

**EASTWICK COLLEGE**

**10 South Franklin Turnpike, Ramsey, NJ 07446**

**(201) 327-8877**

**www.eastwick.edu**

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Eastwick College is owned and operated by Eastwick Education, Inc. This catalog is an official document that publishes the policies, procedures, rules, and regulations of the college. The college reserves the right to change or modify by reasonable notice the regulations, curricula, courses, tuition, and fees, or any aspect of its programs prescribed in this catalog.



## ***WELCOME***

Eastwick College, formerly The HoHoKus School of Business and Medical Sciences, is fully accredited and has 40 years of experience in education. Our non-degree programs range from 6 to 18 months of practical, intensive training delivered with an emphasis on personal attention. Our degree programs add a strong foundation in general education and range from 15 to 30 months. Small classes and free extra help, when available, are just two things that set us apart from other colleges. You can be certain that our professional staff will recognize and care about your needs. Our career placement service works with you on an individual basis making sure that you get the job you want—the job for which you are qualified—the job that is right for you! Eastwick College charges no placement fees to either graduate or employer, thus ensuring you every opportunity to meet your career goals. Eastwick College offers a wide variety of financial aid programs, as well as our own scholarship program. We will meet with you personally to tailor a plan that meets your specific needs.

## ***MISSION STATEMENT***

Eastwick College is an institution of higher education whose mission is to prepare students for meaningful careers and/or advanced undergraduate study in the nursing, medical, and business sciences, to help address the employment and healthcare needs of the community. Through high academic standards, and a variety of instructional methods, the institution fosters learning opportunities and academic advancement that integrate our students' lives and educational goals.

Eastwick College embraces the value of higher education to the cultural and ethnic diversity of the students we serve. Our unique programs are available to all students who want a quality education, as well as those seeking an alternate pathway to conventional post-secondary education.

## ***HISTORY***

Eastwick College began as the HoHoKus School of Business and Medical Sciences, established in HoHoKus, New Jersey, in 1968 as a career-oriented school. During those years, the HoHoKus School became the leader among proprietary schools and was recognized as such by many educational, medical, and organizational affiliations. These recognitions included: the American Medical Technologists (HoHoKus School was the first school in the United States that was not a traditional four-year college to be granted membership), Cardiovascular Credentialing International (HoHoKus School was one of the few schools in the country that was not a traditional college with this distinction), New Jersey Board of Nursing (HoHoKus was the first nationally accredited school in the state approved to teach nursing), Microsoft Corporation (a certified testing center), and more than 80 hospitals and medical centers which provide clinical rotations and externships for students and graduates. The school established articulation agreements with local colleges for

the transfer of credits and was chosen by Thomas Edison State College as the first school in the state to be affiliated as a "Degree Partner". Since 1985, the American Council on Education (ACE) evaluated HoHoKus courses and determined that they were equivalent or similar to those taught at the college level, thus issuing college credit recommendations. Given its success and leadership which often placed the HoHoKus School in a position of the "most reputable career institution" in the tri-state area, the HoHoKus School petitioned, in 2006, the New Jersey Commission on Higher Education to grant associate in applied science degrees, and was approved in 2008, becoming Eastwick College. Eastwick College is also approved to offer degrees by the American Council on Independent Colleges and Schools (ACICS), which previously accredited the HoHoKus School.

### ***FACILITIES***

Eastwick College is housed in a totally renovated 36,000 square foot building that offers tastefully decorated surroundings which provide a pleasant learning environment. The borough of Ramsey in Bergen County is just 3 miles from Rockland County, New York, and approximately 15 miles northwest of New York City. Eastwick College is easily accessible from all major highways and offers on-site and nearby parking. Ramsey is also served by bus and railroad lines. Eastwick College offers the most modern equipment available today. Air-conditioned classrooms and a comfortable lounge and dining area are provided. 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. A fully equipped surgical laboratory includes all equipment, instrumentation and supplies required for the instruction of common types of procedures in general, OB/GYN, ophthalmologic, orthopedic, plastic and veterinarian surgery. The cardiovascular ultrasound lab contains 10 individual examination rooms, each equipped with a high-definition diagnostic ultrasound imaging system. The nursing lab includes hospital beds, modern nursing practice mannequins, and all equipment and supplies required for the practice of nursing skills. Two complete computer laboratories with Pentium computers ensure each student a workstation for ample hands-on experience. A specialized library includes print and reference materials, textbooks, media, current periodicals and online reference and research databases, including access to the resources of E-Global Library.

