C	HTM101	Introduction to the Hospitality Industry	4.5	0	0	5
C	ACCT102	Principles of Accounting II	4.5	0	0	5
Business Elective II						
C	HTM201	Hotel Operations	4.5	0	0	5
C	ACCT201	Intermediate Accounting I	4.5	0	0	5
Business Elective III						
C	HTM202	Hotel Sales and Marketing	4.5	0	0	5
C	ACCT202	Intermediate Accounting II	4.5	0	0	5
Business Elective IV						
C	CA105	Sanitation and Safety in Food Service Operations	3	0	0	3
C	ACCT212	Cost Accounting	3	0	0	3
Business Elective V						
C	HTM206	Food and Beverage Management	4.5	0	0	5
C	ACCT210	Income Tax Accounting	4.5	0	0	5
Business Elective VI						
C	HTM204	Conference and Event Planning	4.5	0	0	5
C	ACCT220	Advanced Accounting Problems	4.5	0	0	5

## Eastwick Study Abroad Study Program (ESAP)

The ESAP program is offered to Orthodox Jewish female students referred by Orthodox Jewish organizations. Admitted students will take a portion of the program at the Lakewood, New Jersey Satellite Location and at affiliated Jewish seminaries in Israel (see list below). For additional information, please contact Joyce Marchione-Traina, director of the Lakewood Satellite Location ([jtraina@eastwick.edu](mailto:jtraina@eastwick.edu)).

- Ateres Bnos Yerushalayim
- Bnos Sarah
- Bnos Yehudis
- Chemdas Bais Yaakov
- Kitov Sachra
- Mesores Rochel
- Nachlas Bais Yaakov
- Tehilas Bais Yaakov

The program's cost, which is disclosed in the Financial Information section of this Catalog covers tuition for all courses and fees for application, registration, and books. The student is responsible for the cost of transportation, housing, food, and other costs while attending classes in Israel.

## Associate of Applied Science in Diagnostic Cardiovascular Sonography

24 Months, Full-Time (Day)  
27 Months, Part-Time (Evening)  
119 Quarter Credits

The objective of the AAS 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, ECG technicians, stress test technicians, phlebotomists, and patient care technicians.

Upon successful completion of the program, Eastwick College will award the student an Associate of Applied Science Degree in Diagnostic Cardiovascular Sonography.

### Student/Graduate Eligibility for Certification/Registry Examinations

*Credentialing organizations may change their requirements without notice*

Certification/Registry Name	Credentialing Organization	Course Requirements
Medical Assistant Certification (MAC)	American Medical Certification Association	Successful program completion
EKG Technician Certification (ETC)		M103 & CVS105
Phlebotomy Technician Certification (PTC)		M102
Certified Cardiographic Technician (CCT)	Cardiovascular Credentialing International	Successful program completion
Registered Cardiac Sonographer (RCS)		CVS211 & CVS212 (echo track)
Registered Vascular Sonographer (RVS)		CVS213 & CVS214 (vascular track)
Sonography Principles of Instrumentation (SPI)	American Registry for Diagnostic Medical Sonography	CVS203 (minimum grade of "C")
Registered Diagnostic Cardiac Sonographer (RDCS)		CVS211 & CVS212 (echo track)
Registered Vascular Technologist (RVT)		CVS213 & CVS214 (vascular track)

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	22
Core+ (C+)*	60
Foundation (F)	2
General Education (GE)	35
<b>Total</b>	<b>119</b>

### Campus(es)

● Ramsey
● Hackensack
● Nutley

### Credential Level

● Certificate
● Diploma
● Associate Degree
● Bachelor's Degree

\* Core+ courses have higher grading requirements for externship and graduation eligibility.

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M103	Medical Procedures with Laboratory	4	4	0	7
	C	M159	Medical Terminology I	3	0	0	3
	F	FS01N	Fundamentals of Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
19							
2	C	M160	Medical Terminology II	3	0	0	3
	C+	CVS100T	Introduction to Imaging	2	4	0	4
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
15							
3	C	CVS105	Electrocardiography I	1	1	0	1
	C	M102	Clinical Laboratory	3	4	0	6
	C+	CVS106L	Introduction to Echocardiography I Laboratory	0	4	0	2
	C+	CVS106T	Introduction to Echocardiography I Theory	2	0	0	2
	C+	CVS200	Acoustical Physics I	2	0	0	2
13							
4	C+	CVS101L	Vascular Techniques I Laboratory	0	4	0	2
	C+	CVS101T	Vascular Techniques I Theory	2	0	0	2
	C+	CVS107L	Echocardiography Techniques I Lab	0	4	0	2
	C+	CVS107T	Echocardiography Techniques I Theory	2	0	0	2
	C+	CVS204	Cardiovascular Anatomy and Pathophysiology	2	0	0	2
	GE	MATH101	College Math	4.5	0	0	5
15							
5	C+	CVS102L	Vascular Techniques II Laboratory	0	4	0	2
	C+	CVS102T	Vascular Techniques II Theory	3	0	0	3
	C+	CVS108	Electrocardiography II	1	2	0	2
	C+	CVS203	Acoustical Physics II	2	0	0	2
	C+	CVS207L	Echocardiography Techniques II Laboratory	0	4	0	2
	C+	CVS207T	Echocardiography Techniques II Theory	2	0	0	2
	GE	E101	English Composition I	4.5	0	0	5
18							

## Day Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
6	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	C+	CVS109	Registry Review I	2	0	0	2
	C+	CVS202L	Vascular Techniques III Laboratory	0	6	0	3
	C+	CVS202T	Vascular Techniques III Theory	2	0	0	2
	C+	CVS208L	Echocardiography Techniques III Laboratory	0	6	0	3
	C+	CVS208T	Echocardiography Techniques III Theory	2	0	0	2
							15
7	C+	CVS209	Registry Review II	2	0	0	2
	C+	CVS211 or CVS213	Echocardiography Clinical Practicum I* or Vascular Sonography Clinical Practicum I*	0	0	40	6
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							13
8	F	PD100	Professional Development	1	0	0	1
	C+	CVS212 or CVS214	Echocardiography Clinical Practicum II* or Vascular Sonography Clinical Practicum II*	0	0	40	6
	GE	SOC300	Ethics and Social Responsibility	4	0	0	4
* Externships require a daytime schedule of 40 hours/week.							11
Program Total							119

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							15
2	C	M103	Medical Procedures with Laboratory	4	4	0	7
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							15
3	C	M102	Clinical Laboratory	3	4	0	6
	C	M160	Medical Terminology II	3	0	0	3
	C+	CVS100T	Introduction to Imaging	2	4	0	4
	C+	CVS105	Electrocardiography I	1	1	0	1
							14
4	C+	CVS106L	Echocardiography Techniques I Laboratory	0	4	0	2
	C+	CVS106T	Echocardiography Techniques I Theory	2	0	0	2
	C+	CVS200	Acoustical Physics I	2	0	0	2
	GE	E101	English Composition I	4.5	0	0	5
	GE	MATH101	College Math	4.5	0	0	5
							16
5	C+	CVS101L	Vascular Techniques I Laboratory	0	4	0	2
	C+	CVS101T	Vascular Techniques I Theory	2	0	0	2
	C+	CVS107L	Echocardiography Techniques I Lab	0	4	0	2
	C+	CVS107T	Echocardiography Techniques I Theory	2	0	0	2
	C+	CVS204	Cardiovascular Anatomy and Pathophysiology	2	0	0	2
							10
6	C+	CVS102L	Vascular Techniques II Laboratory	0	4	0	2
	C+	CVS102T	Vascular Techniques II Theory	3	0	0	3
	C+	CVS108	Electrocardiography II	1	2	0	2
	C+	CVS203	Acoustical Physics II	2	0	0	2
	C+	CVS207L	Echocardiography Techniques II Laboratory	0	4	0	2
	C+	CVS207T	Echocardiography Techniques II Theory	2	0	0	2
							13

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
7	C+	CVS109	Registry Review I	2	0	0	2
	C+	CVS202L	Vascular Techniques III Laboratory	0	6	0	3
	C+	CVS202T	Vascular Techniques III Theory	2	0	0	2
	C+	CVS208L	Echocardiography Techniques III Laboratory	0	6	0	3
	C+	CVS208T	Echocardiography Techniques III Theory	2	0	0	2
							12
8	C+	CVS209	Registry Review II	2	0	0	2
	C+	CVS211 or CVS213	Echocardiography Clinical Practicum I* or Vascular Sonography Clinical Practicum I*	0	0	40	6
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							13
9	C+	CVS212 or CVS214	Echocardiography Clinical Practicum II* or Vascular Sonography Clinical Practicum II*	0	0	40	6
	F	PD100	Professional Development	1	0	0	1
	GE	SOC300	Ethics and Social Responsibility	4	0	0	4
							11
* Externships require a daytime schedule of 40 hours/week.							11
Program Total							119

## Associate of Applied Science in Cybersecurity and Network Technology

18 Months, Full-Time (Day)  
24 Months, Part-Time (Evening)  
99 Quarter Credits

The objective of Eastwick College's Associate of Applied Science in Cybersecurity and Network Technology program is to prepare the student to enter the workforce in the capacity of an entry-level cybersecurity and network technician. Students will be trained to install and maintain systems and equipment that run on electronic and computer components including computers and medical, navigational, and telecommunications equipment.

Upon successful completion of the program, Eastwick College will award the student an Associate of Applied Science Degree in Cybersecurity and Network Technology.

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification/Registry Name	Credentialing Organization	Course Requirements
A+	Computer Technology Industry Association (CompTIA)	Successful program completion
Network+		
Security+		
Fiber Optic Technician	Fiber Optic Association	CT202L & CT202T
ESA-1	International Society of Certified Electronic Technicians (ISCET)	ET101L & ET101T
ESA-2		ET102L & ET102T
ESA-3		ET201L & ET201T
ESA-4		ET202L & ET202T

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	66
Foundation (F)	2
General Education (GE)	31
<b>Total</b>	<b>99</b>

### Campus(es)

Ramsey
Hackensack
● Nutley

### Credential Level

Certificate
Diploma
● Associate Degree
Bachelor's Degree

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	ET101L	Basic Electronics Laboratory	0	4	0	2
	C	ET101T	Basic Electronics Theory	4.5	0	0	5
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	E101	English Composition I	4.5	0	0	5
	GE	MATH101	College Math	4.5	0	0	5
							18
2	C	CT101L	PC Technology I Laboratory	0	8	0	4
	C	CT101T	PC Technology I Theory	4.5	0	0	5
	C	ET102L	Electronics I Laboratory	0	4	0	2
	C	ET102T	Electronics I Theory	4	0	0	4
							15
3	C	CT201L	PC Technology II Laboratory	0	8	0	4
	C	CT201T	PC Technology II Theory	4.5	0	0	5
	C	ET201L	Electronics II Laboratory	0	4	0	2
	C	ET201T	Electronics II Theory	4	0	0	4
							15
4	C	CT202L	Networking and Fiber Optics Laboratory	0	8	0	4
	C	CT202T	Networking and Fiber Optics Theory	4	0	0	4
	C	ET202L	Digital Technology Laboratory	0	4	0	2
	C	ET202T	Digital Technology Theory	4	0	0	4
	GE	MATH102	College Algebra	4.5	0	0	5
							19
5	C	CT203L	Computer Networking and Server Laboratory	0	3	0	1
	C	CT203T	Computer Networking and Server Theory	2	0	0	2
	GE	COM101	Foundations of Communication	4.5	0	0	5
	GE	PHYS101	Conceptual Physics	4	2	0	6
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							19



## Day Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
6	C	CT204L	Computer Security Laboratory	0	8	0	4
	C	CT204T	Computer Security Theory	4	0	0	4
	C	ET203L	Communication Electronics/Mobile Technology Laboratory	0	3	0	1
	C	ET203T	Communication Electronics/Mobile Technology Theory	3	0	0	3
	F	PD100	Professional Development	1	0	0	1
							13
Program Total							99

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	ET101L	Basic Electronics Laboratory	0	4	0	2
	C	ET101T	Basic Electronics Theory	4.5	0	0	5
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	MATH101	College Math	4.5	0	0	5
							13
2	C	ET102L	Electronics I Laboratory	0	4	0	2
	C	ET102T	Electronics I Theory	4	0	0	4
	GE	E101	English Composition I	4.5	0	0	5
	GE	MATH102	College Algebra	4.5	0	0	5
							16
3	C	ET201L	Electronics II Laboratory	0	4	0	2
	C	ET201T	Electronics II Theory	4	0	0	4
	GE	COM101	Foundations of Communication	4.5	0	0	5
	GE	PHYS101	Conceptual Physics	4	2	0	6
							17
4	C	CT101L	PC Technology I Laboratory	0	8	0	4
	C	CT101T	PC Technology I Theory	4.5	0	0	5
	C	ET202L-A	Digital Technology Laboratory A	0	2	0	1
	C	ET202T-A	Digital Technology Theory A	2	0	0	2
							12
5	C	CT201L	PC Technology II Laboratory	0	8	0	4
	C	CT201T	PC Technology II Theory	4.5	0	0	5
	C	ET202L-B	Digital Technology Laboratory B	0	2	0	1
	C	ET202T-B	Digital Technology Theory B	2	0	0	2
							12
6	C	CT202L	Networking and Fiber Optics Laboratory	0	8	0	4
	C	CT202T	Networking and Fiber Optics Theory	4	0	0	4
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							13
7	C	CT203L	Computer Networking and Server Laboratory	0	3	0	1
	C	CT203T	Computer Networking and Server Theory	2	0	0	2
	C	ET203L	Communication Electronics/Mobile Technology Laboratory	0	3	0	1
	C	ET203T	Communication Electronics/Mobile Technology Theory	3	0	0	3
							7
8	C	CT204L	Computer Security Laboratory	0	8	0	4
	C	CT204T	Computer Security Theory	4	0	0	4
	F	PD100	Professional Development	1	0	0	1
							9
Program Total							99

## Associate of Applied Science in Funeral Service

24 Months, Full-Time (Day)  
27 Months, Part-Time (Evening)  
124 Quarter Credits

Eastwick's College Associate in Applied Science in Funeral Service program is designed to prepare the student to enter the workforce in the capacity of a funeral service intern, which includes embalming, funeral directing, funeral arrangement, pre-need, and other related funeral service jobs.

Upon successful completion of the program, Eastwick College will award the student an Associate of Applied Science Degree in Funeral Service.

The AAS in Funeral Service at Eastwick College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097; phone: 816.233.3747.

### Licensure Information

In New Jersey, graduates of the program must meet the licensure requirements of N.J.A.C. 13:36-3.1, which include graduation from a program accredited by the American Board of Funeral Service Education, passing scores on the National Board Exam (administered by the International Conference of Funeral Service Examining Boards) as well as the Mortuary Jurisprudence Examination and the Practical Examination (administered by the New Jersey State Board of Mortuary Science).

Students applying for admission to the funeral service program at Eastwick College and looking to obtain licensure outside of New Jersey should contact their respective state board of funeral service regarding that state board's approval of this program of instruction.

### Program Aim

The aim of Eastwick College's AAS in Funeral Service program is to prepare competent funeral service professionals who promote the importance of their work as:

- members of a human services profession;
- members of the community in which they serve;
- participants in the relationship between bereaved families and members of the funeral service profession;
- practitioners of who are knowledgeable of local, state, and federal regulations as they pertain to the geographic area where they practice; and
- professionals who are sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

### Program Objectives

1. To develop and expand the background and knowledge of students about the funeral service profession.
2. To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, as defined by ABFSE.
3. To educate students concerning the responsibilities of the funeral service profession to the community at large.
4. To emphasize high standards of ethical conduct.
5. To provide a quality curriculum at the associate degree level that is comparable to that of quality funeral service education programs and exceeds regulatory requirements.
6. To encourage student and faculty research in the field of funeral service
7. To provide a firm base of general education encompassing basic skills relevant to funeral service practice in a variety of funeral business and professional settings.

### Graduation and Employment Statistics

Year	Total Enrolled	# of New Students	# of Graduates	Timely Graduates	Graduation Rate	Did Not Finish	Overall % Employed	Employed in FS
2021	62	34	10	9/10	100%	17	100%	100%
2020	68	46	9	9/9	100%	9	100%	100%
2019	55	55	13	13/13	100%	25	100%	100%

## National Board Examination Statistics

3-Year Average	% Pass Arts	% Pass Sciences
2019-2021	79%	85%
2018-2020	78%	78%
2017-2019	68%	68%
Most Recent	# Takers	# Passed
2021 Arts	0	n/a
2021 Sciences	2	2

### Graduation Requirements

Course Type	Quarter Credits
Core + (C+)*	62
Foundation (F)	12
General Education (GE)	50
<b>Total</b>	<b>124</b>

\* Core+ courses have higher grading requirements for externship and graduation eligibility

### Campus(es)

	Ramsey
•	Hackensack
	Nutley

### Credential Level

	Certificate
	Diploma
•	Associate Degree
	Bachelor's Degree

### ABFSE Content Areas

Course Type	Quarter Credits
Business Management (BM)	25
General Education (GE)	43
Legal, Ethical & Regulatory (LER)	11
Public Health & Technical (PHT)	32
Social Sciences/Humanities (SSH)	13
<b>Total</b>	<b>124</b>

## Day Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	ABFSE Content Area	Course Number	Course Title	Weekly Hours			Quarter Credits
					Lecture	Lab	Practicum	
1	C+	SSH	FNS101	Introduction to Funeral Service	4.5	0	0	5
	GE	GE	BIO101	Anatomy and Physiology I	6	2	0	8
	F	GE	FS01N	Fundamentals of Student Success	1	0	0	1
	GE	GE	E101	English Composition I	4.5	0	0	5
19								
2	C+	BM	FNS102	Funeral Service Principles	4.5	0	0	5
	GE	GE	BIO201	Anatomy and Physiology II	6	2	0	8
	GE	GE	E201	English Composition II	4.5	0	0	5
18								
3	C+	PHT	FNS106	Principles of Embalming I	4.5	0	0	5
	F	LER	BUS209	Business Law	4.5	0	0	5
	GE	GE	BIO103	Microbiology	4	2	0	6
	GE	GE	PSYCH101	General Psychology	4.5	0	0	5
21								
4	C+	PHT	FNS107	Chemistry for Funeral Service	4.5	0	0	5
	C+	PHT	FNS206	Principles of Embalming II	4	0	0	4
	F	BM	ACCT101	Principles of Accounting I	4.5	0	0	5
	GE	GE	SOC100	Cultural Diversity	4.5	0	0	5
19								
5	C+	PHT	FNS105	Funeral Service Pathology	4.5	0	0	5
	C+	PHT	FNS207	Embalming Lab	0	4	0	2
	C+	PHT	FNS208	Restorative Art	2	2	0	3
	GE	SSH	SOC101	Aging and Dying	3	0	0	3
13								
6	C+	BM	FNS104	Funeral Service Management	4.5	0	0	5
	C+	LER	FNS103	Funeral Service Law	3.5	0	0	4
	C+	SSH	FNS209	Funeral Service Counseling	4.5	0	0	5
	F	BM	PD100	Professional Development	1	0	0	1
	GE	BM	COM101	Foundations of Communication	4.5	0	0	5
20								
7	C+	BM	FNS210	Cemetery and Crematory Management	2	0	0	2
	C+	LER	FNS203	New Jersey Funeral Service Laws, Rules and Regulations	2	0	0	2
	C+	PHT	FNS212	Funeral Service Field Experience A	0	0	27	4
8								
8	C+	BM	FNS211	Funeral Service Licensing Exam Preparation	2	0	0	2
	C+	PHT	FNS213	Funeral Service Field Experience B	0	0	27	4
* Externship experiences require a full-time schedule during the workweek.								
6								
Program Total								124

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	ABFSE Content Area	Course Number	Course Title	Weekly Hours			Quarter Credits
					Lecture	Lab	Practicum	
1	C+	SSH	FNS101	Introduction to Funeral Service	4.5	0	0	5
	F	GE	FS01	Fundamentals for Student Success	1	0	0	1
	GE	GE	E101	English Composition I	4.5	0	0	5
								11
2	C+	BM	FNS102	Funeral Service Principles	4.5	0	0	5
	GE	GE	BIO101	Anatomy and Physiology I	6	2	0	8
	GE	GE	E201	English Composition II	4.5	0	0	5
								18
3	C+	PHT	FNS106	Principles of Embalming I	4.5	0	0	5
	F	LER	BUS209	Business Law	4.5	0	0	5
	GE	GE	BIO201	Anatomy and Physiology II	6	2	0	8
								18
4	C+	BM	FNS104	Funeral Service Management	4.5	0	0	5
	C+	PHT	FNS206	Principles of Embalming II	4	0	0	4
	GE	GE	BIO103	Microbiology	4	2	0	6
	GE	GE	PSYCH101	General Psychology	4.5	0	0	5
								20
5	C+	PHT	FNS105	Funeral Service Pathology	4.5	0	0	5
	C+	PHT	FNS107	Chemistry for Funeral Service	4.5	0	0	5
	C+	PHT	FNS207	Embalming Lab	0	4	0	2
	F	BM	ACCT101	Principles of Accounting I	4.5	0	0	5
								17
6	C+	LER	FNS103	Funeral Service Law	3.5	0	0	4
	C+	PHT	FNS208	Restorative Art	2	2	0	3
	GE	BM	COM101	Foundations of Communication	4.5	0	0	5
	GE	SSH	SOC101	Aging and Dying	3	0	0	3
								15
7	C+	LER	FNS203	New Jersey Funeral Service Laws, Rules and Regulations	2	0	0	2
	C+	SSH	FNS209	Funeral Service Counseling	4.5	0	0	5
	F	BM	PD100	Professional Development	1	0	0	1
	GE	GE	SOC100	Cultural Diversity	4.5	0	0	5
								8
8	C+	BM	FNS210	Cemetery and Crematory Management	2	0	0	2
	C+	PHT	FNS212	Funeral Service Field Experience A	0	0	27	4
								6
9	C+	BM	FNS211	Funeral Service Licensing Exam Preparation	2	0	0	2
	C+	PHT	FNS213	Funeral Service Field Experience B	0	0	27	4
								6
								<i>* Externship experiences require a full-time schedule during the workweek.</i>
Program Total								124

## ABFSE Standard 11.5.1 Compliance Statement

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program's pass rates, graduation rates, and employment rates, please contact:

Mr. Kyle Ledford, Sr.  
 Director of Funeral Service Education  
 250 Moore Street  
 Hackensack, NJ 07601  
 Phone: 201.488.9400  
[kledford@eastwick.edu](mailto:kledford@eastwick.edu)

## Associate of Applied Science in Health Science

18 Months, Full-Time (Day)  
21 Months, Part-Time (Evening)  
97 Quarter Credits

The objective of the AAS in Health Science program is to prepare an individual to enter the medical field in the capacity of medical assistant, medical office manager, medical secretary or pharmacy technician working in a retail pharmacy or hospital setting. Other opportunities exist in the hospital setting as a patient care technician, EKG technician, stress test technician, phlebotomist, unit secretary, or ward clerk.

Upon successful completion of the program, Eastwick College will award the student an Associate of Applied Science Degree in Health Science.

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification/Registry Name	Credentialing Organization	Course Requirements
Medical Assistant Certification (MAC)	American Medical Certification Association	Successful program completion
EKG Technician Certification (ETC)		M103 & CVS105
Phlebotomy Technician Certification (PTC)		M102
Certified Coding Associate (CCA)	American Health Information Management Association	Successful program completion
Certified Billing & Coding Specialist (CBCS)	National Healthcareer Association	
Insurance & Coding Specialist (NICCS)	National Center for Competency Testing	
Certified Pharmacy Technician (CPhT)	National Healthcareer Association	PHA102, PHA103, PHA104 & PHA105
Certified Pharmacy Technician (CPhT)	Pharmacy Technician Certification Board	PHA102, PHA103, PHA104 & PHA105
Microsoft Office Specialist (MOS) in Excel, and PowerPoint	Certiport	T106B

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	59
Foundation (F)	2
General Education (GE)	36
<b>Total</b>	<b>97</b>

### Campus(es)

● Ramsey
● Hackensack
● Nutley

### Credential Level

□ Certificate
□ Diploma
● Associate Degree
□ Bachelor's Degree

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M103	Medical Procedures with Laboratory	4	4	0	7
	C	M159	Medical Terminology I	3	0	0	3
	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	F	FS01	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							<b>22</b>
2	C	CVS105	Electrocardiography I	1	1	0	1
	C	M102	Clinical Laboratory	3	4	0	6
	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							<b>18</b>
3	C	M101	Medical Office Management	4.5	0	0	5
			Elective I	3	0	0	3
			Elective II	3	0	0	3
			Elective III	3	0	0	3
							<b>14</b>
4	C	HIT101	Introduction to CPT and HCPCS Coding	3	3	0	5
	C	HIT102	Introduction to ICD Diagnostic Coding	3	4	0	6
	C	HIT105	Introduction to Health Information Management	4	0	0	4
	C	M165	Medical Assisting Certification Review	2	0	0	2
							<b>17</b>
5	C	HIT115	Electronic Medical Records	1	2	0	2
	GE	E101	English Composition I	4.5	0	0	5
	GE	PSYCH101	General Psychology	4.5	0	0	5
							<b>12</b>
6	C	M106	Health Science Skills Review	0	5	0	3
	F	PD100	Professional Development	1	0	0	1
	GE	SOC100	Cultural Diversity	4.5	0	0	5
			General Education Elective	4.5	0	0	5
							<b>14</b>
<b>Program Total</b>							<b>97</b>

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							15
2	C	M103	Medical Procedures with Laboratory	4	4	0	7
	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							18
3	C	M101	Medical Office Management	4.5	0	0	5
	C	M102	Clinical Laboratory	3	4	0	6
	C	M165	Medical Assisting Certification Review	2	0	0	2
							13
4	C	CVS105	Electrocardiography I	1	1	0	1
	C	HIT115	Electronic Medical Records	1	2	0	2
			Elective I	3	0	0	3
			Elective II	3	0	0	3
			Elective III	3	0	0	3
							12
5	C	HIT101	Introduction to CPT and HCPCS Coding	3	3	0	5
	C	HIT102	Introduction to ICD Diagnostic Coding	3	4	0	6
	C	HIT105	Introduction to Health Information Management	4	0	0	4
							15
6	GE	E101	English Composition I	4.5	0	0	5
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							10
7	C	M106	Health Science Skills Review	0	5	0	3
	F	PD100	Professional Development	1	0	0	1
	GE	PSYCH101	General Psychology	4.5	0	0	5
			General Education Elective	4.5	0	0	5
							14
Program Total							97

## Elective Courses

Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
			Lecture	Lab	Practicum	
Elective I						
C	PHA103	Order Entry and Processing/Pharmacy Terminology	3	0	0	3
C	HIT403	Healthcare Informatics	3	0	0	3
Elective II						
C	PHA104	Patient Safety and Quality Assurance	3	0	0	3
F	T106B	Excel/PowerPoint	1	3	0	3
Elective III						
C	PHA105	Pharmaceutical Law and Ethics	3	0	0	3
C	HIT104	Medical Billing	3	0	0	3
General Education Elective						
GE	MATH101	College Math	4.5	0	0	5
GE	E201	English Composition II	4.5	0	0	5

## Associate of Applied Science in Health Science (Health Information Technology Concentration)

15 Months, Full-Time (Day)  
27 Months Part-Time (Evening)  
98 Quarter Credits

The objective of the AAS 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.

Upon successful completion of the program, Eastwick College will award the student an Associate of Applied Science Degree in Health Science (Health Information Technology Concentration).

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification/Registry Name	Credentialing Organization	Course Requirements
Certified Coding Associate (CCA)	American Health Information Management Association	Successful program completion
Certified Billing & Coding Specialist (CBCS)	National Healthcareer Association	Successful program completion
Insurance & Coding Specialist (NCICS)	National Center for Competency Testing	Successful program completion
Microsoft Office Specialist (MOS) in Excel, and PowerPoint	Certiport	T106B

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	52
Foundation (F)	10
General Education (GE)	36
<b>Total</b>	<b>98</b>

### Campus(es)

Ramsey
Hackensack
● Nutley

### Credential Level

Certificate
Diploma
● Associate Degree
Bachelor's Degree

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	HIT101	Introduction to CPT and HCPCS Coding	3	3	0	5
	C	M159	Medical Terminology I	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							17
2	C	HIT102	Introduction to ICD Diagnostic Coding	3	4	0	6
	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
	GE	E101	English Composition I	4.5	0	0	5
							22
3	C	HIT104	Medical Billing	2	2	0	3
	C	HIT105	Introduction to Health Information Management	4	0	0	4
	C	HIT201	Advanced Procedural Coding	4.5	0	0	5
	GE	E201	English Composition II	4.5	0	0	5
							17
4	C	HIT202	Advanced Diagnostic Coding	2	2	0	3
	C	HIT205	Advanced Health Information Management	3	4	0	6
	C	M101	Medical Office Management	4.5	0	0	5
	C	M169	Medical Law	2	0	0	2
	GE	MATH101	College Math	4.5	0	0	5
							21
5	C	HIT115	Electronic Medical Records	1	2	0	2
	C	HIT207	Coding Certification Review	1	2	0	2
	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	F	BUS206	Human Resource Management	4.5	0	0	5
	F	PD100	Professional Development	1	0	0	1
	F	T106B	Excel/PowerPoint	1	3	0	3
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							21
<b>Program Total</b>							<b>98</b>

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	MATH101	College Math	4.5	0	0	5
							9
2	C	M159	Medical Terminology I	3	0	0	3
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							16
3	C	HIT101	Introduction to CPT and HCPCS Coding	3	3	0	5
	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							16
4	C	HIT102	Introduction to ICD Diagnostic Coding	3	4	0	6
	C	HIT104	Medical Billing	2	2	0	3
	GE	E101	English Composition I	4.5	0	0	5
							14
5	C	HIT105	Introduction to Health Information Management	4	0	0	4
	GE	E201	English Composition II	4.5	0	0	5
							9
6	C	HIT115	Electronic Medical Records	1	2	0	2
	C	HIT201	Advanced Procedural Coding	4.5	0	0	5
							7
7	C	HIT205	Advanced Health Information Management	3	4	0	6
	C	M101	Medical Office Management	4.5	0	0	5
							11
8	C	HIT202	Advanced Diagnostic Coding	2	2	0	3
	F	T106B	Excel/PowerPoint	1	3	0	3
							6
9	C	HIT207	Coding Certification Review	1	2	0	2
	C	M169	Medical Law	2	0	0	2
	F	BUS206	Human Resource Management	4.5	0	0	5
	F	PD100	Professional Development	1	0	0	1
							10
Program Total							98



## Associate of Applied Science in Nursing (LPN-to-RN Bridge Program)

18 Months, Full-Time (Day)  
95 Quarter Credits

The objective of the AAS 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 centers and long-term care facilities, surgicenters, managed care sectors, and home care agencies.

Eastwick College's licensed practical nursing students who will seek admission into the AAS in Nursing (LPN-to-RN Bridge Program) must successfully complete all courses in the Licensed Practical Nursing program and hold valid, unencumbered state licensure as practical nurses. An admission examination is required. Graduation from the Licensed Practical Nursing program and state licensure as a practical nurse do not guarantee admission into Eastwick College's AAS in Nursing (LPN-to-RN Bridge Program).

Upon successful completion of the program, Eastwick College will award the student an Associate of Applied Science Degree in Nursing.

### Licensure Information

In New Jersey, Eastwick College graduates must meet the requirements of N.J.A.C. 13:37-1.2; 2.20, which include passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and having a clean criminal background check.

Students looking to obtain licensure outside of New Jersey should contact their respective state board of nursing regarding its requirements for licensure.

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification/Registry Name	Credentialing Organization	Course Requirements
National Council Licensure Examination for Registered Nurses (NCLEX-RN)	National Council of State Boards of Nursing	Meet state-specific licensure requirements

### Graduation Requirements

Course Type	Quarter Credits
Core+ (C+)	42
Foundation (F)	6
General Education (GE)	47
<b>Total</b>	<b>95</b>

### Campus(es)

● Ramsey
● Hackensack
Nutley

### Credential Level

Certificate
Diploma
● Associate Degree
Bachelor's Degree

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted. A weekend option is available.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum*	
1	C+	N212	Nursing Review of Pathophysiology	4	0	0	4
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	E101	English Composition I	4.5	0	0	5
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							15
2	C+	N211	Review of Principles of Medication Administration & Dosage Calculation	3	0	0	3
	GE	BIO103	Microbiology	4	2	0	6
	GE	COM101	Foundations of Communication	4.5	0	0	5
							14
3	C+	N202	Concepts of Nursing I	6	0	5	7
	F	BIO104	Nutrition	4.5	0	0	5
							12
4	C+	N204	Concepts of Nursing II	6	0	5	7
	C+	N216	Concepts of Healthcare Management	4.5	0	0	5
							12
5	C+	N205	Concepts of Nursing III	6	0	5	7
	C+	N217	Complex Health Concepts	5	0	5	6
							13
6	C+	N207	NCLEX-RN Preparation	1	3	0	3
	GE	MATH101	College Math	4.5	0	0	5
	GE	PSYCH102	Developmental Psychology	4.5	0	0	5
							13
Transfer Credits	GE	BIO101	Anatomy and Physiology I	6	2	0	8
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							16
<b>Program Total</b>							<b>95</b>

\* Practicum may include simulations pursuant to the Department of Nursing's Policy on Clinical Learning Activities.

## Associate of Applied Science in Occupational Therapy Assistant

21 Months, Full-Time (Day)  
27 Months, Part-Time (Evening)  
101 Quarter Credits

The objective of the AAS in Occupational Therapy Assistant program is to prepare the student to enter the healthcare field in the capacity of a certified occupational therapist assistant (COTA). Opportunities exist in offices of occupational therapists, nursing care facilities, hospitals, elementary and secondary schools, and home health care services.

Fieldwork experiences may take place during daytime hours on weekdays and weekends. Level II Fieldwork (OTA 211 and OTA 212) must be completed within the maximum timeline established for the program, as described under the Standards of Satisfactory Progress section of this catalog.

Upon successful completion of the program, Eastwick College will award the student an Associate of Applied Science Degree in Occupational Therapy Assistant.

### Licensure Information

In New Jersey, Eastwick College graduates must become Certified Occupational Therapy Assistants (COTA) by passing the certification examination offered by the National Board for Certification in Occupational Therapy (NBCOT). A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Students looking to obtain licensure outside of New Jersey should contact their respective state board of occupational therapy regarding its requirements for licensure.

### Graduate Eligibility for Certification Examination

*Credentialing organizations may change their requirements without notice*

Certification Exam Name	Credentialing Organization	Additional Requirements
Certified Occupational Therapy Assistant (COTA)	National Board for Certification in Occupational Therapy	Meet state-specific licensure requirements

#### Graduation Requirements

Course Type	Quarter Credits
Core+ (C+)*	58
Foundation (F)	2
General Education (GE)	41
<b>Total</b>	<b>101</b>

#### Campus(es)

● Ramsey
● Hackensack
● Nutley

#### Credential Level

● Certificate
● Diploma
● Associate Degree
● Bachelor's Degree

\* Core+ courses have higher grading requirements for fieldwork and graduation eligibility

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C+	PES101	Concepts of Personal Wellness	2	0	0	2
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
	GE	PSYCH101	General Psychology	4.5	0	0	5
							16
2	C+	OTA101	Introduction to Occupational Therapy	3	1	0	4
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
	GE	E101	English Composition I	4.5	0	0	5
	GE	PSYCH102	Developmental Psychology	4.5	0	0	5
							22
3	C+	OTA102	Medical Conditions	3	0	0	3
	C+	OTA103	Human Movement for Occupation	1	2	0	2
	C+	OTA104	Principles of Occupational Therapy I - Physical Disabilities (Level I Fieldwork A)	3	4	4	6
	GE	E201	English Composition II	4.5	0	0	5
							16
4	C+	OTA105	Service Management Skills	1	2	0	2
	C+	OTA106	Occupational Performance I	1	3	0	3
	C+	OTA201	Principles of Occupational Therapy II - Pediatrics (Level I Fieldwork B)	3	4	4	6
	C+	OTA202	Assistive Technology, Modalities, and Splinting	1	3	0	3
	GE	COM101	Foundations of Communication	4.5	0	0	5
							19

## Day Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
5	C+	OTA203	Principles of Occupational Therapy III - Mental Health (Level I Fieldwork C)	3	4	4	6
	C+	OTA204	Occupational Performance II	2	2	0	3
	C+	OTA205	Occupational Therapy Practice	2	1	0	3
	C+	OTA206	Advanced OTA Practice Skills	1	3	0	3
	F	PD100	Professional Development	1	0	0	1
							16
6	C+	OTA211	OTA Level II Fieldwork A*	0	0	40	6
							6
7	C+	OTA210	OTA Certification Exam Preparation	3	1	0	4
	C+	OTA212	OTA Level II Fieldwork B*	0	0	40	2
* This course requires a daytime schedule of 40 hours/week; OTA212 is a 4-week course.							6
Program Total							101

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C+	PES101	Concepts of Personal Wellness	2	0	0	2
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
	GE	PSYCH101	General Psychology	4.5	0	0	5
							16
2	GE	BIO201	Anatomy and Physiology II	6	2	0	8
	GE	E101	English Composition I	4.5	0	0	5
	GE	PSYCH102	Developmental Psychology	4.5	0	0	5
							18
3	C+	OTA101	Introduction to Occupational Therapy	3	1	0	4
	GE	COM101	Foundations of Communication	4.5	0	0	5
	GE	E201	English Composition II	4.5	0	0	5
							14
4	C+	OTA102	Medical Conditions	3	0	0	3
	C+	OTA103	Human Movement for Occupation	1	2	0	2
	C+	OTA104	Principles of Occupational Therapy I - Physical Disabilities (Level I Fieldwork A)	3	4	4	6
							11
5	C+	OTA105	Service Management Skills	1	2	0	2
	C+	OTA106	Occupational Performance I	1	3	0	3
	C+	OTA201	Principles of Occupational Therapy II - Pediatrics (Level I Fieldwork B)	3	4	4	6
							11
6	C+	OTA202	Assistive Technology, Modalities, and Splinting	1	3	0	3
	C+	OTA203	Principles of Occupational Therapy III - Mental Health (Level I Fieldwork C)	3	4	4	6
	C+	OTA204	Occupational Performance II	2	2	0	3
							12
7	C+	OTA205	Occupational Therapy Practice	2	1	0	3
	C+	OTA206	Advanced OTA Practice Skills	1	3	0	3
	F	PD100	Professional Development	1	0	0	1
							7
8	C+	OTA211	OTA Level II Fieldwork A*	0	0	40	6
							6
9	C+	OTA210	OTA Certification Exam Preparation	3	1	0	4
	C+	OTA212	OTA Level II Fieldwork B*	0	0	40	2
* This course requires a daytime schedule of 40 hours/week; OTA212 is a 4-week course.							6
Program Total							101

# Associate of Applied Science in Surgical Technology

18 Months, Full-Time (Day)  
27 Months, Part-Time (Evening)  
101 Quarter Credits

The objective of the AAS in Surgical Technology program is to prepare students to join a health care team as competent, entry-level surgical technologists. Opportunities exist in hospitals, ambulatory surgery settings, private practice in cosmetic surgery settings, and sterile processing departments.

Upon successful completion of the program, Eastwick College will award the student an Associate of Applied Science Degree in Surgical Technology.

## Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification Name	Credentialing Organization	Additional Requirements
Certified Surgical Technologist (CST)	National Board of Surgical Technology and Surgical Assisting (NBSTSA)	Successful program completion
Certified Registered Central Service Technician (CRCST)	International Association of Healthcare Central Service Material Management (IAHCSCMM)	Completion of 400 hours in a sterile processing department after graduating from the program

## Graduation Requirements

Course Type	Quarter Credits
Core (C)	14
Core+ (C+)*	48
Foundation (F)	2
General Education (GE)	37
<b>Total</b>	<b>101</b>

## Campus(es)

● Ramsey
● Hackensack
● Nutley

## Credential Level

● Certificate
● Diploma
● Associate Degree
● Bachelor's Degree

\*Core+ courses have higher grading requirements for fieldwork and graduation eligibility

## Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
<b>1</b>	C	M159	Medical Terminology I	3	0	0	3
	C	M169	Medical Law	2	0	0	2
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
<b>14</b>							
<b>2</b>	C	M160	Medical Terminology II	3	0	0	3
	C+	S101L	Introduction to Surgical Technology Laboratory	0	4	0	2
	C+	S101T	Introduction to Surgical Technology Theory	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
	GE	E101	English Composition I	4.5	0	0	5
<b>21</b>							
<b>3</b>	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	C+	S102NL	Application of Surgical Instrumentation Laboratory	0	4	0	2
	C+	S102NT	Application of Surgical Instrumentation Theory	3	0	0	3
	GE	BIO103	Microbiology	4	2	0	6
	GE	E201	English Composition II	4.5	0	0	5
<b>19</b>							
<b>4</b>	C	BIO202	Pathophysiology	3	0	0	3
	C+	S105	Pre-, Intra-, and Post-operative Techniques	4	0	0	4
	C+	S204L	Core Surgical Procedures Laboratory	0	9	0	5
	C+	S204T	Core Surgical Procedures Theory	5.5	0	0	6
<b>18</b>							
<b>5</b>	C+	S205	Central Service Technician	2	0	0	2
	C+	S240L	Specialty Surgical Procedures Laboratory	0	9	0	5
	C+	S240T	Specialty Surgical Procedures Theory	6	0	0	7
	F	PD100	Professional Development	1	0	0	1
	GE	SOC100	Cultural Diversity	4.5	0	0	5
<b>20</b>							
<b>6</b>	C+	S241	NBSTSA Exam Preparation	3	0	0	3
	C+	S250	Surgical Technology Clinical Externship*	0	0	40	6
<i>* This course requires a daytime schedule of 40 hours/week.</i>							
<b>9</b>							
<b>Program Total</b>							<b>101</b>

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M169	Medical Law	2	0	0	2
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO103	Microbiology	4	2	0	6
							9
2	C	M159	Medical Terminology I	3	0	0	3
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							16
3	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							11
4	C	BIO202	Pathophysiology	3	0	0	3
	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	GE	E101	English Composition I	4.5	0	0	5
							11
5	C+	S101L	Introduction to Surgical Technology Laboratory	0	4	0	2
	C+	S101T	Introduction to Surgical Technology Theory	3	0	0	3
	GE	E201	English Composition II	4.5	0	0	5
							10
6	C+	S102NL	Application of Surgical Instrumentation Laboratory	0	4	0	2
	C+	S102NT	Application of Surgical Instrumentation Theory	3	0	0	3
	C+	S205	Central Service Technician	2	0	0	2
							7
7	C+	S105	Pre-, Intra-, and Post-operative Techniques	4	0	0	4
	C+	S204L	Core Surgical Procedures Laboratory	0	9	0	5
	C+	S204T	Core Surgical Procedures Theory	5.5	0	0	6
							15
8	C+	S240L	Specialty Surgical Procedures Laboratory	0	9	0	5
	C+	S240T	Specialty Surgical Procedures Theory	6	0	0	7
	F	PD100	Professional Development	1	0	0	1
							13
9	C+	S241	NBSTSA Exam Preparation	3	0	0	3
	C+	S250	Surgical Technology Clinical Externship*	0	0	40	6
							9
* This course requires a daytime schedule of 40 hours/week.							
Program Total							101

## Bachelor of Science in Diagnostic Cardiovascular Sonography

45 Months, Part-Time (Evening)  
184 Quarter Credits

Eastwick College's Bachelor of Science in Diagnostic Cardiovascular Sonography program is designed to prepare the student to enter the healthcare field in the capacity of a registered non-invasive echocardiographer, vascular technologist or cardiovascular technician with additional managerial skills. Graduates of this program will be eligible to apply for the following credentials administered by Cardiovascular Credentialing International (CCI): Registered Cardiac Sonographer (RCS) and Registered Vascular Specialist (RVS); and for the following credentials administered by the American Registry for Diagnostic Medical Sonography (ARDMS): Registered Diagnostic Cardiac Sonographer (RDCS) and Registered Vascular Technologist (RVT).

Upon successful completion of the program, Eastwick College will award the student a Bachelor of Science Degree in Diagnostic Cardiovascular Sonography.

### Student/Graduate Eligibility for Certification/Registry Examinations

*Credentialing organizations may change their requirements without notice*

Credentialing organizations may change their requirements without notice		
Certification/Registry Name	Credentialing Organization	Course Requirements
Medical Assistant Certification (MAC)	American Medical Certification Association	Successful program completion
EKG Technician Certification (ETC)		M103 & CVS105
Phlebotomy Technician Certification (PTC)		M102
Certified Cardiographic Technician (CCT)	Cardiovascular Credentialing International (CCI)	Successful program completion
Registered Cardiac Sonographer (RCS)*		CVS211 & CVS212 (echo track)
Registered Vascular Sonographer (RVS)*		CVS213 & CVS214 (vascular track)
Sonography Principles of Instrumentation (SPI)	American Registry for Diagnostic Medical Sonography (ARDMS)	CVS203 (minimum grade of "C")
Registered Diagnostic Cardiac Sonographer (RDCS)*		CVS211 & CVS212 (echo track)
Registered Vascular Technologist (RVT)*		CVS213 & CVS214 (vascular track)
*Registry Eligibility Pathways		
CCI: RCS5 (RCS) RV55 (RVS)	ARDMS: Prerequisite 5 (RDCS) Prerequisite 5 (RVT)	

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	27
Core+ (C+)*	82
Foundation (F)	4
General Education (GE)	71
<b>Total</b>	<b>184</b>

\* Core+ courses have higher grading requirements for externship and graduation eligibility

### Campus(es)

● Ramsey
Hackensack
Nutley

### Credential Level

● Certificate
Diploma
Associate Degree
● Bachelor's Degree

### Evening Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
12							
2	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
11							
3	C	M103	Medical Procedures with Laboratory	4	4	0	7
	GE	E101	English Composition I	4.5	0	0	5
	GE	MATH101	College Math	4.5	0	0	5
17							
4	C	M102	Clinical Laboratory	3	4	0	6
	C+	CVS100T	Introduction to Imaging	2	4	0	4
	C+	CVS105	Electrocardiography I	1	1	0	1
11							
5	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	C+	CVS106L	Introduction to Echocardiography Laboratory	0	4	0	2
	C+	CVS106T	Introduction to Echocardiography Theory	2	0	0	2
	C+	CVS200	Acoustical Physics I	2	0	0	2
9							

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
6	C+	CVS101L	Vascular Techniques I Laboratory	0	4	0	2
	C+	CVS101T	Vascular Techniques I Theory	2	0	0	2
	C+	CVS107L	Echocardiography Techniques I Lab	0	4	0	2
	C+	CVS107T	Echocardiography Techniques I Theory	2	0	0	2
	C+	CVS204	Cardiovascular Anatomy and Pathophysiology	2	0	0	2
							10
7	C+	CVS102L	Vascular Techniques II Laboratory	0	4	0	2
	C+	CVS102T	Vascular Techniques II Theory	3	0	0	3
	C+	CVS108	Electrocardiography II	1	2	0	2
	C+	CVS203	Acoustical Physics II	2	0	0	2
	C+	CVS207L	Echocardiography Techniques II Laboratory	0	4	0	2
	C+	CVS207T	Echocardiography Techniques II Theory	2	0	0	2
							13
8	C+	CVS109	Registry Review I	2	0	0	2
	C+	CVS202L	Vascular Techniques III Laboratory	0	6	0	3
	C+	CVS202T	Vascular Techniques III Theory	2	0	0	2
	C+	CVS208L	Echocardiography Techniques III Laboratory	0	6	0	3
	C+	CVS208T	Echocardiography Techniques III Theory	2	0	0	2
							12
9	C+	CVS209	Registry Review II	2	0	0	2
	C+	CVS211 or CVS213	Echocardiography Clinical Practicum I* or Vascular Sonography Clinical Practicum I*	0	0	40	6
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							13
10	C+	CVS212 or CVS214	Echocardiography Clinical Practicum II* or Vascular Sonography Clinical Practicum II*	0	0	40	6
	GE	SOC300	Ethics and Social Responsibility	4	0	0	4
							10
11	C+	CVS301	Patient Management Practices	4	0	0	4
	GE	MATH102	College Algebra	4.5	0	0	5
	GE	PHIL101	Critical Thinking	4.5	0	0	5
							14
12	C	BUS206	Human Resource Management	4.5	0	0	5
	C+	CVS302	Management & Organizational Behavior in Health Services Organizations	4.5	0	0	5
	F	E301	Technical Report Writing	2	0	0	2
	GE	COM101	Foundations of Communication	4.5	0	0	5
							17
13	C+	CVS401	Management for Imaging Professionals	2	0	0	2
	GE	BIO103	Microbiology	4	2	0	6
	GE	CHEM101	Chemistry I	4.5	0	0	5
	GE	PSYCH102	Developmental Psychology	4.5	0	0	5
							18
14	C+	CVS403	Introduction to Small Parts Sonography	2	0	0	2
	GE	MATH301	Introduction to Applied Statistics	4.5	0	0	5
							7
15	C+	CVS402	Management Essentials	2	1	0	3
	C+	CVS404	Pediatric Echocardiography	2	4	0	4
	C+	M169	Medical Law	2	0	0	2
	F	PD100	Professional Development	1	0	0	1
							10
							* Externships require a daytime schedule of 40 hours/week.
Program Total							184

## Bachelor of Science in Diagnostic Medical Sonography

51 Months, Part-Time (Evening)  
194 Quarter Credits

Eastwick College's Bachelor of Science in Diagnostic Medical Sonography (BS-DMS) program is designed to prepare the student to enter the healthcare field in the capacity of a registered diagnostic medical sonographer. This program is structured as a bridge from our AAS in Diagnostic Cardiovascular Sonography and includes 199 quarter credits delivered in 13 terms over 39 months for day students and 17 terms over 51 months for students who wish to complete the theoretical component in the evening session. Graduates of the program will be eligible to apply for the following credentials administered by the American Registry for Diagnostic Medical Sonography (ARDMS): Registered Diagnostic Medical Sonographer (RDMS), Registered Diagnostic Cardiac Sonographer (RDCS), Registered Vascular Technologist (RVT), Registered Diagnostic Medical Sonographer (RDMS) in Abdomen (AB) and Obstetrics & Gynecology (OB/GYN). They will also be eligible to apply for the Registered Cardiac Sonographer (RCS) and Registered Vascular Sonographer (RVS) credentials administered by Cardiovascular Credentialing International (CCI).

Upon successful completion of the program, Eastwick College will award the student a Bachelor of Science in Diagnostic Medical Sonography.

### Student/Graduate Eligibility for Certification/Registry Examinations

*Credentialing organizations may change their requirements without notice*

Certification/Registry Name	Credentialing Organization	Course Requirements
Medical Assistant Certification (MAC)	American Medical Certification Association	Successful program completion
EKG Technician Certification (ETC)		M103 & CVS105
Phlebotomy Technician Certification (PTC)		M102
Certified Cardiographic Technician (CCT)	Cardiovascular Credentialing International	Successful program completion
Registered Cardiac Sonographer (RCS)		CVS211 & CVS212 (echo track)
Registered Vascular Sonographer (RVS)		CVS213 & CVS214 (vascular track)
Sonography Principles of Instrumentation (SPI)	American Registry for Diagnostic Medical Sonography	CVS203 (minimum grade of "C")
Registered Diagnostic Cardiac Sonographer (RDCS)		CVS211 & CVS212 (echo track)
Registered Vascular Technologist (RVT)		CVS213 & CVS214 (vascular track)
Registered Diagnostic Medical Sonographer (RDMS)* Abdomen (AB) and/or Obstetrics and Gynecology (OB/GYN)		Successful program completion

\*Eligibility covers students who take the program in its entirety. Students who transfer credits for core cardiovascular courses may be subject to additional ARDMS requirements to document clinical experience.

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	22
Core+ (C+)*	99
Foundation (F)	2
General Education (GE)	71
<b>Total</b>	<b>194</b>

\*Core+ courses have higher grading requirements for externship and graduation eligibility

### Campus(es)

● Ramsey
Hackensack
Nutley

### Credential Level

● Certificate
Diploma
Associate Degree
● Bachelor's Degree

### Evening Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
12							
2	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
11							
3	C	M103	Medical Procedures with Laboratory	4	4	0	7
	GE	E101	English Composition I	4.5	0	0	5
	GE	MATH101	College Math	4.5	0	0	5
17							
4	C	M102	Clinical Laboratory	3	4	0	6
	C+	CVS100T	Introduction to Imaging	2	4	0	4
	C+	CVS105	Electrocardiography I	1	1	0	1
11							
5	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	C+	CVS106L	Introduction to Echocardiography Laboratory	0	4	0	2
	C+	CVS106T	Introduction to Echocardiography Theory	2	0	0	2
	C+	CVS200	Acoustical Physics I	2	0	0	2
9							



## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
6	C+	CVS101L	Vascular Techniques I Laboratory	0	4	0	2
	C+	CVS101T	Vascular Techniques I Theory	2	0	0	2
	C+	CVS107L	Echocardiography Techniques I Lab	0	4	0	2
	C+	CVS107T	Echocardiography Techniques I Theory	2	0	0	2
	C+	CVS204	Cardiovascular Anatomy and Pathophysiology	2	0	0	2
							10
7	C+	CVS102L	Vascular Techniques II Laboratory	0	4	0	2
	C+	CVS102T	Vascular Techniques II Theory	3	0	0	3
	C+	CVS108	Electrocardiography II	1	2	0	2
	C+	CVS203	Acoustical Physics II	2	0	0	2
	C+	CVS207L	Echocardiography Techniques II Laboratory	0	4	0	2
	C+	CVS207T	Echocardiography Techniques II Theory	2	0	0	2
							13
8	C+	CVS109	Registry Review I	2	0	0	2
	C+	CVS202L	Vascular Techniques III Laboratory	0	6	0	3
	C+	CVS202T	Vascular Techniques III Theory	2	0	0	2
	C+	CVS208L	Echocardiography Techniques III Laboratory	0	6	0	3
	C+	CVS208T	Echocardiography Techniques III Theory	2	0	0	2
							12
9	C+	CVS209	Registry Review II	2	0	0	2
	C+	CVS211 or CVS213	Echocardiography Clinical Practicum I* or Vascular Sonography Clinical Practicum I*	0	0	40	6
	GE	SOC100	Cultural Diversity	4.5	0	0	5
							13
10	C+	CVS212 or CVS214	Echocardiography Clinical Practicum II* or Vascular Sonography Clinical Practicum II*	0	0	40	6
	GE	SOC300	Ethics and Social Responsibility	4	0	0	4
							10
11	GE	BIO103	Microbiology	4	2	0	6
	GE	CHEM101	Chemistry I	4.5	0	0	5
	C+	DMS304	Cross-Sectional Anatomy of the Abdomen and Pelvis	2	2	0	3
							14
12	C+	DMS404	Small Parts Sonography	2	4	0	4
	GE	MATH301	Introduction to Applied Statistics	4.5	0	0	5
							9
13	GE	COM101	Foundations of Communication	4.5	0	0	5
	GE	MATH102	College Algebra	4.5	0	0	5
	GE	PHIL101	Critical Thinking	4.5	0	0	5
	GE	PSYCH102	Developmental Psychology	4.5	0	0	5
							20
14	C+	DMS301L	Abdominal Sonography I Laboratory	0	4	0	2
	C+	DMS301T	Abdominal Sonography I Theory	2	0	0	2
	C+	DMS302L	OB/GYN Sonography I Laboratory	0	4	0	2
	C+	DMS302T	OB/GYN Sonography I Theory	2	0	0	2
							8
15	C+	DMS401L	Abdominal Sonography II Laboratory	0	4	0	2
	C+	DMS401T	Abdominal Sonography II Theory	2	0	0	2
	C+	DMS402L	OB/GYN Sonography II Laboratory	0	4	0	2
	C+	DMS402T	OB/GYN Sonography II Theory	2	0	0	2
	F	PD100	Professional Development	1	0	0	1
							9
16	C+	DMS305	Registry Review DMS I	2	0	0	2
	C+	DMS311	Diagnostic Medical Sonography Clinical Practicum I*	0	0	40	6
							8
17	C+	DMS406	Registry Review DMS II	2	0	0	2
	C+	DMS411	Diagnostic Medical Sonography Clinical Practicum II*	0	0	40	6
							8
* Externships require a daytime schedule of 40 hours/week.							8
Program Total							194

## Bachelor of Science in Nursing (LPN-to-BSN)

30 Months  
180 Quarter Credits

Eastwick College's Bachelor of Science in Nursing (LPN-to-BSN) is designed to enable licensed practical nurses (LPNs) with valid and unencumbered LPN licenses to seamlessly advance their education to become baccalaureate-level registered nurses (RNs). The students will develop the leadership and clinical judgment skills required of RNs to be leaders and providers of safe and compassionate care and help address the increasingly complex health care needs of communities in New Jersey, nationwide, and globally.

Upon successful completion of the program, Eastwick College will award the student a Bachelor of Science Degree in Nursing.

### Licensure Information

In New Jersey, Eastwick College graduates must meet the requirements of N.J.A.C. 13:37-1.2; 2.20, which include passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and having a clean criminal background check.

Students looking to obtain licensure outside of New Jersey should contact their respective state board of nursing regarding its requirements for licensure.

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification/Registry Name	Credentialing Organization	Course Requirements
National Council Licensure Examination for Registered Nurses (NCLEX-RN)	National Council of State Boards of Nursing	Meet state-specific licensure requirements

### Graduation Requirements

Course Type	Quarter Credits
Core+ (C+)	76
Foundation (F)	13
General Education (GE)	81
<b>Total</b>	<b>180</b>

### Campus(es)

● Ramsey
● Hackensack
Nutley

### Credential Level

Certificate
Diploma
Associate Degree
● Bachelor's Degree

### Graduation Requirements

*Course sequence subject to change; all terms are 12 weeks long*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum*	
1	C	NU301	LPN Transition to Professional Nursing	4	0	0	4
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	F	M159	Medical Terminology I	3	0	0	3
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
	GE	E101	English Composition I	4.5	0	0	5
21							
2	C	N212	Nursing Review of Pathophysiology	4	0	0	4
	F	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
	GE	COM101	Foundations of Communication	4.5	0	0	5
20							
3	C	NU201C	Nursing Fundamentals Clinical	0	3	3	3
	C	NU201T	Nursing Fundamentals Theory	7	0	0	7
	GE	CHEM101	Chemistry I	4.5	0	0	5
	GE	PSYCH101	General Psychology	4.5	0	0	5
20							
4	C	NU202C	Medical Surgical Nursing Clinical	0	3	3	3
	C	NU202T	Medical Surgical Nursing Theory	7	0	0	7
	GE	BIO103	Microbiology	4	2	0	6
	GE	MATH101	College Math	4.5	0	0	5
21							
5	C	N211	Review of Principles of Medication Administration and Dosage Calculation	3	0	0	3
	C	NU410	Advanced Adult Health Nursing I	4	2	4	6
	GE	BIO203	Nutrition	4.5	0	0	5
	GE	PSYCH102	Developmental Psychology	4.5	0	0	5
19							
6	C	NU303	Advanced Pharmacology and Dosage Calculation for Nursing Practice	3	0	0	3
	C	NU411	Advanced Adult Health Nursing II	4	2	4	6
	GE	CHEM201	Organic Chemistry	4.5	0	0	5
	GE	MATH102	College Algebra	4.5	0	0	5
19							

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum*	
7	F	HIT403	Healthcare Informatics	3	0	0	3
	GE	MATH301	Introduction to Applied Statistics	4.5	0	0	5
	GE	SOC100	Cultural Diversity	4.5	0	0	5
	GE	SOC300	Ethics and Social Responsibility	4	0	0	4
							17
8	C	NU404	Comprehensive Health Assessment for Professional Nursing Practice	4	2	0	6
	C	NU405	Nursing Practice Research	4	0	0	4
	C	NU407	Gerontology for Nursing Practice	3	2	3	5
	C	NU408	Advanced Maternity Nursing	3	1	3	4
							19
9	C	NU409	Advanced Pediatric Nursing	3	1	3	4
	C	NU412	Professional Nursing Leadership and Management	4	0	0	4
	C	NU413	Community Health Nursing	4	1	3	5
							13
10	C	NU414	Professional Nursing Synthesis	3	0	0	3
	C	NU415	NCLEX-RN Licensure Exam Preparatory Course	4	1	0	5
	F	M169	Medical Law	2	0	0	2
	F	PD100	Professional Development	1	0	0	1
							11
Program Total							180

\* Practicum may include simulations pursuant to the Department of Nursing's Policy on Clinical Learning Activities.

## Bilingual Licensed Practical Nursing

### Credit-Bearing, Non-Degree Diploma Program

18 Months, Full-Time (Day)  
27 Months, Part-Time (Evening)  
118 Quarter Credits

The objective of the Bilingual Licensed Practical Nursing Science program is to prepare students who speak English as a second language to enter the medical field in the capacity of an entry-level licensed practical nurse (LPN). Opportunities exist in the hospital setting, long-term care facilities, nursing homes, subacute facilities, school nursing, adult day health care centers, and home care.

Upon successful completion of the program, Eastwick College will award the student a diploma in Bilingual Licensed Practical Nursing.

#### Licensure Information

In New Jersey, Eastwick College graduates must meet the requirements of N.J.A.C. 13:37-1.2; 2.20, which include passing the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and having a clean criminal background check.

Students looking to obtain licensure outside of New Jersey should contact their respective state board of nursing regarding its requirements for licensure.

#### Graduate Eligibility for Licensing Examination

*Credentialing organizations may change their requirements without notice*

Licensing Exam Name	Credentialing Organization	Additional Requirements
National Council Licensure Examination for Practical Nurses (NCLEX-PN)	National Council of State Boards of Nursing	Meet state-specific licensure requirements

#### Graduation Requirements

Course Type	Quarter Credits
Core (C)	8
Core+ (C+)*	59
Foundation (F)	35
General Education (GE)	16
<b>Total</b>	<b>118</b>

#### Campus(es)

	Ramsey
●	Hackensack
	Nutley

#### Credential Level

	Certificate
●	Diploma
	Associate Degree
	Bachelor's Degree

\* Core+ courses in licensed practical nursing programs require a grade of 75% to pass

#### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	F	CNE 101	Communication for the Nursing Environment I	6	2	0	8
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							20
2	C	M160	Medical Terminology II	3	0	0	3
	C	M169	Medical Law	2	0	0	2
	C+	N104	Nursing Process	3	0	0	3
	C+	N112	Pharmacology I	3	0	0	3
	F	CNE102	Communication for the Nursing Environment II	6	2	0	8
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							27
3	C+	N101C	Nursing Fundamentals/Gerontology Nursing Clinic	0	4	5	3
	C+	N101T	Nursing Fundamentals/Gerontology Nursing Theory	8	0	0	9
	C+	N113	Pharmacology II	3	0	0	3
	F	CNE103	Communication for the Nursing Environment III	3	3	0	5
							20
4	C+	N108C	Medical/Surgical Nursing Clinic	0	5	7	4
	C+	N108T	Medical/Surgical Nursing Theory	8	0	0	9
	F	CNE104	Communication for the Nursing Environment IV	3	3	0	5
							18

## Day Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
5	C+	N103C	Pediatric Nursing Clinic	0	3	2	2
	C+	N103T	Pediatric Nursing Theory	3	1	0	4
	C+	N105C	Maternal/Child Nursing Clinic	0	3	2	2
	C+	N105T	Maternal/Child Nursing Theory	3	1	0	4
	F	CNE105	Communication for the Nursing Environment V	4	4	0	7
							19
6	C+	N106C	Psychiatric Nursing Clinic	0	3	2	2
	C+	N106T	Psychiatric Nursing Theory	5	0	0	6
	C+	N110	NCLEX-PN Exam Preparation	1	5	0	4
	C+	N114	Clinical Skills Assessment	0	2	2	1
	F	PD100	Professional Development	1	0	0	1
							14
Program Total							118

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							12
2	C	M160	Medical Terminology II	3	0	0	3
	C+	N104	Nursing Process	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							14
3	C+	N112	Pharmacology I	3	0	0	3
	F	CNE101	Communication for the Nursing Environment I	6	2	0	8
							11
4	C+	N101C	Nursing Fundamentals/Gerontology Nursing Clinic	0	4	5	3
	C+	N101T	Nursing Fundamentals/Gerontology Nursing Theory	8	0	0	9
	C+	N113	Pharmacology II	3	0	0	3
							15
5	C+	N108C	Medical/Surgical Nursing Clinic	0	5	7	4
	C+	N108T	Medical/Surgical Nursing Theory	8	0	0	9
	F	CNE102	Communication for the Nursing Environment II	6	2	0	8
							21
6	C+	N103C	Pediatric Nursing Clinic	0	3	2	2
	C+	N103T	Pediatric Nursing Theory	3	1	0	4
	F	CNE103	Communication for the Nursing Environment III	3	3	0	5
							11
7	C	M169	Medical Law	2	0	0	2
	C+	N105C	Maternal/Child Nursing Clinic	0	3	2	2
	C+	N105T	Maternal/Child Nursing Theory	3	1	0	4
	F	CNE104	Communication for the Nursing Environment IV	3	3	0	5
							13
8	C+	N106C	Psychiatric Nursing Clinic	0	3	2	2
	C+	N106T	Psychiatric Nursing Theory	5	0	0	6
	F	CNE105	Communication for the Nursing Environment V	4	4	0	7
							15
9	C+	N110	NCLEX-PN Exam Preparation	1	5	0	4
	C+	N114	Clinical Skills Assessment	0	2	2	1
	F	PD100	Professional Development	1	0	0	1
							6
Program Total							118

# Business Administration with Computerized Accounting/Bookkeeping

Credit-Bearing, Non-Degree Certificate Program

9 Months, Full-Time (Day)  
12 Months, Part-Time (Evening)  
38 Quarter Credits

The objective of the Business Administration with Computerized Accounting/Bookkeeping program is to prepare an individual for administrative assisting positions in a variety of business settings and for entry-level positions in accounting, human resources, and marketing.

Upon successful completion of the program, Eastwick College will award the student a Certificate in Business Administration with Computerized Accounting/Bookkeeping.

## Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification Name	Credentialing Organization	Course Requirements
Microsoft Office Specialist (MOS) in Excel, and PowerPoint	Certiport	T106B

## Graduation Requirements

Course Type	Quarter Credits
Core (C)	23
Foundation (F)	5
General Education (GE)	10
<b>Total</b>	<b>38</b>

## Campus(es)

	Ramsey
•	Hackensack
•	Nutley

## Credential Level

•	Certificate
	Diploma
	Associate Degree
	Bachelor's Degree

## Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	E101	English Composition I	4.5	0	0	5
	GE	MATH101	College Math	4.5	0	0	5
							11
2	C	ACCT101	Principles of Accounting I	4.5	0	0	5
	C	BUS102	Principles of Management	4.5	0	0	5
	C	BUS103	Principles of Marketing	4.5	0	0	5
							15
3	C	ACCT205	Business Spreadsheets and Computer Applications in Accounting	1	3	0	3
	C	BUS206	Human Resource Management	4.5	0	0	5
	F	PD100	Professional Development	1	0	0	1
	F	T106B	Excel/PowerPoint	1	3	0	3
							12
<b>Program Total</b>							<b>38</b>

## Evening Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	F	FS01	Fundamentals for Student Success	1	0	0	1
	GE	E101	English Composition I	4.5	0	0	5
	GE	MATH101	College Math	4.5	0	0	5
							11
2	C	BUS102	Principles of Management	4.5	0	0	5
	F	T106B	Excel/PowerPoint	1	3	0	3
							8
3	C	ACCT101	Principles of Accounting I	4.5	0	0	5
	C	ACCT205	Business Spreadsheets and Computer Applications in Accounting	1	3	0	3
	C	BUS103	Principles of Marketing	4.5	0	0	5
							13
4	C	BUS206	Human Resource Management	4.5	0	0	5
	F	PD100	Professional Development	1	0	0	1
							6
<b>Program Total</b>							<b>38</b>

## Business Operations and Accounting

### Credit-Bearing, Non-Degree Certificate Program

6 Months, Full-Time (Day)  
28 Quarter Credits

Eastwick College's Business Operations and Accounting program is designed to prepare students for entry-level positions in office administration and business accounting in a variety of businesses. The student will be equipped with basic office administration, Microsoft Word, Excel, and PowerPoint, and accounting skills for administrative and accounting clerical positions.

Upon successful completion of the program, Eastwick College will award the student a Certificate in Business Operations and Accounting.

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification Name	Credentialing Organization	Course Requirements
Microsoft Office Specialist (MOS) in Excel, and PowerPoint	Certiport	T106B

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	18
Foundation (F)	5
General Education (GE)	5
<b>Total</b>	<b>28</b>

### Campus(es)

	Ramsey
●	Hackensack
●	Nutley

### Credential Level

●	Certificate
	Diploma
	Associate Degree

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	ACCT101	Principles of Accounting I	4.5	0	0	5
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	F	T106B	Excel/PowerPoint	1	3	0	3
	GE	MATH101	College Math	4.5	0	0	5
							14
2	C	ACCT205	Business Spreadsheets and Computer Applications in Accounting	1	3	0	3
	C	BUS102	Principles of Management	4.5	0	0	5
	C	BUS103	Principles of Marketing	4.5	0	0	5
	F	PD100	Professional Development	1	0	0	1
							14
<b>Program Total</b>							<b>28</b>

## Electronics and Computer Technology

### Credit-Bearing, Non-Degree Diploma Program

12 Months, Full-Time (Day)  
15 Months, Part-Time (Evening)  
58 Quarter Credits

The objective of the Electronics and Computer Technology program is to prepare students for entry-level positions in the computer and electronics industry. Eastwick College Nutley graduates are prepared to fill positions as computer/electronics technicians, fiber optic technicians, networking/wireless technicians, systems technicians, telecommunications technicians, and many others that include the assembly, installation, and maintenance of digital computer/electronic products.

Upon successful completion of the program, Eastwick College will award the student Diploma in Electronics and Computer Technology.

### Student/Graduate Eligibility for Certification Examinations

*Credentiaing organizations may change their requirements without notice*

Certification/Registry Name	Credentiaing Organization	Course Requirements
A+	Computer Technology Industry Association (CompTIA)	Successful program completion
Fiber Optic Technician	Fiber Optic Association	CT202L & CT202T
ESA-1	International Society of Certified Electronic Technicians (ISCET)	ET101L & ET101T
ESA-2		ET102L & ET102T
ESA-3		ET201L & ET201T
ESA-4		ET202L & ET202T

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	51
Foundation (F)	2
General Education (GE)	5
<b>Total</b>	<b>58</b>

### Campus(es)

	Ramsey
	Hackensack
●	Nutley

### Credential Level

	Certificate
●	Diploma
	Associate Degree
	Bachelor's Degree

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	ET101L	Basic Electronics Laboratory	0	4	0	2
	C	ET101T	Basic Electronics Theory	4.5	0	0	5
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	MATH101	College Math	4.5	0	0	5
13							
2	C	CT101L	PC Technology I Laboratory	0	8	0	4
	C	CT101T	PC Technology I Theory	4.5	0	0	5
	C	ET102L	Electronics I Laboratory	0	4	0	2
	C	ET102T	Electronics I Theory	4	0	0	4
15							
3	C	CT201L	PC Technology II Laboratory	0	8	0	4
	C	CT201T	PC Technology II Theory	4.5	0	0	5
	C	ET201L	Electronics II Laboratory	0	4	0	2
	C	ET201T	Electronics II Theory	4	0	0	4
15							
4	C	CT202L	Networking and Fiber Optics Laboratory	0	8	0	4
	C	CT202T	Networking and Fiber Optics Theory	4	0	0	4
	C	ET202L	Digital Technology Laboratory	0	4	0	2
	C	ET202T	Digital Technology Theory	4	0	0	4
	F	PD100	Professional Development	1	0	0	1
15							
<b>Program Total</b>							<b>58</b>



## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	ET101L	Basic Electronics Laboratory	0	4	0	2
	C	ET101T	Basic Electronics Theory	4.5	0	0	5
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	MATH101	College Math	4.5	0	0	5
							13
2	C	ET102L	Electronics I Laboratory	0	4	0	2
	C	ET102T	Electronics I Theory	4	0	0	4
	C	ET201L	Electronics II Laboratory	0	4	0	2
	C	ET201T	Electronics II Theory	4	0	0	4
							12
3	C	CT101L	PC Technology I Laboratory	0	8	0	4
	C	CT101T	PC Technology I Theory	4.5	0	0	5
	C	ET202AL	Digital Technology A Laboratory	0	2	0	1
	C	ET202AT	Digital Technology A Theory	2	0	0	2
							12
4	C	CT201L	PC Technology II Laboratory	0	8	0	4
	C	CT201T	PC Technology II Theory	4.5	0	0	5
	C	ET202BL	Digital Technology B Laboratory	0	2	0	1
	C	ET202BT	Digital Technology B Theory	2	0	0	2
							12
5	C	CT202L	Networking and Fiber Optics Laboratory	0	8	0	4
	C	CT202T	Networking and Fiber Optics Theory	4	0	0	4
	F	PD100	Professional Development	1	0	0	1
							9
Program Total							58

# Heating, Ventilation, Air Conditioning, and Refrigeration Technology

12 Months (Day)  
16 Months (Evening)  
90 Quarter Credits

## Credit-Bearing, Non-Degree Diploma Program

The objective of the Heating, Ventilation, Air Conditioning, and Refrigeration Technology (HVACR) program is to prepare students to install, maintain and repair heating, ventilation, and air-conditioning equipment.

Upon successful completion of the program, Eastwick College will award the student a Diploma in Heating, Ventilation, Air Conditioning, and Refrigeration Technology.

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification Name	Credentialing Organization	Course Requirements
ESA-1	International Society of Certified Electronic Technicians (ISCET)	ET100
Universal EPA: Core; Type I - III	U.S. Environmental Protection Agency	Successful program completion
Universal R-410A		

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	88
Foundation (F)	2
<b>Total</b>	<b>90</b>

### Campus(es)

	Ramsey
	Hackensack
●	Nutley

### Credential Level

	Certificate
●	Diploma
	Associate degree
	Bachelor's Degree

### Day Program Outline

*Course sequence subject to change; all terms are 6 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	ET100	Basic Electrical and Electronic Concepts	13	12	0	11
	F	FS01N	Fundamentals for Student Success	1	0	0	1
							12
2	C	HV201	Hand Tool Safety, Electric & Forced-Air Heating; EPA 608 Fundamentals	13	12	0	11
3	C	HV202	Oil/Hydronic Heat, and EPA 608 Core Review	13	12	0	11
4	C	HV203	A/C, Refrigeration, and EPA 608 Type I Review	13	12	0	11
5	C	HV204	A/C, Heat Pump, and EPA 608 Type II Review	13	12	0	11
6	C	HV205	Installation, Air Distribution/Balancing, and EPA 608 Type III Review	13	12	0	11
7	C	HV206	Circuit Systems Operation and EPA R-410A Universal Review	13	12	0	11
8	C	HV207	Control Devices and Motors; EPA 608 Review	13	12	0	11
	F	PD100	Professional Development	2	0	0	1
							12
<b>Program Total</b>							<b>90</b>

### Evening Program Outline

*Course sequence subject to change; all terms are 8 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	ET100	Basic Electrical and Electronic Concepts	9.75	9	0	11
	F	FS01N	Fundamentals for Student Success	1	0	0	1
							12
2	C	HV201	Hand Tool Safety, Electric & Forced-Air Heating; EPA 608 Fundamentals	9.75	9	0	11
3	C	HV202	Oil/Hydronic Heat, and EPA 608 Core Review	9.75	9	0	11
4	C	HV203	A/C, Refrigeration, and EPA 608 Type I Review	9.75	9	0	11
5	C	HV204	A/C, Heat Pump, and EPA 608 Type II Review	9.75	9	0	11
6	C	HV205	Installation, Air Distribution/Balancing, and EPA 608 Type III Review	9.75	9	0	11
7	C	HV206	Circuit Systems Operation and EPA R-410A Universal Review	9.75	9	0	11
8	C	HV207	Control Devices and Motors; EPA 608 Review	9.75	9	0	11
	F	PD100	Professional Development	1.5	0	0	1
							12
<b>Program Total</b>							<b>90</b>

# Licensed Practical Nursing

## Credit-Bearing, Non-Degree Diploma Program

12-21 Months<sup>1</sup>  
85 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 an entry-level licensed practical nurse (LPN). Opportunities exist in the hospital setting, long-term care facilities, nursing homes, subacute facilities, school nursing, adult day health care centers, and home care.

Upon successful completion of the program, Eastwick College will award the student a Diploma in Licensed Practical Nursing.

### Licensure Information

In New Jersey, Eastwick College graduates must meet the requirements of N.J.A.C. 13:37-1.2; 2.20, which include passing the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and having a clean criminal background check.

Students looking to obtain licensure outside of New Jersey should contact their respective state board of nursing regarding its requirements for licensure.

### Graduate Eligibility for Licensing Examination

*Credentiaing organizations may change their requirements without notice*

Licensing Exam Name	Credentiaing Organization	Additional Requirements
National Council Licensure Examination for Practical Nurses (NCLEX-PN)	National Council of State Boards of Nursing	Meet state-specific licensure requirements

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	8
Core+ (C+)*	59
Foundation (F)	2
General Education (GE)	16
<b>Total</b>	<b>85</b>

### Campus(es)

● Ramsey
● Hackensack
Nutley

### Credential Level

Certificate
● Diploma
Associate degree
Bachelor's Degree

\* Core+ courses in licensed practical nursing programs require a grade of 75% to pass

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	C+	N104	Nursing Process	3	0	0	3
	F	FS01	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							15
2	C	M160	Medical Terminology II	3	0	0	3
	C+	N112	Pharmacology I	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							14
3	C+	N101C	Nursing Fundamentals/Gerontology Nursing Clinic	0	4	5	3
	C+	N101T	Nursing Fundamentals/Gerontology Nursing Theory	8	0	0	9
	C+	N113	Pharmacology II	3	0	0	3
							15
4	C	M169	Medical Law	2	0	0	2
	C+	N108C	Medical/Surgical Nursing Clinic	0	5	7	4
	C+	N108T	Medical/Surgical Nursing Theory	8	0	0	9
							15
5	C+	N103C	Pediatric Nursing Clinic	0	3	2	2
	C+	N103T	Pediatric Nursing Theory	3	1	0	4
	C+	N105C	Maternal/Child Nursing Clinic	0	3	2	2
	C+	N105T	Maternal/Child Nursing Theory	3	1	0	4
							12

<sup>1</sup> Length depends on day/evening session delivery and transfer credits. The examples displayed include no transfer credits.

## Day Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
6	C+	N106C	Psychiatric Nursing Clinic	0	3	2	2
	C+	N106T	Psychiatric Nursing Theory	5	0	0	6
	C+	N110	NCLEX-PN Exam Preparation	1	5	0	4
	C+	N114	Clinical Skills Assessment	0	2	2	1
	F	PD100	Professional Development	1	0	0	1
							14
Program Total							85

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							12
2	C	M160	Medical Terminology II	3	0	0	3
	C+	N104	Nursing Process	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							14
3	C+	N101C	Nursing Fundamentals/Gerontology Nursing Clinic	0	4	5	3
	C+	N101T	Nursing Fundamentals/Gerontology Nursing Theory	8	0	0	9
	C+	N112	Pharmacology I	3	0	0	3
							15
4	C+	N108C	Medical/Surgical Nursing Clinic	0	5	7	4
	C+	N108T	Medical/Surgical Nursing Theory	8	0	0	9
							13
5	C+	N103C	Pediatric Nursing Clinic	0	3	2	2
	C+	N103T	Pediatric Nursing Theory	3	1	0	4
	C+	N105C	Maternal/Child Nursing Clinic	0	3	2	2
	C+	N105T	Maternal/Child Nursing Theory	3	1	0	4
							12
6	C+	N106C	Psychiatric Nursing Clinic	0	3	2	2
	C+	N106T	Psychiatric Nursing Theory	5	0	0	6
	C+	N113	Pharmacology II	3	0	0	3
							11
7	C+	N110	NCLEX-PN Exam Preparation	1	5	0	4
	C	M169	Medical Law	2	0	0	2
	C+	N114	Clinical Skills Assessment	0	2	2	1
	F	PD100	Professional Development	1	0	0	1
							8
Program Total							85

## Medical Assisting

### Credit-Bearing, Non-Degree Certificate Program

9 Months, Full-Time (Day)  
12 Months, Part-Time (Evening)  
48 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, ECG technician, stress test technician, phlebotomist, unit secretary, or ward clerk.

Upon successful completion of the program, Eastwick College will award the student a Certificate in Medical Assisting.

### Student/Graduate Eligibility for Certification Examinations

*Credentiaing organizations may change their requirements without notice*

Certification/Registry Name	Credentiaing Organization	Course Requirements
Medical Assistant Certification (MAC)	American Medical Certification Association	Successful program completion
EKG Technician Certification (ETC)		M103 & CVS105
Phlebotomy Technician Certification (PTC)		M102
Insurance & Coding Specialist (NCICS)	National Center for Competency Testing	Successful program completion

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	30
Foundation (F)	2
General Education (GE)	16
<b>Total</b>	<b>48</b>

### Campus(es)

● Ramsey
● Hackensack
● Nutley

### Credential Level

● Certificate
Diploma
Associate degree
Bachelor's Degree

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							15
2	C	M103	Medical Procedures with Laboratory	4	4	0	7
	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							18
3	C	CVS105	Electrocardiography I	1	1	0	1
	C	M101	Medical Office Management	4.5	0	0	5
	C	M102	Clinical Laboratory	3	4	0	6
	C	M165	Medical Assisting Certification Review	2	0	0	2
	F	PD100	Professional Development	1	0	0	1
							15
<b>Program Total</b>							<b>48</b>

### Evening Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M159	Medical Terminology I	3	0	0	3
	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							15
2	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							11
3	C	M101	Medical Office Management	4.5	0	0	5
	C	M103	Medical Procedures with Laboratory	4	4	0	7
							12
4	C	CVS105	Electrocardiography I	1	1	0	1
	C	M102	Clinical Laboratory	3	4	0	6
	C	M165	Medical Assisting Certification Review	2	0	0	2
	F	PD100	Professional Development	1	0	0	1
							10
<b>Program Total</b>							<b>48</b>

# Medical Billing and Coding

## Credit-Bearing, Non-Degree Certificate Program

9 Months, Full-Time (Day)  
12 Months, Part-Time (Evening)  
49 Quarter Credits

The objective of the Medical Billing & Coding Specialist program is to prepare the student with no prior experience to develop the skills to become a medical records technician, medical records abstractor, medical biller, insurance claim administrator, or coder.

Upon successful completion of the program, Eastwick College will award the student a Certificate in Medical Billing and Coding.

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification/Registry Name	Credentialing Organization	Course Requirements
Certified Coding Associate (CCA)	American Health Information Management Association	Successful program completion
Certified Billing & Coding Specialist (CBCS)	National Healthcareer Association	Successful program completion
Insurance & Coding Specialist (NCICS)	National Center for Competency Testing	Successful program completion

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	31
Foundation (F)	2
General Education (GE)	16
<b>Total</b>	<b>49</b>

### Campus(es)

<input type="checkbox"/>	Ramsey
<input checked="" type="checkbox"/>	Hackensack
<input checked="" type="checkbox"/>	Nutley

### Credential Level

<input checked="" type="radio"/>	Certificate
<input type="radio"/>	Diploma
<input type="radio"/>	Associate degree
<input type="radio"/>	Bachelor's Degree

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Course Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	HIT101	Introduction to CPT and HCPCS Coding	3	3	0	5
	C	M159	Medical Terminology I	3	0	0	3
	F	FS01N	Fundamentals of Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							17
2	C	HIT102	Introduction to ICD Diagnostic Coding	3	4	0	6
	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							17
3	C	HIT104	Medical Billing	2	2	0	3
	C	HIT105	Introduction to Health Information Management	4	0	0	4
	C	HIT115	Electronic Medical Records	1	2	0	2
	C	M101	Medical Office Management	4.5	0	0	5
	F	PD100	Professional Development	1	0	0	1
							15
<b>Program Total</b>							<b>49</b>

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	HIT101	Introduction to CPT and HCPCS Coding	3	3	0	5
	C	M159	Medical Terminology I	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							17
2	C	M160	Medical Terminology II	3	0	0	3
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							11
3	C	HIT102	Introduction to ICD Diagnostic Coding	3	4	0	6
	C	HIT115	Electronic Medical Records	1	2	0	2
	C	M101	Medical Office Management	4.5	0	0	5
							13
4	C	HIT104	Medical Billing	2	2	0	3
	C	HIT105	Introduction to Health Information Management	4	0	0	4
	F	PD100	Professional Development	1	0	0	1
							8
Program Total							49

## Patient Care Technician

### Certificate Program

6 Months, Full-Time (Day)

45 Quarter Credits

The objective of the patient care technician program is to prepare an individual to enter the medical field in the capacity of a patient care technician. A patient care technician provides basic medical and personal care to patients in a variety of healthcare settings. Patient care technicians may work in hospitals, nursing homes, and home health services. The patient care technician works under the guidance of a registered nurse. A patient care technician may perform the following duties: check vital signs, assist with patient hygiene, assist with the collection of specimens, transport the patient in a clinical setting, and assist with feeding the patient.

Upon successful completion of the program, Eastwick College will award the student a Certificate in Patient Care Technician.

### Student/Graduate Eligibility for Certification Examinations

*Credentialing organizations may change their requirements without notice*

Certification Name	Credentialing Organization	Course Requirements
Patient Care Technician Certification (PCTC)	American Medical Certification Association (AMCA)	Successful program completion
EKG Technician Certification (ETC)		M103 & CVS105
Phlebotomy Technician Certification (PTC)		M102

### Graduation Requirements

Course Type	Quarter Credits
Core (C)	27
Foundation (F)	2
General Education (GE)	16
<b>Total</b>	<b>45</b>

### Campus(es)

• Ramsey
• Hackensack
• Nutley

### Credential Level

• Certificate
Diploma
Associate Degree
Bachelor's Degree

### Day Program Outline

*Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.*

Term Number	Course Type	Course Number	Course Title	Weekly Hours			Quarter Credits
				Lecture	Lab	Practicum	
1	C	M102	Clinical Laboratory	3	4	0	6
	C	M159	Medical Terminology I	3	0	0	3
	C	M169	Medical Law	2	0	0	2
	C	PHA102	Pharmacology for Allied Health Professions	3	0	0	3
	F	FS01N	Fundamentals for Student Success	1	0	0	1
	GE	BIO101	Anatomy and Physiology I	6	2	0	8
							23
2	C	CVS105	Electrocardiography I	1	1	0	1
	C	M103	Medical Procedures with Laboratory	4	4	0	7
	F	M160	Medical Terminology II	3	0	0	3
	C	M165	Medical Assisting Certification Review	2	0	0	2
	F	PD100	Professional Development	1	0	0	1
	GE	BIO201	Anatomy and Physiology II	6	2	0	8
							22
<b>Program Total</b>							<b>45</b>



## 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.

### Definitions

Prerequisite: A course that a student must pass before enrolling in the more advanced course.

Corequisite: A course that a student must enroll in at the same time as, or in some cases prior to, enrolling in the desired course.

### Numbering System

Course Letters and Content Areas			
ACCT	Accounting	HV	Heating, ventilation, air conditioning, and refrigeration
BIO	Basic sciences	M	Medical assisting/health science and medical terminology
BLS	Cardiopulmonary resuscitation and first aid	MATH	Mathematics
BUS	Business	N	Nursing
CA	Culinary arts	OTA	Occupational therapy assistant
CCA	Computer science	PD	Professional development
CNE	Communication for Nursing	PES	Personal wellness
COM	Communications	PHA	Pharmacology
CT	Computer technology	PHIL	Philosophy
CVS	Cardiovascular sonography	PHYS	Physics
DV	Skill development	PSYCH	Psychology
E	English	REL	Religion
ET	Electronics	S	Surgical technology
FNS	Funeral service	SOC	Sociology
FS	Student success seminars	T	Computer science
HIT	Health information technology		
HIST	History		
HTM	Hospitality industry		
Course Numbers and Level Descriptions			
0xx	Developmental course		
1xx – 2xx	Lower-level (certificate, diploma, and associate degree) courses		
3xx – 4xx	Higher-level (baccalaureate degree) courses		
Distance Education			
Courses available for delivery via distance education have the initials “DE” by the course name in this section.			

ACCT101                      Principles of Accounting I  
4.5h lecture/week  
5 quarter credits

This course is designed to introduce the student to basic accounting principles. The topics covered are financial statement preparation, inventories, receivables, assets and accruals, deferrals, accounting systems and cash control. Outside preparation includes assigned readings and completion of homework assignments.

ACCT102                      Principles of Accounting II  
4.5h lecture/week  
5 quarter credits  
Prerequisite: ACCT101

This course is a continuation of ACCT101 and will introduce the student to accounting for and amortization/depreciation of capital assets and intangibles, goodwill, accounting for various types of liabilities, accounting for corporations and investments, the statement of cash flows, analysis of financial statements, and an introduction to partnerships. Outside preparation includes assigned readings and completion of homework assignments.

ACCT201                      Intermediate Accounting I  
4.5h lecture/week  
5 quarter credits  
Prerequisites: ACCT101, ACCT102

This course provides an in-depth study of the conceptual framework of accounting as it relates to recording, reporting, and disclosing financial information on the Balance Sheet, Income Statement, and Cash Flow Statement. Recent developments in accounting standards and practice are also covered. Outside preparation includes assigned readings and completion of homework assignments.

ACCT202                      Intermediate Accounting II  
4.5h lecture/week  
5 quarter credits  
Prerequisites: ACCT101, ACCT102, ACCT201

This course is a continuation of ACCT201, focusing on liabilities, stockholder equity and analytical procedures. The course includes theoretical discussion of generally accepted accounting principles. Outside preparation includes assigned readings and completion of homework assignments.

ACCT205                      Business Spreadsheets and Computer Applications in Accounting  
1h lecture, 3h lab/week  
3 quarter credits  
Prerequisites: ACCT101

This course provides students with the opportunity to input data into books of original entry using QuickBooks software. Emphasis is on the maintenance of accounts receivable and payable, payroll and general ledger, and financial statements. Microsoft Excel is used for analysis of financial information and for the generation of reports. Outside preparation includes assigned readings and completion of homework assignments.

ACCT212                      Cost Accounting  
3h lecture/week  
3 quarter credits  
Prerequisites: ACCT101, ACCT102, ACCT201, ACCT202

This course provides an analysis of costs and their use in the managerial functions of an enterprise. Topics include principles of cost accounting for inventory valuation and income determination, standard costs and budgets. Outside preparation includes assigned readings and completion of homework assignments.

ACCT210                      Income Tax Accounting  
4.5h lecture/week  
5 quarter credits  
Prerequisites: ACCT101, ACCT102, ACCT201, ACCT202

This course focuses on the responsibilities of professional accountants in the preparation of tax returns for individuals. Coursework also addressed ethics, finance, economics, computer information systems, and the legal environment of business. Outside preparation includes assigned readings and completion of homework assignments.

ACCT220                      Advanced Accounting Problems  
4.5h lecture/week  
5 quarter credits  
Prerequisites: ACCT101, ACCT102, ACCT201, ACCT202, ACCT205, ACCT212, ACCT210

This course provides an advanced approach to generally accepted accounting principles applied to business activities. Outside preparation includes assigned readings and completion of homework assignments.

BIO101                      Anatomy and Physiology I (DE)  
6h lecture, 2h lab/week  
8 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, blood, lymphatic, and respiratory systems. Outside preparation activities include completion of written chapter assignments and online activities using Connect™, and completion of study guides for exam review.

BIO103                      Microbiology  
4h lecture, 2h lab/week  
6 quarter credits

This is an introductory course 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                      Nutrition  
4.5h lecture/week  
5 quarter 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 micronutrient 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.

BIO201                      Anatomy and Physiology II (DE)  
6h lecture, 2h lab/week  
8 quarter credits  
Prerequisite: BIO101

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 Connect™, and completion of study guides for exam review.

BIO202                      Pathophysiology  
3h lecture/week  
3 quarter credits  
Prerequisites: BIO101, BIO201

This course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented. Surgical treatments (if applicable) are discussed. Outside preparation includes completion of patient case studies and workbook exercises.

BLS100                      Basic Life Support for Healthcare Providers Certification  
1h lecture, 1h lab/week  
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 basic life support for adults, children, and infants, as well as how to use an automated external defibrillator (AED). Certification is given in BLS for the Healthcare Provider. Outside preparation includes studying for exams.

BUS102                      Principles of Management (DE)  
4.5h lecture/week  
5 quarter credits

This course is designed to introduce the student to the management process of a business facility. Techniques and practical approaches to managerial functions, such as planning, organizing, staffing, communicating, directing, and controlling are examined. Also explored are managerial motivational techniques, executive leadership, decision making, team management, and conflict resolution. Students will design their own business plan for a business facility. Outside preparation includes assigned readings and completion of homework assignments.

BUS103                      Principles of Marketing (DE)  
4.5h lecture/week  
5 quarter credits

This course introduces the student to the basic principles of modern marketing practices. Emphasis is on the interrelationship of product, price, promotion, and distribution strategies. The differences in the marketing of goods, services, and ideas are explored. Also emphasized is the impact of economic, competitive, socio-cultural, technological, and regulatory forces in the marketing environment. Outside preparation includes assigned readings and completion of homework assignments.

BUS206                      Human Resource Management  
4.5h lecture/week  
5 quarter credits

This course is designed to introduce the student to procedures and employment policies in supervising employees pursuant to legal and contractual agreements. Emphasis is placed on the techniques of personnel hiring, training, evaluation, promotion, and dismissal. Also explored is the handling of disciplinary and grievance matters, as well as health, safety, and ethics in personnel management. Outside preparation includes assigned readings and completion of homework assignments.

BUS209                      Business Law  
4.5h lecture/week  
5 quarter credits

This course emphasizes the fundamental nature, structure, and processes of our legal system as they apply to business. Contract Law, torts, crimes, and commercial paper are emphasized. Students will explore the impact of

law on business decisions. Legislation that governs sole proprietorships, franchises, partnerships, and corporations will be emphasized. Outside preparation includes assigned readings and completion of homework assignments.

CA105                      Sanitation and Safety in Food Service Operations  
2h lecture, 2h lab/week  
3 quarter credits

This course introduces students to the utilization of sanitation concepts in the area of food service operations. General kitchen safety, pest management, and crisis management are examined. In addition, personal hygiene, and fire safety regulations are discussed. Students will also become familiar with the functions of stewarding. This course includes the information necessary to take the nationally-recognized ServSafe certification exam provided by the Educational Foundation of the National Restaurant Association. Students are required to wear a professional chef's uniform, hair restraints, and non-slip, grease resistant footwear to participate in lab. Outside preparation includes completion of assigned readings and homework assignments.

This course is designed to provide the student with on-the-job food service experience. The student will utilize knowledge and practical skills while gaining know-how by working in a variety of culinary establishments related to the individual's area of interest. Students must successfully complete 480 hours of practical experience in an approved food-service establishment. Outside preparation includes assigned readings, discussions/activities, and assignments provided by the externship supervisor.

CHEM101                  Chemistry I  
4.5h lecture/week  
5 quarter credits

In this course, students will learn chemical and physical principles by exploring a specific focus area in which chemistry is relevant to societal issues or technological advancements. They will apply the methods of science through lectures and learn to communicate scientific and quantitative information. The course develops scientific thinking and helps students understand important interdisciplinary connections. Outside preparation includes review of class notes, reading assignments, and studying for exams.

CHEM201                  Organic Chemistry  
4.5h lecture/week  
5 quarter credits  
Prerequisite: CHEM101

This course gives students in the health professions an introduction to structure, reactivity, and analysis of organic molecules. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers. Additional topics include isomerization, stereochemistry, and spectroscopy.

CNE101                      Communication for the Nursing Environment I  
6h lecture, 2h lab/week  
8 quarter credits

This is an introductory course designed for students who want to learn fundamental English. This course focuses primarily on four skills: listening, speaking, reading, and writing. It also focuses on basic grammatical structures.

Nursing considerations include the introduction of verbal communication skills such as explaining basic procedures to clients, reporting client's condition to other health care professionals and telephone etiquette. Outside preparation includes reviewing of class notes, assigned readings, studying for exams, research, writing, and projects.

CNE102                      Communication for the Nursing Environment II  
6h lecture, 2h lab/week  
8 quarter credits  
Prerequisite: CNE101

This course continues to increase students' basic skills of language acquisition including fluency, listening, reading, writing, speaking, and pronunciation.

Nursing considerations include verbal communication skills with doctors, families, elderly clients, and other health care facility departments (example: X-Ray, dietary). Development of reading and writing skills includes understanding medical records, mechanics of charting, recording client's progress, use of special terminology and abbreviations, and reading text for learning and comprehension. Outside preparation includes reviewing of class notes, assigned readings, studying for exams, research, writing, and projects.

CNE103                      Communication for the Nursing Environment III  
3h lecture, 3h lab/week  
5 quarter credits  
Prerequisite: CNE102

This course places emphasis on developing more elaborate sentence structures in oral and written language. Students will be able to prepare oral presentations and well-written paragraphs for notetaking as needed in the nursing field.

Nursing considerations include communication skills, interviewing clients, health personnel, family, and children, and collecting data on admission. Reading and writing skills development includes documenting physical assessment and nursing care plans. Outside preparation includes reviewing of class notes, assigned readings, studying for exams, research, writing, and projects.

CNE104                      Communication for the Nursing Environment IV  
3h lecture, 3h lab/week  
5 quarter credits  
Prerequisite: CNE103

This course helps students to develop grammar through report writing and oral presentations. Students will become familiar with everyday idioms as used in the medical workplace. Activities include additional emphasis on oral communication to improve confidence and clarity of speech, articulation, and pronunciation to communicate effectively in the workplace. Students will be able to write extensive paragraphs and reports.

Nursing considerations include communicating within the health care team and with clients from different cultures. Outside preparation includes reviewing of class notes, assigned readings, studying for exams, research, writing, and projects.

CNE105                      Communication for the Nursing Environment V  
4h lecture, 4h lab/week  
7 quarter credits  
Prerequisite: CNE104

This course further assists students in gaining reading fluency. Test-taking strategies will be reinforced. Focus will be on reading comprehension and time management during testing. Students will practice comprehension tests under time constraints.

Nursing considerations include oral communication in the home and community., Continued development of reading and writing skills including summarizing nursing research articles will be emphasized. Outside preparation includes reviewing of class notes, reading assigned text, studying for exams (including the NCLEX and Kaplan), and may include research projects.

COM101                      Foundations of Communication (DE)  
4.5h lecture/week  
5 quarter credits

This course introduces students to fundamental aspects of communication, including theory, perception, verbal, and nonverbal communication, and listening. These principles are applied to communication with individuals, small groups, and the public. Outside preparation activities include completion of assignments and preparing for oral presentations.

CT101L                    PC Technology I Laboratory  
8h lab/week  
4 quarter credits  
Prerequisites: ET101, ET101L

This course includes laboratory projects associated with CT101 – PC Technology I. Students will gain the experience needed to build, set up, configure, and repair PCs. Students will assemble a computer system with emphasis on installing memory, microprocessors, drives, as well as I/O devices and other peripherals. Outside preparation includes class preparation, reviewing notes, and assigned readings.

CT101T                    PC Technology I Theory  
4.5h lecture/week  
5 quarter credits  
Prerequisites: ET101, ET101L

This course includes an introduction to computer system architecture. Microprocessors, power supplies, random-access memory, read-only memory, basic input/output software, CMOS, motherboards, video cards, sound cards, removable media and storage devices will be examined. Outside preparation includes class preparation, reviewing notes, answering chapter exercises, studying for exams, and assigned readings.

CT201L                    PC Technology II Laboratory  
8h lab/week  
4 quarter credits  
Prerequisites: ET101, ET101L

This course includes laboratory projects associated with CT201 – PC Technology II. Students will practice installation, upgrading, and maintenance of Windows operating systems, set up wireless networks, install and configure printers, and install, maintain, and troubleshoot software applications. Outside preparation includes class preparation, reviewing notes, and assigned readings.

CT201T                    PC Technology II Theory  
4.5h lecture/week  
5 quarter credits  
Prerequisites: ET101, ET101L

This course includes an introduction to operating system software, local area networks, application software, and the Internet. Topics include command line interface, portable computing, printers, security, back-ups and troubleshooting methodology. Outside preparation includes class preparation, reviewing notes, answering chapter exercises, studying for exams, and assigned readings.

CT202L                    Networking and Fiber Optics Laboratory  
8h lab/week  
4 quarter credits  
Prerequisites: ET101, ET101L

This course includes laboratory projects associated with CT202 – Networking and Fiber Optics. Students will work with cables, configure subnets, install, and configure a web server, configure IP addressing, and configure and set up wired and wireless networks. Fiber optics applications will be introduced, including crimping ST and SC connectors, and making fusion splicing. Outside preparation includes class preparation, reviewing notes, answering chapter exercises, studying for exams, and assigned readings.

CT202T                    Networking and Fiber Optics Theory  
4h lecture/week  
4 quarter credits  
Prerequisites: ET101, ET101L

This course includes an introduction to basic network architecture, including hardware concepts, wireless networking, and network operating systems. Topics include topologies, Ethernet cabling, network interface cards (NICs), protocols, and client/server system basics. Students will work with cabling, routers, switches, impact and crimping tools, and patch panels. This course also introduces the architecture of WAN, wired and wireless LAN. Examines network equipment and network topologies, setup client/server and web/DNS server, and implement networks with various hardware and software tools. Instruction on fiber optics is also included. Outside preparation includes class preparation, reviewing notes, answering chapter exercises, studying for exams, and assigned readings.

CT203L                      Computer Networking and Server Laboratory  
3h lab/week  
1 quarter credit  
Prerequisites: ET101T, ET101L

Laboratory projects associated with CT203T are presented to confirm and reinforce theory. Lab assignments for this course include learning how to plan, install, and configure Windows Server. Students also learn through hands on activities how to configure key services, such as file and folder services, printing, data storage, network services, and remote access. Experiments in remote connections, advanced network devices, such as router and firewall will be completed. Outside preparation includes reviewing notes and assigned readings.

CT203T                      Computer Networking and Server Theory  
2h lecture/week  
2 quarter credits  
Prerequisites: ET101T, ET101L

The students will be introduced to Windows Server and will learn to plan, install, and configure Windows Server. Students also learn about Active Directory, how to configure key services, such as file and folder services, printing, data storage, network services, and remote access. Also included are remote connections, advanced network devices, such as routers and firewalls. Outside preparation includes reviewing notes, answering chapter exercises, studying for exams, and assigned readings.

CT204L                      Computer Security Laboratory  
8h lab/week  
4 quarter credits  
Prerequisites: ET101T, ET101L

Laboratory Projects associated with CT204T are presented to confirm and reinforce theory. Students will experience how to utilize and implement/test contingency and backup and restore plans. Students will also monitor, report, and resolve security problems. Identity and assessment of current and anticipated security risks and vulnerabilities will also be examined. Students will also monitor, evaluate, and test security conditions and environment, as well as apply technology to task and understand overall intent and proper procedures for setup and operation of equipment. Students will maintain and troubleshoot equipment, as well as prevent, identify, or solve problems with equipment, including computers and other technologies. Outside preparation includes reviewing notes and assigned readings.

CT204T                      Computer Security Theory  
4h lecture/week  
4 quarter credits  
Prerequisites: ET101T, ET101L

In this course students will learn to identify the fundamental concepts of computer security. Essential knowledge in security concepts for computers, networks, and internet, security infrastructure, standards and protocols are examined. Students also learn how to protect wired and wireless network from different attacks. Students will examine the security for various internet applications, such as emails, instant messaging, and web browsing. The



course includes policy and management for security and risk. Outside preparation includes reviewing notes, answering chapter exercises, studying for exams, writing a report, and assigned readings.

CVS101L                    Vascular Techniques I Laboratory  
4h lab/week  
2 quarter credit  
Corequisite: CVS101T

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.

CVS101T                    Vascular Techniques I Theory  
2h lecture/week  
2 quarter credits  
Corequisite: CVS101L

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.

CVS102L                    Vascular Techniques II Laboratory  
4h lab/week  
2 quarter credits  
Prerequisites: CVS101L, CVS101T  
Corequisite: CVS102T

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.

CVS102T                    Vascular Techniques II Theory  
2h lecture/week  
2 quarter credits  
Prerequisites: CVS101L, CVS101T  
Corequisite: CVS102L

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.

CVS105                    Electrocardiography I  
1h lecture, 1h lab/week  
1 quarter credit  
Prerequisite: M103

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.

CVS106L                    Introduction to Echocardiography Laboratory  
4h lab/week  
2 quarter credits  
Corequisite: CVS106T

Students will experience and learn through guided study and performance in a laboratory setting. The setting may include the usage of some or all 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.

CVS106T                      Introduction to Echocardiography Theory  
2h lecture/week  
2 quarter credits  
Corequisite: CVS106L

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 measurements with mathematical interpretation of results that deviate from the normal values. Stress testing and stress echocardiogram protocols will be introduced. Outside preparation includes completion of end-of-chapter exercises for group discussion and critical thinking exercises.

CVS109                      Registry Review I  
2h lecture/week  
2 quarter credits

The course is a review encompassing material from the sonography curriculum. The emphasis is placed on reviewing information so that the student will successfully pass the ARDMS SPI registry exam and/or the physics portion of the CCI registry exam. Students will receive a thorough review of the physics curriculum and participate in test-taking strategies and physics practice examinations. Outside preparation includes the practice of simulated registry examinations.

CVS202L                    Vascular Techniques III Laboratory  
4h lab/week  
2 quarter credits  
Prerequisites: CVS102L, CVS102T, CVS207L, CVS207T  
Corequisite: CVS202T

This course provides laboratory instruction for obtaining diagnostic images of the abdomen. Abdominal protocols include aorto-iliac, renals, mesenteric, and hepatic systems. This course also provides advanced instrumentation techniques, evaluation of clinical signs and symptoms, with physical assessment and sonographic interpretation. Students will utilize techniques in B-Mode, pulsed wave, and color Doppler to assess tissue characteristics and hemodynamic flow states. Students will practice and demonstrate the required skills to perform diagnostic protocols and prepare accurate preliminary diagnoses. Outside preparation includes attendance of weekly skills lab and case study review.

CVS202T                    Vascular Techniques III Theory  
2h lecture/week  
2 quarter credits  
Prerequisites: CVS102L CVS102T, CVS207L, CVS207T  
Corequisite: CVS202L

This course provides a comprehensive study of abdominal ultrasound examinations and an introduction to sonographic anatomy and diagnostic methods for assessment of normal and abnormal abdominal structures and vasculature. Emphasis will be placed on aorto-iliac, renals, mesenteric system, hepatic system, and transplants. Sonographic evaluations pertaining to pathophysiology of abdominal organs and systems will be presented. Students will apply the principles of physics, hemodynamics, tissue evaluations with B-Mode, PW Doppler, and

color flow assessments to interpret sonographic findings and prepare a preliminary diagnosis. Outside preparation includes reading assignments, case studies, critical thinking exercises, and completion of end-of-chapter exercises.

CVS203                      Acoustical Physics  
2h lecture/week  
2 quarter credits  
Prerequisite: PHYS101

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.

CVS204                      Sonographic Anatomy and Pathophysiology  
3h lecture/week  
3 quarter credits  
Prerequisites: BIO101 and BIO201

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.

CVS207L                    Echocardiography Techniques II Laboratory  
4h lab/week  
2 quarter credits  
Prerequisite: CVS106L CVS106T, CVS101L, CVS101T  
Corequisite: CVS207T

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.

CVS207T                    Echocardiography Techniques II Theory  
4h lecture/week  
4 quarter credits  
Prerequisite: CVS106L CVS106T, CVS101L, CVS101T  
Corequisite: CVS207L

Students study the concepts and procedures necessary to perform and quantitate a normal diagnostic echocardiogram. Emphasis is made on acquisition of accurate M-mode, PW, and CW Doppler tracings with quantitation. Students learn how to apply M-mode and Doppler measurements to the correct formulas necessary to calculate cardiac function and valve area. Outside preparation includes completion of end-of-chapter exercises for group discussion and critical thinking exercises.

CVS208L                    Echocardiography Techniques III Laboratory  
4h lab/week  
2 quarter credits  
Prerequisite: CVS207L CVS207T, CVS102L, CVS102T  
Corequisite: CVS208T

This course covers echocardiographic protocols utilizing 2-D, color flow, M-mode, PW, and CW Doppler techniques. Students will quantify disease utilizing and incorporating PISA, PHT, continuity equation, planimetry, ERO, RF, IVRT, biplanes Simpson's method, TDI, estimation of cardiac chamber pressures, and strain rate analysis. Students will perform echocardiographic examinations on the Heartworks TEE and TTE simulator for normal and abnormal studies.

The laboratory experience will enable students to demonstrate proficiency in the application of theoretical principles and scanning techniques for obtaining diagnostic protocols. Outside preparation includes attendance of weekly skills lab and case study review. Outside preparation includes attendance of weekly skills lab and case study review.

CVS208T                      Echocardiography Techniques III Theory  
2h lecture/week  
2 quarter credits  
Prerequisite: CVS207L, CVS207T, CVS102L, CVS102T  
Corequisite: CVS208L

The course is a case-oriented approach to abnormal transthoracic and transesophageal studies. Discussions will include congenital and acquired abnormal structure and function of the heart as well as extensive analysis for the diagnosis and interpretation of heart disease. Demonstrations of echocardiography view transections, normal anatomy, and pathology presentations will be provided utilizing the Heartworks TEE and TTE simulator. Independent learning assessments and review of case presentations will be emphasized. Students will practice reviewing generated images and making independent differential diagnoses. Outside preparation includes review and evaluations of case study materials with critical thinking exercises.

CVS209                      Registry Review II  
2h lecture/week  
2 quarter credits  
Corequisite: CVS211 or CVS213

The course is an overall review of material from the echocardiography and/or vascular technology curriculum. Emphasis is placed on reviewing information to prepare the student to successfully pass the CCI or ARDMS echocardiography or vascular technology examinations. The students will participate in test-taking strategies and echocardiography or vascular registry practice examinations. Outside preparation includes the practice of simulated registry examinations.

CVS211                      Echocardiography Clinical Practicum I  
40h/week  
6 quarter credits  
Prerequisites: CVS208L, CVS208T  
Corequisite: CVS209

This is the first clinical rotation in the AAS in Diagnostic Cardiovascular Sonography echocardiography elective. Students are introduced to a clinical laboratory setting in a hospital or cardiovascular imaging facility. During this experience, students become familiar with the following aspects of the operation of an echocardiography laboratory: recording medical information, professionalism, medical ethics, echocardiographic instrumentation, patient preparation, recording patient information, and performing echocardiographic examinations under direct supervision. Students will demonstrate progressive competencies following basic and advanced protocols. Outside preparation includes completion of clinical case study log booklet, clinical competency forms, and weekly summaries.

CVS212                      Echocardiography Clinical Practicum II  
40h/week  
6 quarter credits  
Prerequisite: CVS 211

In this course, students continue their work in an echocardiography laboratory to build on the experience acquired during the Echocardiography Clinical Practicum I. Students will perform (independently or with limited supervision) echocardiography protocols, complete clinical competencies, and integrate knowledge acquired throughout the program. Students will demonstrate proficiency following basic and advanced protocols. Outside preparation includes completion of clinical case study log booklet, clinical competency forms, and weekly summaries.

CVS213                      Vascular Sonography Clinical Practicum I  
40h/week  
6 quarter credits  
Prerequisite: CVS202L, CVS202T  
Corequisite: CVS209

This is the first clinical rotation in the AAS in Diagnostic Cardiovascular Sonography vascular elective. Students are introduced to a vascular technology laboratory of a hospital or vascular imaging facility. During this experience, students become familiar with following aspects of the operation of a vascular laboratory: recording medical information, professionalism, medical ethics, vascular instrumentation, patient preparation, recording patient information, and performing vascular examinations under direct supervision. Students will demonstrate progressive competencies following basic and advanced protocols. Outside preparation includes completion of clinical case study log booklet, clinical competency forms, and weekly summaries.

CVS214                      Vascular Sonography Clinical Practicum II  
40h/week  
6 quarter credits  
Prerequisite: CVS213

In this course, students continue their work in a vascular laboratory to build on the experience acquired during the Vascular Sonography Clinical Practicum I. Students will perform (independently or with limited supervision) diagnostic procedures, complete clinical competencies, and integrate knowledge acquired throughout the program. Students will demonstrate proficiency following basic and advanced protocols. Outside preparation includes completion of clinical case study log booklet, clinical competency forms, and weekly summaries.

CVS301                      Patient Management Practices  
4h lecture/week  
4 quarter credits

This course introduces students to the importance of excellence in clinical quality and consumer satisfaction in the health care field. It emphasizes how a comprehensive and integrated program allows an organization to effectively assess and manage quality clinical performance for patients and satisfaction to insured populations. Outside preparation includes assigned readings and completion of homework assignments.

CVS302                      Management & Organizational Behavior in Health Services Organizations  
4.5h lecture/week  
5 quarter credits

This course introduces management practices in the health care field as well as the types of organizations and how they are structured. The general focus is on management concepts and processes which are necessary for students who intend to practice in the healthcare field. Leadership style, the role of middle management, supervision of professional staff, evaluation of program effectiveness and fiscal accountability are explored. Emphasis is placed on the differences in management in health care as compared to other industries. The importance of patient care and ethical issues are also explored. Outside preparation includes reviewing notes, answering chapter exercises, studying for exams, and assigned readings.

CVS401                      Management for Imaging Professionals  
2h lecture/week  
2 quarter credits

This course focuses on the multiple dimensions of the role of the imaging professional in the healthcare environment. Emphasis is placed on the management responsibilities necessary to foster and promote quality outcomes. Patient engagement and communication, recruitment and retention, emotional intelligence, effective committee, and team creation, and coaching and mentoring skills will be explored. Outside preparation includes reviewing notes, answering chapter exercises, studying for exams, and assigned readings.

CVS402                      Management Essentials  
3h lecture/week  
3 quarter credits

Management essentials introduces the student to the management process through which an organization develops social, financial, physical, information and entrepreneurial resources effectively and efficiently to accomplish the organization's objectives. The managerial functions of planning, organizing, staffing, communicating, leading, and controlling are explored within the context of a rapidly changing and increasingly diverse global society. The moral implications of management decisions are emphasized.

CVS403                      Introduction to Small Parts Sonography  
2h lecture/week  
2 quarter credits  
Prerequisite: CVS101L

Students will be introduced to the fundamentals of superficial structures in ultrasound imaging. Areas include: thyroid, parathyroid, breast, and the musculoskeletal system. This course reviews the identification of sonographic physics related artifacts in normal and abnormal superficial structures. Correlation with other imaging modalities and surgical techniques are also included. Outside preparation includes completion of assigned readings and homework assignments.

CVS404                      Pediatric Echocardiography  
2h lecture, 4h lab/week  
4 quarter credits  
Prerequisites: CVS208T, CVS208L

This course will provide a comprehensive evaluation of pediatric echocardiography. Congenital and acquired heart pathologies are emphasized. Cardiac anatomy and physiology, cardiac embryology, and fetal circulation will be reviewed. Evaluation consists of pediatric pathophysiology through echocardiographic findings, values and formulas, and hemodynamic presentation. Assessment of the views required for a pediatric echocardiogram will be extensively covered. Outside preparation includes completion of assigned readings and homework assignments.

DMS301L                    Abdominal Sonography I Laboratory  
4h lab/week  
2 quarter credits  
Prerequisite: CVS212 or CVS214  
Corequisite: DMS301T

The course serves as an introductory laboratory course to abdominal sonography. Diagnostic abdominal protocols will be practiced including the following topics: liver and gallbladder. Basic and advanced protocols will be examined. Sonographic appearance of abdominal organs, normal values, measurements, color flow assessment, and PW Doppler evaluation will be applied. Outside preparation includes completion of assigned readings and homework assignments.

DMS301T                    Abdominal Sonography I Theory  
2h lecture/week  
2 quarter credits  
Prerequisite: CVS212 or CVS214  
Corequisite: DMS301L

This course will serve as a study of abdominal sonography science. Emphasis will be placed upon the clinical applications and interpretation of a normal diagnostic abdominal sonogram. Sonographic appearance and patterns of normal abdominal organs and vasculature will be examined. Sonographic identification of the normal

structure and function of the liver, gallbladder, biliary tree, pancreas, and spleen will be evaluated. The course will introduce greyscale evaluation, color flow analysis, and PW Doppler techniques. Topics include sonographic anatomy, physiology, and clinical procedures as related to abdominal sonography. Outside preparation includes review and evaluations of case study materials with critical thinking exercises.

DMS302L                      OB/GYN Sonography I Laboratory  
4h lab/week  
2 quarter credits  
Prerequisite: CVS212 or CVS214  
Corequisite: DMS302T

This course is a sonographic introduction to the female uterus and pelvis cavity protocol. Patient preparation, scanning planes and positions will be covered. Emphasis will be placed upon the proper instrumentation and how to acquire diagnostic images for the evaluation of the female uterus and pelvic cavity. Required labeling and measurements will be presented for accurate assessment. The following protocols will be practiced in the laboratory: pelvic cavity and uterus, right and left ovaries with proper labeling and measurements. Outside preparation includes completion of assigned readings and homework assignments.

DMS302T                      OB/GYN Sonography I Theory  
2h lecture/week  
2 quarter credits  
Prerequisite: CVS212 or CVS214  
Corequisite: DMS302L

This course is designed to introduce sonographic gynecology. Emphasis will be placed on the female pelvis utilizing sonographic and Doppler evaluation techniques. Pathology of the uterus, ovaries, and adnexa is presented. The role of ultrasound in evaluation of female infertility is analyzed. The normal versus abnormal laboratory values will be demonstrated. Included will be neoplastic, infectious, congenital pathologies of the female pelvis. Outside preparation includes review and evaluations of case study materials with critical thinking exercises.

DMS304                      Cross-Sectional Anatomy of the Abdomen and Pelvis  
2h lecture, 2h lab/week  
3 quarter credits  
Prerequisite: CVS212 or CVS214

This course will serve as a study in cross-sectional anatomy of the abdomen and pelvis. Emphasis will be upon the anatomic and physiologic relationships within the abdominal cavity. Sonographic introduction to the techniques and procedures for abdominal imaging will be practiced and performed. Assessment and analysis of the abdominopelvic vasculature structures will be studied. General abdominal ultrasound protocols including liver, biliary, pancreas, spleen, renal, aorta and iliac, protocols will be performed in the ultrasound laboratory. Outside preparation includes review and evaluations of case study materials with critical thinking exercises.

DMS305                      Registry Review DMS I  
2h lecture/week  
2 quarter credits  
Prerequisite: CVS203

The course is a review encompassing material from the sonography curriculum. The emphasis is placed on reviewing information so that the student will successfully pass the ARDMS SPI Examination. Students will receive

a thorough review of the physics curriculum and participate in test-taking strategies and physics practice examinations. Outside preparation includes the practice of simulated registry exams.

DMS311                      Diagnostic Medical Sonography Clinical Practicum I  
40h practicum/week  
6 quarter credits  
Prerequisite: DMS401L, DMS401T, DMS402L, DMS402T

This is the first clinical rotation in the Diagnostic Medical Sonography elective. Students are introduced to a diagnostic medical sonography laboratory of a hospital or imaging facility. During this experience, students become familiar with following aspects of the operation of a sonography laboratory: professionalism, medical ethics, instrumentation, patient preparation, recording patient information, and performing abdominal examinations under direct supervision. Students will demonstrate progressive competencies following basic and advanced protocols. Outside preparation includes assigned readings, case studies, discussions/activities, and assignments provided by the site supervisor.

DMS401L                    Abdominal Sonography II Laboratory  
4h lab/week  
2 quarter credits  
Corequisite: DMS401T

This is an introductory laboratory course to abdominal sonography. Diagnostic abdominal protocols will be practiced including the following topics: Biliary tree, pancreas, and spleen. Basic and advanced protocols will be examined. Sonographic appearance of abdominal organs, normal values, measurements, color flow assessment, and PW Doppler evaluation will be applied. Outside preparation includes completion of assigned readings and homework assignments.

DMS401T                    Abdominal Sonography II Theory  
2h lecture/week  
2 quarter credits  
Corequisite: DMS401L

This course will serve as a study in abnormal abdominal sonography science. Emphasis will be placed upon the clinical applications and interpretation of an abnormal diagnostic abdominal sonogram. Sonographic appearance and patterns of abdominal organs and vasculature will be examined. The sonographic evaluation of pathological processes of the liver, gallbladder, biliary tree, pancreas, and spleen will be analyzed. The course will demonstrate abnormal greyscale evaluation, color flow analysis, and PW Doppler techniques. Topics include sonographic anatomy, physiology, and clinical procedures/treatments as related to abnormal abdominal sonography. Outside preparation includes completion of assigned readings and homework assignments.

DMS402L                    OB/GYN Sonography II Laboratory  
4h lab/week  
2 quarter credits  
Corequisite: DMS402T

This course introduces the protocols and techniques for scanning trans-abdominal approach to obstetrics during the early first, later first, second, and third trimesters. Sonographic evaluations with obstetric measurements will be practiced. Doppler techniques will be applied for documentation of fetal heart. Outside preparation includes completion of assigned readings and homework assignments.



DMS402T                      OB/GYN Sonography II Theory  
2h lecture/week  
2 quarter credits  
Corequisite: DMS402L

The course presents an introduction to the normal anatomy and sonographic appearance of the first, second, and third trimester fetus with neonatal brain and spine. The normal versus abnormal laboratory values will be evaluated. Fetal growth assessment with sonography science will be covered. Amniotic fluid measurements and values will be reviewed extensively. Doppler application will be applied and analyzed. Emphasis on sonography and high-risk pregnancies is presented with prenatal diagnosis of congenital abnormalities. Present the clinical applications of 3-Dimensional and 4-Dimensional ultrasound in obstetrics. Outside preparation includes review and evaluations of case study materials with critical thinking exercises.

DMS404                      Small Parts Sonography  
2h lecture, 4h lab/week  
4 quarter credits

This course will serve as a study in small parts sonography consisting of a didactic and laboratory portion. The course covers normal and abnormal ultrasound appearance of the thyroid, parathyroid, breast, and scrotum. Sonographic anatomy, physiology, and pathology of small parts will be covered. The sonographic evaluation techniques will be based upon sonographic appearance, measurements, normal values, color flow assessment, power imaging and PW Doppler. The appropriateness of utilizing the varying techniques will be discussed. The laboratory section will provide instruction on protocols for evaluation of thyroid and breast. Outside preparation includes review and evaluations of case study materials with critical thinking exercises.

DMS406                      Registry Review DMS II  
2h lecture/week  
2 quarter credits  
Prerequisite: DMS311  
Corequisite: DMS411

The registry review is to prepare the student for the ARDMS examination. Registry review is a comprehensive course covering abdominal sonography, obstetrics and gynecology, cross-sectional anatomy, and small parts sonography. Preparation skills and study techniques will be evaluated. The examination matrix will be reviewed. Practice examinations will be administered for grade and self-assessment. Outside preparation includes completion of assigned readings and homework assignments.

DMS411                      Diagnostic Medical Sonography Clinical Practicum II  
40h practicum/week  
6 quarter credits  
Prerequisite: DMS311  
Corequisite: DMS406

This is the second clinical rotation in the BS in Diagnostic Medical Sonography program. Students are introduced to a diagnostic medical sonography laboratory of a hospital or imaging facility. During this experience, students become familiar with the following aspects of the operation of a sonography laboratory: recording medical information, professionalism, medical ethics, instrumentation, patient preparation, recording patient information, and performing pelvic and obstetric examinations under direct supervision. Students will demonstrate progressive competencies following basic and advanced protocols.

E101                      English Composition I (DE)  
4.5h lecture/week  
5 quarter credits

This course is designed to teach students structural relationships 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 includes writing paragraphs, short essays, and opinion papers.

E201                      English Composition II (DE)  
4.5h lecture/week  
5 quarter credits  
Prerequisite: E101

This course emphasizes the fundamentals of writing and the application of critical thinking skills. Analysis and interpretation lead 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.

E301                      Technical Report Writing  
2h lecture/week  
2 quarter credits  
Prerequisite: E201

This course is designed to teach students to make accessible both the act of writing and current changes in the ways professionals must communicate. Students produce a variety of professional written communications. Correct grammar, usage, and mechanics are emphasized. Students use the fundamentals of research, page design, and visual aids to produce instructional writing, informal reports and email writing, and formal report writing. Oral presentations and creating job application materials are also highlighted. Outside preparation includes reviewing of class notes, completing homework assignments, and preparation of an oral presentation.

ET100                    Basic Electrical and Electronic Concepts  
13h lecture, 12h lab/week (6 weeks) or 9.75h lecture, 9h lab/week (8 weeks)  
11 quarter credits

This course focuses on electrical safety, current devices, and circuits. It progresses from the fundamentals of electricity, Ohm's Law, series, parallel and series-parallel circuits to the study of resistors, capacitors relays, contactors and reading schematic diagrams. It also focuses on the use of multi-meters to analyze circuits. Outside preparation includes class preparation, reviewing notes, answering chapter exercises, studying for exams, and assigned reading.

ET101L                  Basic Electronics Laboratory  
4h lab/week  
2 quarter credits

This course includes laboratory projects associated with ET101 – Basic Electronics. Students will connect circuits from schematics, take measurements, organize data, create graphs, and analyze observations. Outside preparation includes class preparation, reviewing notes, and assigned readings.

ET101T                  Basic Electronics Theory  
4.5h lecture/week  
5 quarter credits

This course focuses on direct current (DC) devices and circuits. It progresses from the fundamentals of electricity, Ohm's Law, Kirchhoff's Laws, series, parallel and series-parallel circuits to the study of resistors, capacitors, and

inductors as they pertain to DC and circuits. Outside preparation includes class preparation, reviewing notes, answering chapter exercises, studying for exams, and assigned readings.

ET102L                      Electronics I Laboratory  
4h lab/week  
2 quarter credits  
Prerequisites: ET101T, ET101L

This course includes laboratory projects associated with ET102L – Electronics I Laboratory. Working with complex circuits, students will take measurements, organize data, create graphs, and analyze observations. Outside preparation includes class preparation, reviewing notes, and assigned readings.

ET102T                      Electronics I Theory  
4h lecture/week  
4 quarter credits  
Prerequisites: ET101T, ET101L

This course focuses on alternating current (AC) devices and circuits. It progresses to the study of maximum power transfer condition, network theorems: Thevenin's and superposition theorems with application in circuits. Students are introduced to inductive and capacitive reactance and their effect in AC conditions, series and parallel RL, RC, and RLC circuits. Resonance in AC circuits, passive filters, and transformer are also be studied. Outside preparation includes class preparation, reviewing notes, answering chapter exercises, studying for exams, and assigned readings.

ET201L                      Electronics II Laboratory  
4h lab/week  
2 quarter credits  
Prerequisites: ET101T, ET101L

This course is a practical application of semiconductor theory and principles. Students will be taught effective use the bread board, multi-meter, and oscilloscope. There will be instructions on use, and care of equipment along with exercises containing vertical and horizontal calculations of timing, frequency, and voltage before attempting experiments. The labs assigned will cover all aspects of the course. Students will use their PAD trainers which has dual voltage power supplies +12v and -12v, +1-20v and -1-20v for building labs. Also, a secondary center tapped AC supply of 12vpp and AC generator. Students will be required to write short report upon the conclusion of each exercise explaining what they have learned. Outside preparation includes class preparation, reviewing notes, and assigned readings.

ET201T                      Electronics II Theory  
4h lecture/week  
4 quarter credits  
Prerequisites: ET101T, ET101L

This course is a comprehensive study of solid-state principles and circuits. Students are further introduced to p-n junction diodes, Zener diode, clamper and clipper circuits, half wave and full wave rectifiers, rectifiers with filter capacitor. This course will cover bipolar junction transistor (BJT): characteristics and regions of operation, current components, BJT as an amplifier, common emitter, common base and common collector configurations, and transistor biasing. Students will learn power amplifiers: class A, B, C, and AB, junction field-effect transistor (JFET), metal oxide semiconductor field-effect transistor (MOSFET). The fundamentals of linear IC's including operational amplifiers (op amps), Schmitt trigger, timers, and oscillator circuits are also studied. Outside preparation includes class preparation, reviewing notes, answering chapter exercises, studying for exams, writing a report, and assigned readings.

ET202L                      Digital Technology Laboratory  
4h lab/week  
2 quarter credits  
Prerequisites: ET101T, ET101L

This course includes laboratory projects associated with ET202 – Digital Technology. Students construct digital circuits discussed in lecture using integrated circuits and test them using analog and digital concepts. Outside preparation includes class preparation, reviewing notes, and assigned readings.

ET202AL                      Digital Technology Laboratory A  
2h lab/week  
1 quarter credits  
Prerequisites: ET101T, ET101L

Laboratory projects associated with ET202T-A are presented to confirm and reinforce theory concepts. Laboratory assignments are focused on Transistor-Transistor-Logic (TTL) circuits such as logic gates, encoders, decoders, multiplexers, demultiplexers, and digital integrated circuits. Students learn circuit analysis and troubleshooting techniques, construct circuits and conduct experiments. Students will construct and test circuits using both analog and digital concepts which will provide them with a solid foundation in today's consumer and industrial electronics. Outside preparation includes reviewing notes, studying for exams, and assigned readings.

ET202BL                      Digital Technology Laboratory B  
2h lab/week  
1 quarter credits  
Prerequisites: ET101T, ET101L

Laboratory projects associated with ET202T-B are presented to confirm and reinforce theory concepts. Laboratory assignments are focused on Transistor-Transistor-Logic (TTL) circuits such as flip-flops, counters, registers, basic arithmetic circuits, and digital integrated circuits. Students learn circuit analysis and troubleshooting techniques, construct circuits and conduct experiments. Students will construct and test circuits using both analog and digital concepts which will provide them with a solid foundation in today's consumer and industrial electronics. Upon completion of this course, students will be eligible to sit for the ISCET Electronics Systems Associate Part IV certification exam (ESA-4). Outside preparation includes reviewing notes, studying for exams, and assigned readings.

ET202T                      Digital Technology Theory  
4h lecture/week  
4 quarter credits  
Prerequisites: ET101, ET101L

This course is a building block of digital electronics. Students are introduced to number systems and codes, analysis of digital logic circuits: basic logic gates, Boolean algebra, combinational logic circuits, minimization of combinational logic, encoders, decoders, multiplexers. Students will learn sequential circuits: latches, flip flops, counters, registers, concepts and their applications, binary arithmetic elements, A/D and D/A converters, memories. Students learn circuit analysis and troubleshooting techniques. Outside preparation includes class preparation, reviewing notes, answering chapter exercises, studying for exams, writing a report, and assigned readings.

ET202AT                      Digital Technology Theory A  
2h lecture/week  
2 quarter credits  
Prerequisites: ET101T, ET101L

This course is designed to explain the fundamentals of digital electronics. Students learn number systems and codes, analysis of digital logic circuits: basic logic gates, Boolean algebra, combinational logic circuits, minimization of combinational logic, encoders, decoders, multiplexers. Outside preparation includes reviewing notes, answering chapter exercises, studying for exams, writing a report, and assigned readings.

ET202BT                      Digital Technology Theory B  
2h lecture/week  
2 quarter credits  
Prerequisites: ET101T, ET101L

This course is designed to explain the fundamentals of digital electronics. Students learn sequential circuits: latches, flip flops, counters, registers, concepts and their applications, binary arithmetic elements, A/D and D/A converters, memories. Students learn circuit analysis and troubleshooting techniques. Upon completion of this course, students will be eligible to sit for the IS CET Electronics Systems Associate Part IV certification exam (ESA-4). Outside preparation includes reviewing notes, answering chapter exercises, studying for exams, writing a report, and assigned readings.

ET203L                      Communication Electronics/Mobile Technology Laboratory  
3h lab/week  
1 quarter credit  
Prerequisites: ET101T, ET101L

Laboratory projects associated with ET203T are presented to confirm and reinforce theory concepts. This course introduces the technologies available for communication electronic and mobile devices. In this lab, students will have hands-on experience in building communication system circuits. After the completion of the course, the students will be able to manage the hardware and measurements of various systems. Students will build bandpass filter and switched capacitor filter, AM and FM modulator and demodulator circuits, binary data communication systems, transmission lines and antennas. Students will learn to measure input and output signals and troubleshoot communication devices. Students will be introduced to a wide range of special test equipment used in electronic and mobile communication. Outside preparation includes reviewing notes and assigned readings.

ET203T                      Communication Electronics/Mobile Technology Theory  
3h lecture/week  
3 quarter credits  
Prerequisites: ET101T, ET101L

This course introduces students to the principles of electronic communication systems. The students will learn the fundamentals of AM and FM receivers, binary data communication, as well as the principles of transmission lines and antennas. In addition, students will study mobile technology, cellular phone technology and other telecommunication systems. Troubleshooting techniques will be applied to a wide range of special test equipment used in electronic communication. Outside preparation includes reviewing notes, answering chapter exercises, studying for exams, writing a report, and assigned readings.

FNS101                      Introduction to Funeral Service  
4.5h lecture/week  
5 quarter credits

This course provides the student with an overview of the funeral service profession. Focus is placed on the history of funeral service, the impact of grief on society, funeral customs and practices throughout history, and current trends from pre-need to cremation. Cultural differences in funeral practices are examined as well as reactions to death and their impact upon the family unit and the progression of associations and education within funeral service. Outside preparation includes review of class notes, reading assignments, studying for exams, and the preparation of a written paper on a topic identified by the professor.

FNS102                      Funeral Service Principles  
4.5h lecture/week  
5 quarter credits

This course provides the student with an introduction to the basic services performed by a funeral director from first call to final disposition of the deceased. This includes notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal funerals, and military honors. The course provides a review of the typical religious customs and strategies to better enhance the relationships between the funeral director, the clergy, public agencies, and medical personnel. The course emphasizes the dual role of the funeral director as manager and caregiver, and emphasis is placed on professional attitudes, ethics, and vocabulary. Outside preparation includes reviewing class notes, reading assignments, and studying for exams.

FNS103                      Funeral Service Law  
3.5h lecture/week  
4 quarter credits

This course emphasizes the principles of law which impact the funeral service profession. Burial rights and obligations, cemetery law, zoning restrictions, laws concerning the body and burial, right to control funeral arrangements and final disposition as well as New Jersey statutory law, rules and regulations are examined. General licensure, intern requirements, rules for the operation of a funeral home, laws concerning embalming procedures, and advertising regulations are explored. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS104                      Funeral Service Management  
4.5h lecture/week  
5 quarter credits

This course explores small business practices as they pertain to funeral service. Organizational skills, employer/employee relations, funeral budgeting and pricing, funeral service merchandising, funeral home insurance, OSHA, Federal Trade Commission regulations, and procedures for the filing of death certificates and other legal forms will be explored. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS105                      Funeral Service Pathology  
4.5h lecture/week  
5 quarter credits

This course examines the medical terminology relevant to funeral service as well as the major diseases, pathological changes, and effects of physical and chemical trauma on the human body. Emphasis is placed on the changes to the human body which result from the embalming procedure and the restorative art process. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS106                      Principles of Embalming I  
4.5h lecture/week  
5 quarter credits

This course introduces embalming with both historical and contemporary perspectives. A review of the historical background, ethical considerations, signs and tests for death, pre-embalming changes, pre-embalming diagnosis and techniques, and the various instruments and equipment used in embalming is provided. Postmortem changes to the body, as well as the handling of infectious and contagious diseases are also explored. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS107                      Chemistry for Funeral Service  
4.5h lecture/week  
5 quarter credits

In this course, students will survey the basic principles of chemistry as they relate to funeral service. Emphasis is on the chemical principles and precautions involved in the preservation and disinfection of the dead human body. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS203                      New Jersey Funeral Service Laws, Rules and Regulations  
2h lecture/week  
2 quarter credits

This course reviews the laws, rules, and regulations that specifically apply to New Jersey. It covers topics of general licensure, internship requirements established by the State, general rules for embalming procedures, operation of a funeral home, various rules of practice, advertising, and continuing education requirements. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS206                      Principles of Embalming II  
4h lecture/week  
4 quarter credits  
Prerequisite: FNS106

The course is a continuation of FNS106. The factors which influence fluid distribution and drainage, cavity treatment, causes of embalming failure, types of embalming fluids, vascular difficulties, decomposition, and bio-hazardous waste disposal are explored. Also examined are dehydration, edema, malformations, and discolorations. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS207                      Embalming Lab  
4h lab/week  
2 quarter credits  
Prerequisites: FNS106, FNS206

This course develops embalming skills. Embalming procedures, embalming products, special embalming procedures for infants and special cases are explored. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS208                      Restorative Art  
2h lecture, 2h lab/week  
3 quarter credits

The practical considerations of restorative techniques are reviewed. Facial anatomy is examined as well as restoration, color, and the principles of cosmetology. Particular attention is paid to the bony structures, facial proportions, and variations in head forms. Special problems caused by burns, abrasions, lacerations, etc. are presented with treatment techniques. Development of special laboratory skills for restoration is reviewed. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS209                      Funeral Service Counseling  
4.5h lecture/week  
5 quarter credits

The bereavement process is examined. The role of funeral director as counselor is reviewed. Definitions of counseling, types of counseling, crisis intervention, family typology, grief counseling, and facilitation of communication are examined. Professional therapy situations are differentiated from referrals for a more specialized form of counseling. An appreciation of the role of caregiver in relation to grieving persons is also emphasized. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS210                      Cemetery and Crematory Management  
2h lecture/week  
2 quarter credits

This course is designed to give the student an understanding of the principles of operating a cemetery and crematory. Topics of study will include types of ownership (including governing boards), endowment or maintenance and preservation funds, monuments and memorialization, cremation fundamentals, trade associations, and federal and state regulations. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS211                      Funeral Service Licensing Exam Preparation  
2h lecture/week  
2 quarter credits  
Prerequisite: Successful completion of the didactic portion of the AAS in Funeral Service, including core, foundation, and general education courses.

Review skills and techniques for taking the National Board Examination (NBE) and the New Jersey Mortuary Jurisprudence Examination are taught. The student reviews the topics covered in the curriculum through

discussion and practice tests. Outside preparation includes review of class notes, reading assignments, and studying for exams. Students are encouraged to take the NBE immediately upon graduation.

FNS212                      Funeral Service Field Experience A  
27h practicum/week  
4 quarter credits  
Prerequisite: Successful completion of the didactic portion of the AAS in Funeral Service, including core, foundation, and general education courses.

This is an off-campus, supervised experience in a funeral home applying embalming theory, skills, and concepts. Students will participate in the embalming of human remains and practice the skills of restorative art on a case-by-case basis. The student performs as an intern or student trainee in a full-time capacity during the workweek. Outside preparation includes completion of the embalming case reports, ABFSE student monthly report, and state board monthly reports.

FNS213                      Funeral Service Field Experience B  
27h practicum/week  
4 quarter credits  
Prerequisite: FNS212

This course is a continuation of FNS212. It is an off-campus, supervised experience in a funeral home applying embalming theory, skills, and concepts. Students will participate in the embalming of human remains and practice the skills of restorative art on a case-by-case basis. The student performs as an intern or student trainee in a full-time capacity during the workweek. Outside preparation includes completion of the embalming case reports, ABFSE student monthly report, and state board monthly reports.

HIST101                    Jewish History – 18<sup>th</sup> to 20<sup>th</sup> Century  
4.5h lecture/week  
5 quarter credits

This course critically provides a comprehensive overview of the Jewish experience from the 18<sup>th</sup> to 20<sup>th</sup> centuries. It includes the Hasidic philosophical and social upheaval movement that began in the 18<sup>th</sup> century with the teachings of the Baal Shem Tov and spread throughout Europe. Students will learn about how his teaching led to the renewal of the study of Jewish mysticism known as Kabbalah and how it continues until today. An examination of the history of yeshivas as institutions of knowledge and their profound influence on worldwide Jewry will also be covered. Additionally, the course will study the European origins of Zionist thought within the context of anti-Semitism and analyze it as one of the Jewish political responses and see how it contributed to the birth of the State of Israel in 1948. Lastly, there will be a focus on the origin and course of events that led to the Holocaust while seeking to find an understanding of Nazi Germany's systematic attempt to exterminate Jews. Questions regarding its impact on our consciousness and how the Holocaust still occupies such a central role in the politics and culture of our time will also be examined. Weekly class discussions and writing assignments, including a research paper, will provide the students the ability to demonstrate their understanding and implementation of critical thinking regarding the wide array of topics. Outside preparation includes reviewing class notes, reading/writing assignments, and studying for exams.

HIT101                    Introduction to CPT and HCPCS Coding  
3h lecture, 3h lab/week  
5 quarter credits

This course provides students with the knowledge of clinical classification systems needed to apply procedural codes from CPT and HCPCS code sets. Through practical exercises and documents, students learn to assign codes and follow guidelines for reporting medical services, supplies, and hospital procedures performed or prescribed by physicians. Outside preparation includes reviewing class notes, studying for exams, and completing coding projects using CPT and HCPCS coding sets.



HIT102                      Introduction to ICD Diagnostic Coding  
3h lecture, 4h lab/week  
6 quarter credits

This course provides students with the foundation to correctly apply principles and guidelines of coding using ICD-10-CM classification systems. Students will apply diagnosis codes and validate coding accuracy using clinical information found in the health record. Ethical coding standards will be promoted while adhering to current regulations and established guidelines in code assignment. Outside preparation includes reviewing class notes, studying for exams, and completing coding projects using the ICD manual.

HIT104                      Medical Billing  
2h lecture, 2h lab/week  
3 quarter credits

This course is designed to develop and understanding of health insurance to process claims for reimbursement. Managed care, the patient encounter, legal issues, and requirements of major health insurance providers, including Medicare and Medicaid, are taught. Students learn to abstract information from patient records and complete a variety of medical insurance forms. Emphasis is placed on using the CMS 1500 issued by the Centers for Medicare and Medicaid Services. Standard formats and coding systems are applied. Outside preparation includes reviewing class notes, reading assignments, completing chapter exercises, and studying for exams.

HIT105                      Introduction to Health Information Management  
4h lecture/week  
4 quarter credits

This course introduces students to healthcare delivery settings and delineates career opportunities for health information management professionals. Students learn to analyze medical records and to abstract data needed for reimbursement. Various types of numbering and filing systems, indices, registers, and circulation methods are discussed. Students learn to process admissions and discharges and to update the master patient index. The importance of patient confidentiality is taught. Outside preparation includes reviewing of class notes, reading textbook assignments, completing chapter exercises, and studying for exams.

HIT115                      Electronic Medical Records  
1h lecture, 2h lab/week  
2 quarter credits

Using the most up-to-date medical management software, students learn the fundamental principles for creating and maintaining an electronic medical record. Students create personal electronic health records and progress notes for a variety of medical practices. They create electronic history forms, lab requisition forms, electronic prescriptions, electronic telephone notes, proof of appointment letters, and a variety of other electronic medical forms. Outside preparation includes reviewing class notes, reading assignments, completing chapter exercises, and studying for exams.

HIT201                      Advanced Procedural Coding  
4.5h lecture/week  
5 quarter credits  
Prerequisite: HIT101

This course focuses on advanced topics in procedural coding using CPT and HCPCS code sets. The course concentrates on official coding guidelines, sequencing skills, and use of CPT and HCPCS in healthcare reimbursement as well as prospective payment system theory and methodology. The course includes practice in coding and optimization techniques using case studies, health records, and computerized coding and grouping software. Outside preparation includes reviewing class notes, completing coding worksheets and assignments, and applying CPT and HCPCS codes with case studies.

HIT202                      Advanced Diagnostic Coding  
2h lecture, 2h lab/week  
3 quarter credits  
Prerequisite: HIT102

This course focuses on advanced topics in diagnosis coding using ICD-9-CM. The course concentrates on official coding guidelines, sequencing skills, and use of ICD-9-CM in healthcare reimbursement as well as prospective payment system theory and methodology. The course includes practice in coding and optimization techniques using case studies, health records, and computerized coding and grouping software. Students apply advanced coding rules for various coding systems, including ICD-10. Rules on coding patient services for a variety of payment systems, with an emphasis on payment fraud and abuse, are taught. Outside preparation includes reviewing of class notes, completing coding worksheets and assignments, and applying ICD-9-CM and ICD-10 codes with case studies.

HIT205                      Advanced Health Information Management  
3h lecture, 4h lab/week  
6 quarter credits  
Prerequisite: HIT105

This course provides students with a review of the fundamentals of information technology, including computer literacy and the use of technology in healthcare delivery. Students learn advanced principles of health information management and apply them when analyzing and processing medical records for reimbursement. Outside preparation includes reviewing of class notes, studying for exams, and projects. Outside preparation includes reviewing class notes, reading assignments, completing chapter exercises, and studying for exams.

HIT207                      Coding Certification Review  
1h lecture, 2h lab/week  
0 quarter credits

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

HTM101                     Introduction to the Hospitality Industry  
4.5h lecture/week  
5 quarter credits

This course is a study of the fascinating worlds of lodging, food and beverage service, meeting planning, travel and tourism, and the related businesses that make up the hospitality industry. It provides an overview of this vast industry and its interlocking networks. Outside preparation includes completion of end-of-chapter activities in the textbook and any assigned worksheets.

HTM201                     Hotel Operations  
5h lecture/week  
4.5 quarter credits

This course is designed to provide students with a comprehensive, fundamental understanding of how hotels are managed with respect to rooms (reservations, front desk, housekeeping, engineering, and security). Through computer simulation, property tours, and guest lecturers, students will be exposed to the operational positions and responsibilities of the different areas of the rooms division. Food and beverage, sales and marketing, and the accounting office will be addressed with respect to how each of these departments interacts with the rooms division. Outside preparation includes the reviewing of notes, and the completion of assigned readings and homework assignments.

HTM202                     Hotel Sales and Marketing  
3h lecture/week  
3 quarter credits

Students will be introduced to the principles and procedures of hotel sales and marketing with emphasis on market research, advertising, public relations, and the operation of a sales department within a hotel. Sales techniques as they relate to individuals, companies, organizations, and groups will also be explored. Outside preparation includes the reviewing of notes, and the completion of assigned readings and homework assignments.

HTM204                      Conference and Event Planning  
4.5h lecture/week  
5 quarter credits

This course is a comprehensive overview of the process of planning meetings, conferences, and special events. Step-by-step organization, preliminary planning, site selection, and timing strategies are among the topics to be discussed. Students will learn where conference and event planning fit into the overall scope of the hospitality industry. Outside preparation includes the reviewing of notes, and the completion of assigned readings and homework assignments.

HTM206                      Food and Beverage Management  
4.5h lecture/week  
5 quarter credits

This course examines standards of quality, grades, methods of purchasing, receiving, issuing, storage, inventory, and service of food commodities. Basic principles of beverage management and merchandising as related to the hospitality industry are studied. Outside preparation includes the reviewing of notes, and the completion of assigned readings and homework assignments.

HTM208                      Supervisory Management for the Service Industry  
4.5h lecture/week  
5 quarter credits

This course is designed to build students' knowledge and skills in administration with respect to the service industry. Emphasis is placed on methods of motivating employees, delegating duties, managing grievances, discipline, and training staff. Principles of delivering exceptional guest service will also be emphasized. Outside preparation includes the reviewing of notes, and the completion of assigned readings and homework assignments.

HTM211                      Business and Hospitality Externship  
20h practicum/week  
3 quarter credits  
Prerequisite: Successful completion of all previous courses in the prescribed core sequence of the AAS in Business and Hospitality program.

In this course, students apply their knowledge and practical skills learned throughout the program while gaining hands-on experience in assigned business and hospitality settings. Outside preparation includes completion of a weekly externship log and assignments provided by the externship supervisor.

HV201                        Hand Tool Safety, Electric and Forced Air Heating, EPA 608 Fundamentals  
13h lecture, 12h lab/week (6 weeks) or 9.75h lecture, 9h lab/week (8 weeks)  
11 quarter credits  
Prerequisite: ET100

This course covers the principles and fundamentals of electric and forced-air heating including service, installation and repair. Students prepare for the EPA 608 exam. Shop and hand tool safety are stressed. Outside preparation includes class preparation, reviewing notes, answering chapter questions, studying for exams and assigned readings.

HV202                        Oil/Hydronic Heat and EPA 608 Core Review  
13h lecture, 12h lab/week (6 weeks) or 9.75h lecture, 9h lab/week (8 weeks)  
11 quarter credits  
Prerequisite: ET100

This course covers the principles and fundamentals of oil burner operation and hydronic forced hot water heat including service, installation, and repair. Students prepare for the EPA 608 exam. Shop and hand tool safety are stressed. Outside preparation includes class preparation, reviewing notes, answering chapter questions, studying for exams and completing assigned readings.

HV203                      A/C, Refrigeration and EPA 608 Type I Review  
13h lecture, 12h lab/week (6 weeks) or 9.75h lecture, 9h lab/week (8 weeks)  
11 quarter credits  
Prerequisite: ET100

This course covers the concepts and procedures involved in the process of cooling. Equipment, function, installation, troubleshooting techniques, and safety precautions are included. Students prepare for the EPA 608 exam. Outside preparation includes class preparation, reviewing notes, answering chapter questions, studying for exams, and assigned readings.

HV204                      A/C Heat Pump and EPA 608 Type II Review  
13h lecture, 12h lab/week (6 weeks) or 9.75h lecture, 9h lab/week (8 weeks)  
11 quarter credits  
Prerequisite: ET100

This course covers the concepts of air-to-air heat pumps, their operation and repair. The principles of high- and low-pressure chillers are reviewed. Students prepare for the EPA 608 exam. Outside preparation includes class preparation, reviewing notes, answering chapter questions, studying for exams, and assigned readings.

HV205                      Installation, Air Distribution/Balancing and EPA 608 Type III Review  
13h lecture, 12h lab/week (6 weeks) or 9.75h lecture, 9h lab/week (8 weeks)  
11 quarter credits  
Prerequisite: ET100

This course defines comfort as it relates to cooling. Students learn to use tools and equipment for refrigeration, installation, air distribution, and control of air-conditioning and refrigeration. Students prepare for the EPA 608 exam. Outside preparation includes class preparation, reviewing notes, answering chapter questions, studying for exams, and assigned readings.

HV206                      Circuit Systems Operation and EPA R-410A Universal Review  
13h lecture, 12h lab/week (6 weeks) or 9.75h lecture, 9h lab/week (8 weeks)  
11 quarter credits  
Prerequisite: ET100

In this course, the student will understand and explain principles and features of different circuits, rectifiers, power supplies, semiconductors, and control devices, and will be able to install, troubleshoot and repair different systems. Students prepare for the EPA R-410A Universal Review exam. Outside preparation includes class preparation, reviewing notes, answering chapter questions, studying for exams, and assigned readings.

HV207                      Control Devices and Motors; EPA 608 Review  
13h lecture, 12h lab/week (6 weeks) or 9.75h lecture, 9h lab/week (8 weeks)  
11 quarter credits  
Prerequisite: ET100

In this course, the student will understand and explain principles and features of different types of motors, thermostats, and control devices. The student will be able to install, troubleshoot and repair different systems. Students review for the EPA 608 exam. Outside preparation includes class preparation, reviewing notes, answering chapter questions, studying for exams, and assigned readings.

M101                      Medical Office Management  
4.5h lecture/week  
5 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  
6 quarter credits

Students learn to measure height, weight, and vision, take blood pressure and vital signs, and chart 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  
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 Science Skills Review  
5h lab/week  
3 quarter credits  
Prerequisites: M102, M103

Under the supervision of their instructor, students actively participate in a health clinic or medical office practicum. 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.

M148N                    Diagnostic and Procedural Coding  
4.5h lecture/week  
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 I (DE)  
3h lecture/week  
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 II (DE)  
3h lecture/week  
3 quarter credits  
Prerequisite: M159

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                      Medical Assisting Certification Review  
2h lecture/week  
2 quarter credits  
Prerequisites: BIO101, BIO201, M101, M102, M103, M159, M160

This course reviews those portions of the allied health curriculum essential to successfully complete a national certification exam for medical assisting. Outside preparation includes reviewing of class notes, studying for exams, and practice questions.

M169                      Medical Law  
2h lecture/week  
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 includes completion of end-of-chapter activities in textbook and assigned worksheets.

MATH101                College Math  
4.5h lecture/week  
5 quarter credits

This course covers fundamental operations on real number system, logics, sets, equations, functions and their graphs, probability, statistics, fractions, mixed 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 practice problems, remediation, and alternative assessment types that incorporate real-world application.

MATH102                College Algebra  
4.5h lecture/week  
5 quarter credits  
Prerequisite: MATH101

This course covers fundamental operations of algebra. Topics include signed numbers, variables, literal equations and formulas, square roots, exponents, polynomials, linear and quadratic equations, and rational expressions. This course will also cover the fundamental operations of trigonometry. Outside preparation includes completion of end-of-chapter assignments and study guides for exam review.

MATH301                Introduction to Applied Statistics  
4.5h lecture/week  
5 quarter credits  
Prerequisites: MATH101, MATH 102

This course offers an introduction to statistics. Topics covered include collecting, organizing, and drawing conclusions from data, displaying, and describing data, elementary probability, regression, and hypothesis testing with relevance to the real world. Additional topics include binomial and normal distributions, confidence intervals, and random variables. Outside preparation includes completion of end-of-chapter assignments and study guides for exam review.

N101C                    Nursing Fundamentals/Gerontology Nursing Clinic  
9h clinical/week  
3 quarter credits  
Corequisite: N101T

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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N101T                      Nursing Fundamentals/Gerontology Nursing Theory  
8h lecture/week  
9 quarter credits  
Corequisite: N101C

This course focuses on nursing fundamentals, skills, and theoretical knowledge of the unique needs of the elderly as they interact with their environment. 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 young adults and elderly clients with a variety of conditions. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) Nurse Logic, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N103C                      Pediatric Nursing Clinic  
5h clinical/week  
2 quarter credits  
Prerequisites: N101C, N101T, N104, N108C, N108T  
Corequisite: N103T

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 and concepts-based 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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and study guides.

N103T                      Pediatric Nursing Theory  
4h lecture/week  
4 quarter credits  
Prerequisites: N101C, N101T, N104, N108C, N108T  
Corequisite: N103C.

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, toddlerhood, preschool, school age, 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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and study guides.

N104                      Nursing Process  
3h lecture/week  
3 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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N105C                    Maternal/Child Nursing Clinic  
5h clinical/week  
2 quarter credits  
Prerequisites: N101C, N101T, N104, N108C, N108T  
Corequisite: N105T

Students will plan and implement nursing care to obstetrical patients and newborns. Students will attend clinical practicums 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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and study guides.

N105T                    Maternal/Child Nursing Theory  
4h lecture/week  
4 quarter credits  
Prerequisites: N101C, N101T, N104, N108C, N108T  
Corequisite: N105C.

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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and study guides.

N106C                    Psychiatric Nursing Clinic  
5h clinical/week  
2 quarter credits  
Prerequisites: N101C, N101T, N104, N108C and N108T  
Corequisite: N106T

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 issue. 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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.



N106T                      Psychiatric Nursing Theory  
5h lecture/week  
6 quarter credits  
Prerequisites: N101C, N101T, N104, N108C, N108T  
Corequisite: N106C

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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N108C                      Medical/Surgical Nursing Clinic  
12h clinical/week  
4 quarter credits  
Prerequisites: N101C, N101T, N104  
Corequisite: N108T

Students will plan and implement nursing care to individuals who have needs related to fluid and electrolyte imbalances, oxygenation, and circulation, 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, affective, and psychomotor skills in the nursing care of the medical surgical client. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) Nurse Logic, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N108T                      Medical/Surgical Nursing Theory  
8h lecture/week  
9 quarter credits  
Prerequisites: N101C, N101T, N104  
Corequisite: N108C

Integrating principles, skills, and concepts previously learned in N101C, N101T, and N104 this course focuses on health care of the medical-surgical client and is grouped according to the concepts and body systems 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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N110                        NCLEX-PN Exam Preparation  
1h lecture, 5h lab/week  
4 quarter credits  
Prerequisites: BIO101, BIO201, M159, M160, N101C, N101T, N103C, N103T, N104, N105C, N105T, N108C, N108T, N112, N113  
Corequisites: N106L, N106T

This course prepares the student with the knowledge, skills, and abilities necessary to pass the NCLEX-PN (National Council Licensure Examination for Practical Nurses) exam. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) Nurse Logic, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N112                        Pharmacology I  
2h lecture/week  
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, pathophysiology, 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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N113                      Pharmacology II  
2h lecture/week  
2 quarter credits  
Prerequisite: N112

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, pathophysiology, medical terminology, mathematics, and the nursing process. The course is organized according to body systems and diseases. Central nervous system, cardiovascular, renal, hematological, hormone, steroid, analgesic, and musculoskeletal medications, as well as common herbs and complementary 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, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N114                      Clinical Skills Assessment  
4h clinical/week  
1 quarter credit  
Prerequisites: N101C, N101T, N103C, N103T, N104, N105C, N105T, N108C, N108T, N112, N113  
Corequisites: N106C, N106T.

This course provides a supervised clinical laboratory simulation 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 they transition to the workplace. Outside preparation activities include Web-based ATI (Assessment Technologies Institute) Nurse Logic, PN Learning Systems and Practice Assessments, and completion of workbook exercises and learning guides.

N202                      Concepts of Nursing I  
6h lecture, 5h clinic/week  
7 quarter credits  
Prerequisites: BIO201, N211, N212  
Corequisite: BIO104

This course introduces health concepts within the three domains of the client, healthcare, and nursing to prepare the LPN for transition to the role of a Registered Nurse with an associate degree. Emphasis is placed on concepts of fluid and electrolytes, elimination, thermoregulation, oxygenation, inflammation, tissue integrity, infection, sensory and perception, mobility, comfort, safety, stress and coping, grief and loss, caring, cognition, self, family, diversity, culture, spirituality, critical thinking, leadership/management, and nursing process. Instructions include didactic, simulation, and supervised clinical learning activities. 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.

N204                      Concepts of Nursing II  
6h lecture, 5h clinic/week  
7 quarter credits  
Prerequisite: N202  
Corequisite: N216

This course further develops health and illness concepts within the three domains of the client, healthcare, and nursing. Emphasis is placed on the concepts of elimination, acid-base, metabolism, cellular regulation, oxygenation, infection, immunity, perfusion, stress and coping, health-wellness-illness, therapeutic communication, behavior, caring, technical skills, time management/organization, critical thinking, nursing process, safety, quality improvement, and informatics. The course includes application of pharmacological concepts of health and illness in the acute care setting. Instruction includes didactic, simulation, webinars, and supervised clinical learning activities. Outside preparation activities include ATI practice assessments and online tutorials, ATI focused review and skills modules, virtual simulation, case study, and completion of workbook exercises.

N205                      Concepts of Nursing III  
6h lecture, 5h clinic/week  
7 quarter credits  
Prerequisite: N204  
Corequisite: N217

This course further develops health and illness concepts within the three domains of client, healthcare, and nursing. Focus is placed on the concepts of oxygenation, thermoregulation, intracranial regulation, sexuality, reproduction, infection, grief and loss, mood and affect, behavior, development, family, leadership and management, critical thinking, and nursing process. Instruction includes didactic, simulation, and supervised clinical learning activities. Outside preparation activities include ATI practice assessments and online tutorials, ATI focused review and skills modules, virtual simulation, case study, and completion of workbook exercises.

N207                      NCLEX-RN Review  
1h lecture, 3h lab/week  
3 quarter credits  
Prerequisite: N205, N217  
Corequisites: PSYCH102, SOC100, N216

This course assists the student in preparing for state RN licensure and employment as a graduate nurse. Discussions include NCLEX-RN preparation and mandatory attendance to all NCLEX review sessions. Emphasis is placed on condensed but comprehensive review of concepts in the three domains of the client, healthcare, and nursing. Outside preparation activities include ATI practice assessments and online tutorials, ATI focused review and skills modules, virtual simulation, case study, and completion of workbook exercises.

N211                      Review of Principles of Medication Administration and Dosage Calculation  
3h lecture/week  
3 quarter credits  
Prerequisite: MATH101  
Corequisite: BIO103

This course provides a review of principles of safe medication administration and essential math concepts for dosage calculation. Practice and assessment tests will include drug mechanism of action, food and drug interaction, drug, and drug interaction, early and late signs of drug toxicity, problems featuring medication administration including oral and parenteral routes. Accreditation standards of medication administration will be emphasized. Outside preparation activities include ATI practice assessments, and online tutorials, ATI focused review and skills modules, virtual simulation, case study and completion of workbook exercises.

N212                      Nursing Review of Pathophysiology  
4h lecture/week  
4 quarter credits  
Prerequisite: BIO201  
Corequisite: BIO103

This course prepares the student to systematically approach complex alterations of body systems across the life span. Emphasis will be placed on pathophysiological concepts in time of physical stress. This course utilizes the nursing process as the basis of problem-solving approach in persons requiring complex nursing care. Diagnostic assessments, alternative medical and pharmacological management for selected disease processes, and related nursing actions will be explored. The course includes didactic instruction and simulation. Outside preparation activities include ATI practice assessments and online tutorials, ATI focused review and skills modules, virtual simulation, case study, and completion of workbook exercises.

N216                      Concepts of Healthcare Management  
5h lecture/week  
6 quarter credits  
Prerequisites: N202  
Corequisite: N204

This course extends the exploration and application of concepts within the three domains of the client, healthcare, and nursing. Emphasis is placed on health-wellness-illness, professional behaviors, caring, leadership/management, technological communication, time management/organization, critical thinking, nursing process, safety, advocacy, legal issues, health policy, healthcare systems, ethics, accountability, and evidence-based practice. Instructions include didactic, webinars, and electronic health record orientation. Outside preparation activities include ATI practice assessments and online tutorials, ATI focused review and skills modules, virtual simulation, case study, and completion of workbook exercises.

N217                      Complex Health Concepts  
5h lecture, 5h clinic/week  
6 quarter credits  
Prerequisite: N204

This course assimilates concepts within the three domains of the client, healthcare, and nursing. Emphasis is placed on the concepts of fluid and electrolytes, metabolism, thermoregulation, oxygenation, perfusion, tissue integrity, infection, mobility, stress and coping, family, violence, critical thinking, and the nursing process. The course addresses the application of complex health and illness concepts in nursing pharmacology. Instruction includes didactic, simulation, and clinical learning activities. Outside preparation activities include ATI practice assessments and online tutorials, ATI focused review and skills modules, virtual simulation, case study, and completion of workbook exercises.

NU201T                  Nursing Fundamentals Theory  
7h lecture/week  
7 quarter credits  
Corequisite: NU201C

This course will serve as a validation of foundational skills necessary to meet the needs of individuals throughout the lifespan. Emphasis will be on using the nursing process in the application of clinical skills for safe nursing practice.

NU201C                  Nursing Fundamentals Clinical  
3h lab, 3h clinical/week  
3 quarter credits  
Corequisite: NU201T

The course will use the nursing process as a problem-solving approach in providing safe, compassionate, holistic nursing care to clients across the lifespan. Using faculty- guided clinical scenarios, students will develop clinical judgment skills.

NU202T                      Medical-Surgical Nursing Theory  
7h lecture/week  
7 quarter credits  
Corequisite: NU202C

The course focuses on concepts related to health promotion, disease prevention, nursing care of acute and chronic health problems as well as the provision of supportive care for the adult client with terminal illness. Emphasis of this course is in providing compassionate and holistic care.

NU202C                      Medical-Surgical Nursing Clinical  
3h lab, 3h clinical/week  
3 quarter credits  
Corequisite: NU202T

Students will plan and implement nursing care for adult clients with health problems related to fluid and electrolyte imbalances, oxygenation and circulatory problems, as well as supporting and promoting autonomy in patients with self-care deficits related to mobility, neurosensory, endocrine, and immune disorders. Faculty-supervised clinical activities will provide students learning opportunities in developing nursing skills, attitudes, and abilities needed in the 21st century.

NU301                      LPN Transition to Professional Nursing  
4h lecture/week  
4 quarter credits

This course addresses the role transition from a Licensed Practical Nurse (LPN) to a Bachelor of Science in Nursing (BSN) prepared professional nurse. This introductory course will build on the students' prior education. Students will gain knowledge of the historical, theoretical, ethical, and legal foundations of professional nursing practice.

NU303                      Advanced Pharmacology and Dosing Calculation for Nursing Practice  
3h lecture/week  
3 quarter credits  
Prerequisite: N211  
Corequisite: MATH102

This course focuses on the principles of pharmacology, including drug classifications with special considerations for the role of nursing in the pharmacological management of diseases and medical-surgical disorders. Emphasis will be on using the nursing process in the clinical applications of drug therapy in different settings, and across an individual's lifespan.

HIT403                      Healthcare Informatics  
3h lecture/week  
3 quarter credits

This course focuses on the fundamental concepts for the application of informatics in clinical practice. There will be an emphasis on analyzing various applications of information systems within healthcare and the different theoretical models involved in healthcare informatics.

NU404                      Comprehensive Health Assessment for Professional Nursing Practice  
4h lecture, 2h lab/week  
6 quarter credits  
Prerequisite: NU411

This course will focus on the concepts and principles required for assessing the health status of individuals across the lifespan. Emphasis is on physical and psychosocial findings, data collection, and interviewing skills. The students in this course will gain competency in their communication and assessment skills and will be able to formulate an appropriate plan of care based on their findings.

NU405                      Nursing Practice Research  
4h lecture/week  
4 quarter credits

This course introduces the basic concepts, processes, and applications of nursing research, with a focus on the research role of the nurse in the delivery of quality patient care. The course emphasizes nursing research as a basis for evidence-based practice. Students will examine major steps in the research process.

NU407                      Gerontology for Nursing Practice  
3h lecture, 2h lab, 3 clinical/week  
5 quarter credits  
Prerequisite: NU411

This course will focus on the nursing management of older adults. The students will gain knowledge on the theories of aging, physiological and psychological aspects, and the developmental changes involved in aging and illnesses in older adults.

NU408                      Advanced Maternity Nursing  
3h lecture, 1h lab, 3 clinical/week  
4 quarter credits  
Prerequisite: NU202C, NU202T

This course will provide the students with the knowledge and skills to apply in caring for individuals during pregnancy. It will focus on assisting families in meeting the health needs associated with the child-bearing process.

NU409                      Advanced Pediatric Nursing  
3h lecture, 1h lab, 3 clinical/week  
4 quarter credits  
Prerequisite: NU202C, NU202T

This course will focus on health promotion and prevention of acute and chronic health conditions affecting children. There will be an emphasis on the developmental, physiological, and psychosocial aspects of the growing child within the family structure. The students will use the nursing process to formulate strategies for promoting and maintaining optimal health.

NU410                      Advanced Adult Health Nursing I  
4h lecture, 2h lab, 4 clinical/week  
6 quarter credits  
Prerequisite: NU202C, NU202T

This course will include health assessment and physical examination of adult clients from varying backgrounds. The students will begin to formulate a plan of care that is evidence-based and patient-centered. Emphasis will be on the nurses' role, related to the application of the nursing process, and documentation of care, prioritizing safety, quality improvement, communication, and collaboration. Application of knowledgeable caring and evidence-based practice guidelines to introductory practice in medical-surgical nursing roles when caring for adult patients.

NU411                      Advanced Adult Health Nursing II  
4h lecture, 2h lab, 4 clinical/week  
6 quarter credits  
Prerequisite: NU202C, NU410

This course complements NU410 Advanced Adult Health I and will continue to expand on the nurse's role in health promotion, prevention, and management of adult clients in different practice settings.

NU412                      Professional Nursing Leadership and Management  
4h lecture/week  
4 quarter credits

This course will provide the students with the concepts and theories related to leadership and management within the nursing profession. It will explore different organizational strategies, leadership styles, and societal trends that affect the decision-making process in healthcare. It will also focus on management techniques and their implication in nursing leadership practice in different healthcare settings.

NU413                      Community Health Nursing  
4h lecture, 1h lab, 3 clinical/week  
6 quarter credits  
Prerequisite: NU411

This course will focus on health promotion and prevention throughout the lifespan and the transition and coordination of care. Students will learn to provide community and family assessments to identify the needs and formulate strategies to support health promotion and disease prevention. Emphasis will be on the multifactorial healthcare needs of individuals and families in varying community settings.

NU414                      Professional Nursing Synthesis  
3h lecture/week  
3 quarter credits  
Prerequisite: NU413

This course will focus on synthesizing knowledge, theories, and clinical experiences from all coursework taken in the program. It will provide the opportunity to integrate the knowledge and skills they acquired in the program to validate and hone safe nursing practice and clinical judgment.

NU415                      NCLEX-RN Licensure Exam Preparatory Course  
4h lecture, 2 lab/week  
6 quarter credits  
Prerequisites: NU 408, NU409, NU413

This course will provide the students with strategies to be successful in taking the NCLEX licensure exam. Emphasis will be on competencies and strategic plans to help them transition from a student to a professional licensed registered nurse.

OTA101                    Introduction to Occupational Therapy  
3h lecture, 1h lab/week  
4 quarter credits  
Prerequisites: BIO101, PSYCH 101  
Corequisites: BIO201, PSYCH 102

This course will examine the role of occupational therapy in health care, in community-based systems, and in educational systems. Topics will include history and philosophical principles, the Occupational Therapy Framework: Domain and Process, current and emerging practice areas and roles of the registered occupational therapist and certified occupational therapy assistant, national and state credentialing requirements, and occupational therapy association at all levels. The Occupational Performance Model will be introduced as a foundation for the curriculum. Focus will also be on observations, analysis, and performance of human occupations in activities of daily living, instrumental activities of daily living, work, self-care, play, leisure, and social participation throughout the life span. Through experiential learning, students will explore and develop skills in performing processes required for participation in a range of occupation-based activities and therapeutic interventions that support occupational performance. Students will identify and describe learning styles and

models used in OT Practice. Outside preparation includes assigned readings and completion of homework assignments.

OTA102                      Medical Conditions  
1h lecture, 2h lab/week  
2 quarter credits  
Prerequisites: PES101, OTA101, BIO201, PSYCH102  
Corequisites: OTA103, OTA104

This course will examine the etiology and symptoms of clinical conditions that are commonly referred to in occupational therapy. Topics include the effects of trauma, disease, and congenital conditions on the range of performance areas contributing to one's occupational behavior as understood through the Occupational Performance Model. Procedures and precautions for ensuring safety of clients and caregivers will be incorporated. Outside preparation includes assigned readings and completion of homework assignments.

OTA103                      Human Movement for Occupation  
1h lecture, 2h lab/week  
2 quarter credits  
Prerequisites: PES101, OTA101, BIO201, PSYCH102  
Corequisites: OTA102, OTA104

This course will present the basic principles of biomechanics and kinesiology related to human movement and occupational performance. Topics include the interrelationship among the central nervous system, peripheral nervous system, and musculoskeletal system; anatomical landmarks, joints, posture and balance, and locomotion; and analysis of functional movement required for activities of daily living. Outside preparation includes assigned readings and completion of homework assignments.

OTA104                      Principles of Occupational Therapy I – Physical Disabilities (Level I Fieldwork A)  
3h lecture, 4h lab, 4h fieldwork/week  
7 quarter credits  
Prerequisites: PES101, OTA101, BIO201, PSYCH102  
Corequisites: OTA102, OTA103

This course will examine the occupational therapy process in relation to persons with physical disabilities occurring at varied points across the life span. Topics will include clinical features and medical management, effects of aging and chronic illness, assessments, and interventions, use of evidence for practice, and issues impacting physical rehabilitation in OT practice. Included are guided practice, observation, and simulation for application of the occupational therapy process in settings serving individuals with physical challenges. Students will be supervised by fieldwork educators or faculty at health care, education, or community settings. In-class activities will complement topics and experiences. Outside preparation includes assigned readings and completion of homework assignments.

OTA105                      Service Management Skills  
1h lecture, 2h lab/week  
2 quarter credits  
Prerequisites: PES101, OTA101-OTA104  
Corequisites: OTA106, OTA201

This course will provide knowledge of the documentation process for occupational therapy assistants including, electronic health records (EHR) systems in health care delivery. Emphasis will be directed toward interdisciplinary use of an EHR to enhance quality and safety in patient care. Students will learn to use EHR software, access a patient account, create a patient file, and to enter and retrieve data. Topics will also include clinical reasoning skills, professional behaviors, use of language, and ethical and legal considerations, including compliance with HIPAA and confidentiality guidelines. Outside preparation includes assigned readings and completion of homework assignments.



OTA106 Occupational Performance I  
1h lecture, 3h lab/week  
3 quarter credits  
Prerequisites: OTA101-104, PES101  
Corequisites: OTA105, OTA201, OTA202

This course will focus on the development of observation skills, assessments, and teaching, adapting and grading self-care, work, and play/leisure occupations for individual with development, cognitive, and physical challenges. Topics include practicing interventions, techniques, and utilizing equipment to maximize participation in meaningful occupations to improve independence and ensure safety in clients. Outside preparation includes assigned readings and completion of homework assignments.

OTA201 Principles of Occupational Therapy II – Pediatrics (Level I Fieldwork B)  
3h lecture, 4h lab, 4h fieldwork/week  
7 quarter credits  
Prerequisites: OTA101-104, PES101  
Corequisites: OTA105, OTA106, OTA202

This course will build on the students' foundation in human development by exploring occupational development from birth through adolescence. Pediatric occupations and occupational performance as seen in typical and atypical development will be examined using theoretical frameworks and the OT Practice Framework and varied service delivery models as guides. Outside preparation includes assigned readings and completion of homework assignments.

OTA202 Assistive Technology, Modalities, and Splinting  
1h lecture, 3h lab/week  
3 quarter credits  
Prerequisites: PES101, OTA101-OTA104  
Corequisites: OTA105, OTA106, OTA201

This course will offer practice in applying the use of assistive technology in occupational therapy practice. Topics include executing physical agent modalities, splinting, adapted computer software, adapted switches, low vision adaptations, and high/low-assistive technology devices. Outside preparation includes assigned readings and completion of homework assignments.

OTA203 Principles of Occupational Therapy III – Mental Health (Level I Fieldwork C)  
3h lecture, 4h lab, 4h fieldwork/week  
7 quarter credits  
Prerequisite: PES101, OTA101-OTA201  
Corequisites: OTA204

This course will examine the occupational therapy process in relation to individuals with psychosocial challenges across the lifespan, beginning with a historical and theoretical overview. Topics include clinical features and medical management, assessments and treatment, evidence-based practice, and issues impacting psychosocial OT practice. In addition, this course will include observation and guided practice and simulation for application of the occupational therapy process in settings serving individuals with psychosocial challenges. Student will be supervised by clinical educators or faculty at health care, education, or community settings. In-class activities will complement topics and experiences. Outside preparation includes assigned readings and completion of homework assignments.

OTA204 Occupational Performance II  
2h lecture, 2h lab/week  
3 quarter credits  
Prerequisite: PES101, OTA101-OTA202  
Corequisite: OTA203

This course will focus on the development of observation, assessment, and documentation skills. Students will demonstrate teaching, adapting, and grading of self-care, work, play, and leisure occupations for individuals with psychosocial challenges. Students gain advanced skills adapting, grading, and delivering therapeutic interventions used to support successful occupational performance. This content is integrated with OT and OTA roles when providing services to individuals, groups and/or populations at risk for or experiencing cognitive, psychosocial, and social disruptors. Topics include group dynamics, development of therapeutic use of self, and interventions to maximize participation in meaningful occupations and ensure safety of clients. Outside preparation includes assigned readings and completion of homework assignments.

OTA205                      Occupational Therapy Practice  
2h lecture, 1h lab/week  
3 quarter credits  
Prerequisite: PES101, OTA101-OTA201

This course examines professional issues, the role of agencies and associations that support and regulate occupational therapy practice and advocacy roles of the OTA. Topics include preparation activities for fieldwork, licensure and certification, employment acquisition, and development of a professional development plan. In addition, basic management, and support tasks relevant to the role of the OTA are examined, including application of ethical principles in the workplace, roles and functions of regulatory agencies, funding and reimbursement systems, and emerging health care delivery systems. Outside preparation includes assigned readings and completion of homework assignments.

OTA206                      Advanced OTA Practice Skills  
1h lecture, 3h lab/week  
3 quarter credits  
Prerequisite: PES101, OTA101-OTA201  
Corequisite: OTA205

A course focusing on advanced critical thinking processes required for delivery of effective and comprehensive OT services. Emphasis is placed on the multi-faceted dimensions of clinical decision making in OT practice through role play, case studies, and critical discussions. Evidence-based resources are integrated into problem-solving processes. Outside preparation includes assigned readings and completion of homework assignments.

OTA210                      OTA Certification Exam Preparation  
3h lecture, 1h lab/week  
4 quarter credits  
Prerequisite: successful completion of didactic portion of the OTA curriculum, including foundation and general education courses  
Corequisite: OTA212

This course will prepare the student for the OTA National Board Certification in Occupational Therapy (NBCOT) Exam. Students will be engaged in a comprehensive overview of occupational performance content domains and practice throughout the lifespan. Classroom activities are designed to reinforce curriculum content, support a review of medical and professional terminology, and relate learned concepts and techniques to application questions. Students will become familiar with the application processes for state licensure and the NBCOT exam to prepare them for the final steps of the programmatic process. The course is concluded with eight hours of test-taking tips, strategies, and question analysis to emphasize self-preparation for the exam. Outside preparation activities include reading assignments.

OTA211                      OTA Level II Fieldwork A  
40h fieldwork/week for 12 weeks  
6 quarter credits  
Prerequisite: successful completion of didactic portion of the OTA curriculum, including foundation and general education courses

This is an off-campus, supervised experience applying occupational therapy theory, skills, and concepts. Students will use the occupational therapy process while developing and practicing the skills of an entry-level OTA. Students are assigned to a setting working with individuals with developmental, physical, and cognitive challenges.

OTA212                      OTA Level II Fieldwork B  
40h fieldwork/week for 4 weeks  
2 quarter credits  
Prerequisite: Successful completion of the didactic portion of the OTA curriculum, including foundation and general education courses.  
Corequisite: OTA210

This is an off-campus, supervised experience applying occupational therapy theory, skills, and concepts. Students will use the occupational therapy process while developing and practicing the skills of an entry-level OTA. Students are assigned to a setting that offers a diversity of experience from that offered in Level II Fieldwork A.

PD100                      Professional Development  
1h lecture/week (12 weeks), 1.5h lecture/week (8 weeks), or 2h lecture/week (6 weeks)  
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. Outside preparation includes compilation of employment portfolio, including letter of application, resume, and follow-up letter.

PES101                      Concepts of Personal Wellness  
2h lecture/week  
2 quarter credits

This course introduces the student to concepts of personal wellness. Emphasis will include the importance of physical fitness, nutrition, stress management, and disease prevention on occupational performance. Outside preparation includes assigned readings and completion of homework/lab assignments.

PHA101C                      Cardiovascular Pharmacology  
2h lecture/week  
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  
3 quarter credits

This course introduces 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.

PHA103                      Order Entry and Processing (DE)  
3h lecture/week  
3 quarter credits

This course provides an overview of drug distribution and the management system. Topics covered include medical/pharmacy abbreviations, terminology and symbols, inventory control and medication routes and administration. Outside preparation includes completion of end-of-chapter activities and study guides for exam review.

PHA104                      Patient Safety and Quality Assurance (DE)  
3h lecture/week  
3 quarter credits

This course provides information on the causes of drug dispensing errors, error prevention strategies, error reporting, and risk evaluation. Outside preparation includes completion of end-of-chapter activities and study guides for exam review.

PHA105                      Pharmaceutical Law and Ethics (DE)  
3h lecture/week  
3 quarter credits

This course is an extensive overview of law and ethics in the pharmacy. It compares federal and state laws that affect pharmacy technicians, pharmacists, and pharmacy employees. Special focus on the Controlled Substances Act, FDA and the DEA. This course covers regulations on storing, ordering, labeling, and the dispensing of drugs. Outside preparation includes completion of end-of-chapter activities and study guides for exam review.

PHIL101                     Critical Thinking  
4.5h lecture/week  
5 quarter credits

This course is an introduction to the theory and practice of critical thinking. Students will become sophisticated thinkers by learning the fundamental cognitive process that allows them to develop higher-order thinking abilities. They will learn to analyze information, assess influences, discuss controversial topics intelligently, and construct well-reasoned arguments. Topics include philosophy, ethics, sciences, literature, communication, and art. Outside preparation includes reviewing class notes, reading/writing assignments, and studying for exams.

PHIL102                     Introduction to Jewish Philosophy  
4.5h lecture/week  
5 quarter credits

In this course, students will have the opportunity to explore the central concepts of traditional Jewish philosophy. Jewish philosophy first developed in the medieval period through the works of Jewish philosophers such as Saadia Gaon, Maimonides, Rabbi Yeuda Halevi, and Nachmanides, who used their ideas to present arguments to defend the fundamental views of their own religion. Students will consider a variety of these Jewish philosophical responses to fundamental challenges and crises. Students will examine the writings of these thinkers through analytical class discussions, as well as a variety of written assignments and a final presentation. The topics of discussion will include the problem of the relation between reason and revelation, proofs for the existence of G\_d, the nature of miracles, the problems of free will and evil, and the question of Jewish ethics. Each topic of discussion will focus on Jewish philosophers in the medieval period; students will, also discuss modern critiques of their views and how to apply them to modern catastrophic events, such as the Holocaust. Outside preparation includes reviewing class notes, reading/writing assignments, and studying for exams.

PHIL201                     Jewish Ethics  
4.5h lecture/week  
5 quarter credits

Many see Judaism not only as a religion, but also as an ethical system. In this course, we will examine Rabbinic literature to analyze and discuss the content of morality of Judaism covering key moral terms such as *mishpat* (justice), *tzedakah* (righteousness), *chesed* (kindness), and *rachamim* (compassion). Ethical teachings and *Halakha* (Jewish Law) are found in legally-oriented portions of rabbinic literature such as the *Mishnah*, *Talmud* and even in the non-legal *Aggadah*. Upon completion of this course, students will have gained an in-depth understanding of fundamental outlooks and perspectives on life through a comprehensive analysis of classical Jewish texts, as well as their applications to real-life situations. These classical texts include: *Pirkei Avot* (Chapters of the Fathers), *Mesillas Yesharim* (Path of the Just), *Chofetz Chaim* (Laws of Proper Speech) which is read along with *Shemirath ha-Lashon* (Guarding of the Tongue) and *Chovot HaLevavot* (Duties of the Heart). Through the lens of Jewish ethics

and morality, students will examine a wide scope of topics ranging from social responsibility, business, internal conflict, self-improvement, and many other areas. Outside preparation includes reviewing class notes, reading/writing assignments, and studying for exams.

PHYS101                      Conceptual Physics  
4h lecture, 2h lab/week  
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. Outside preparation includes completion of end-of-chapter exercises for class discussion and research and writing for assigned term paper.

PSYCH101                      General Psychology (DE)  
4.5h lecture/week  
5 quarter credits

This course will examine the fundamental concepts of Psychology with emphasis on the understanding of different domains of normal human functioning as well as an introduction to psychological disorders and psychotherapy. Outside preparation includes completion of assigned readings and homework assignments.

PSYCH102                      Developmental Psychology  
4.5h lecture/week  
5 quarter 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.

REL101                      Advanced Studies in Biblical Commentaries  
4.5h lecture/week  
5 quarter credits

In this course, students will have the opportunity to navigate through the biblical narrative of the 24 books of the *Tanakh* (or *Mikra*) while gaining proficiency in the general principles of analyzing the major themes included in the text by studying them through the lens of classical commentaries from scholars such as Rashi, Ramban, Radak, Ibn Ezra, and others. The goal is for students to gain the appreciation for the process of exegesis (*Parshanut and Midrash*) and through discussions, oral and written exercises and projects they will expand their own interpretive and critical thinking skills by focusing on the tradition and methodologies of ongoing commentaries. The two types of interpretation of the *Tanakh* (1) *halakhah* and (2) *aggadah* will be explored. Explanatory comments, expansive additions, illustrative anecdotes, and legendary stories by scholars from the various eras *Rishonim* (1000–1600), *Acharonim* (1600–Present) will be studied. Outside preparation includes reviewing class notes, reading/writing assignments, and studying for exams.

REL 201                      Jewish Law  
4.5h lecture/week  
5 quarter credits

This course will survey Jewish law and its influential role in shaping and reflecting Jewish life throughout the ages. Students will become familiar with the laws pertaining to the commandments, including the Laws of Blessings, the Laws of Sabbath, and the Laws of Kashrut, particularly those that have practical relevance. Students will become

familiar with major law codes from the Hebrew Bible to the early modern period and will consider the idiosyncrasies of Jewish law and its various aspects, covering ritual, Jewish home and daily life, as well as common social aspects including torts and contract law. Outside preparation includes class preparation, reviewing notes, completing out-of-class assignments, studying for exams, and completing assigned readings.

S101L                      Introduction to Surgical Technology Laboratory  
4h lab/week  
2 quarter credits  
Corequisite: S101T

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 review of skills practiced in the mock operating room laboratory.

S101T                      Introduction to Surgical Technology Theory  
3h lecture/week  
3 quarter credits  
Corequisite: S101L

Students are introduced to the historical development, role and responsibilities of the surgical technologist, the healthcare team, and the clinical environment. Topics 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 reviewing class notes, presentation, reading/writing assignments, and studying for exams.

S102NL                    Application of Surgical Instrumentation Laboratory  
4h lab/week  
2 quarter credits  
Prerequisites: S101L, S101T  
Corequisite: S102NT

This course incorporates skills learned in S101L, as well as principles of asepsis while opening and setting up the operating room. Instruction of additional surgical technologist in the scrub roles includes preparing the Mayo stand, back table, ring stand, and prep table; gowning and gloving a surgeon; preparing the instrument trays; having concise knowledge of hemostatic devices and their use; and practice packaging techniques along with anticipating, handling, and passing instrumentation to facilitate the surgical procedure. Students learn to anticipate what is needed for all surgical specialties (e.g., general surgery, neurosurgery, orthopedic surgery). Outside preparation includes review of skills practiced in the mock operating room laboratory.

S102NT                    Application of Surgical Instrumentation Theory  
3h lecture/week  
3 quarter credits  
Prerequisites: S101L, S101T  
Corequisite: S102NL

In this course, students learn identification, classification, care, and handling of surgical instrumentation. Topics include types of instrument sets, specialty equipment, accessory equipment, and supplies, as well as catheters, tubes, and drains. Concepts of biomedical science and minimally invasive surgery are shared, including an in-depth study of laparoscopic and robotic surgery. Incorporated in this course is a review of microbiology and the concepts needed to prevent perioperative disease transmission. The AST-recommended standards of practice related to sterile techniques are emphasized. Outside preparation includes reviewing class notes, presentation, reading/writing assignments, and studying for exams.

S105                      Pre-, Intra-, and Post-operative Techniques  
4h lecture /week  
4 quarter credits  
Prerequisites: S102NL, S102NT  
Corequisites: S204L, S204T

In this course, students learn about wound healing; types of wounds; specimen care; hemostatic methods; blood replacement; use of surgical equipment; vital signs; surgical counts; and prepping, positioning, and draping the patient. Types of sutures, needles, stapling devices, sponges, dressings, packing, and suturing techniques are discussed. Outside preparation includes reviewing class notes, presentation, reading/writing assignments, and studying for exams.

S204L                      Core Surgical Procedures Laboratory  
9h lab/week  
5 quarter credits  
Prerequisites: S102NL, S102NT  
Corequisites: S105, S204T

This course incorporates skills and knowledge acquired in previous courses in the program and will 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 related to classroom or laboratory topics and a review of the skills practiced in the mock operating room laboratory.

S204T                      Core Surgical Procedures Theory  
5.5h lecture/week  
6 quarter credits  
Prerequisites: S102NL, S102NT  
Corequisites: S105, S204L

This course focuses on core surgical procedures and the 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 related to classroom or laboratory topics; reviewing class notes, presentations, and reading/writing assignments; and studying for exams.

S205                      Central Service Technician  
2h lecture/week  
2 quarter credits  
Prerequisites: BIO101, BIO103, BIO201

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 Sterile Processing Department Technician (CSPDT) examination administered by the Certification Board for Sterile Processing Distribution (CBSPD) and the Certified Registered Central Service Technician (CRCST) examination administered by the Healthcare Sterile Processing Association (HSPA, formerly known as IAHCSMM). The CRCST certification is now a requirement to work in a hospital's central service department. Outside preparation includes reviewing class notes, presentations, and reading/writing assignments as well as studying for exams.

S240L                      Specialty Surgical Procedures Laboratory  
9h lab/week  
5 quarter credits  
Prerequisites: S204, S105  
Corequisite: S240T

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 will be actively involved in the surgical technologist and circulator roles, including assessing vital signs, urinary catheterization, and handling medications, while performing mock surgical procedures covering all surgical services. Outside preparation includes completion of case studies related to classroom or laboratory topics, and a review of the skills practiced in the mock operating room laboratory.

S240T                      Specialty Surgical Procedures Theory  
6h lecture/week  
7 quarter credits  
Prerequisites: S204, S105  
Corequisite: S240L

This is the last theory course prior to attending a clinical externship. This course focuses on specialty surgical procedures and the diagnostic procedures that take place during the pre- and intraoperative periods. Ophthalmologic, oromaxillofacial, plastic, cardiothoracic, vascular, and neurological surgery procedures are included. Outside preparation includes completion of case studies and presentations related to classroom or laboratory topics, reviewing class notes, presentations, reading/writing assignments, and studying for exams.

S241                      NBSTSA Exam Preparation  
3h lecture/week  
0 quarter credits  
Prerequisites: S240L, S240T  
Corequisite: S250

This on-campus review seminar focuses on integrating skills, knowledge, and clinical experience through an extensive review of examination-type questions to prepare our students to be successful on the NBSTSA CST certification exam. Outside preparation includes a presentation, completion of a significant amount of practice exam-type questions, and weekly web-based mock examinations.

S250                      Surgical Technology Clinical Externship  
40h/week—500 hours total  
6 quarter credits  
Prerequisites: S240L, S240T  
Corequisite: S141

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, daily attendance log, and maintenance of a clinical externship summary log spreadsheet.

SOC100                      Cultural Diversity (DE)  
4.5h/week  
5 quarter credits

This course is designed to expand student's awareness of both the cognitive knowledge and skill necessary to effectively interact with and/or serve culturally diverse populations. The instructor will emphasize behaviors and competencies that are important in effective professional relationships. Course material will not be exhaustive in discussion of diverse populations, but will focus on those whose diversity is cultural, and who are more likely to be encountered by the students taking the course. Students will be asked to write a research 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 engaged in discussions, learning projects, writings, and media related to course material suggested. Outside preparation includes completion of a research paper, case studies, homework, and study guides/lectures for review.



SOC101                    Aging and Dying  
                              3h/week  
                              3 quarter credits

This course enables the learner to better understand death and dying from its psychological and sociological perspectives. It will focus on cultural responses to death, grief psychology, and aftercare. The roles and responsibilities of the funeral director throughout this process are discussed. Outside preparation includes review of class notes, reading assignments, and studying for exams.

SOC115                    Food and Culture  
                              2h lecture, 2h lab/week  
                              3 quarter credits

This course is an exploration of the social, cultural, and religious aspects of food in different countries and nationalities with emphasis on ethnic groups in the United States. The food habits of various groups, identification of ethnic foods and terminology, dietary rationales, and the economics of dietary intake will be investigated. The emphasis of this course is on developing cultural competency and sensitivity to various ethnic groups. It includes cultural foods taste testing and nutritional counseling of people from various cultures. Outside preparation includes completion of assigned readings and homework assignments.

SOC300                    Ethics and Social Responsibility  
                              4h/week  
                              4 quarter credits

This course is designed to provide students the opportunity to reason about right and wrong in areas of interpersonal interactions and practices including the use of technological platform, exploring ethical ways in preserving a person's dignity, assessing personal moral beliefs and practices, identifying social responsibility in responding to substandard practice, and to apply that knowledge in making a positive difference in the community and the world.

T106B                    Excel/PowerPoint  
                              1h lecture, 3h lab/week  
                              3 quarter credits  
                              Prerequisite: CCA101

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.

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Eastwick College Ramsey | 10 South Franklin Turnpike, Ramsey, NJ 07446 | 201-327-8877  
Eastwick College Hackensack | 250 Moore Street, Hackensack, NJ 07601 | 201-488-9400  
Eastwick College Nutley | 103 Park Avenue, Nutley, NJ 07110 | 973-661-0600