### ***ACCREDITATION AND APPROVALS***

- › Eastwick College is licensed by the New Jersey Commission on Higher Education, 20 West State Street, 7th Floor, Trenton, NJ 08608-1206.
- › Eastwick College is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241.
- › Eastwick College is approved by the New Jersey Board of Nursing under the standards for approval to teach nursing and by the New Jersey Department of Health and Long Term Care under the standards for approval to teach certified nurse aides.
- › Eastwick College is a member in good standing of both the Career College Association and the Private Career School Association of New Jersey.
- › Eastwick College is an eligible institution under the Federal Pell Grant, Federal Family Educational Loan Program, Sallie Mae Loan Programs, Direct Loan Program, and the New Jersey Tuition Aid Grant (TAG\*).
- › Eastwick College is authorized under federal laws to enroll non-immigrant alien students.
- › Both the Office of Workforce Development and the Office of Vocational Rehabilitation recognize Eastwick College as an eligible institution and often refer clients for re-training.
- › Eastwick College is approved by the New Jersey Department of Education to train eligible veterans under Title 38, US Code.

\* TAG available July 2009.

**AFFILIATIONS**

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

Access Medical	Montefiore Medical Center
American Medical Technologists (AMT)	Morristown Cardiovascular
Associates in Cardiovascular Disease	National Center for Competency Testing (NCCT)
Barnert Hospital	Newark Beth Israel Hospital
Bergen Regional Medical Center	New Jersey Board of Nursing
Bon Secours, Mercy Medical Center	New Jersey Department of Health and Senior Services
Bridgeport Hospital	Orange Regional Medical Center:
Cabrini Medical Center	Horton Campus
Caldwell College	Arden Hill Campus
Cardiology Associates-Somerset	North Fulton Regional Hospital
Cardiology Associates-New Brunswick	Our Lady of Mercy Medical Center
Cardiology Partners	Passaic Beth Israel
Cardiovascular Associates	Phelps Memorial Hospital
Cardiovascular Care Group	Phoenix Cardiovascular
Cardiovascular Miami	Pocono Medical Center
Catskill Regional Medical Center	Putnam Hospital
Centrastate Medical Center	River View Medical Center
Chilton Memorial Hospital	Robert Wood Johnson University Hospital
City College	South Hampton Hospital
Cornwall Hospital	St. Agnes Hospital
Crystal Run Health Care	St. Anthony's Hospital
Delaware Cardiovascular Associates	St. Barnabas Medical Center
Dr. Adam Y. Goldman, MD	St. Clare's Hospital
Dr. Bart DeGregorio, MD	St. Francis Hospital
Dr. Variner Singh, MD, FACC	St. Joseph's Hospital
Englewood Hospital	St. Luke's Hospital
Emergimed	St. Mary's Hospital
Excelsior College	St. Michael's Hospital
Felician College	St. James' Hospital
Fairleigh Dickinson University	St. John's Riverside
General Hospital at Passaic	St. Vincent's Hospital
Good Samaritan Hospital	Somerset Medical Center
Hackettstown Hospital	Thomas Edison State College
Heart Care Center	Total Cardiology Care Group
Holy Name Hospital	Union Hospital
Hudson Heart Association	Union Regional Medical Center
Hudson Valley Diagnostic Imaging	University Hospital
Jersey City Medical Center	Valley Cardiovascular Associates
Lakeland Cardiology Center	Valley Heart Group
Lenox Hill Hospital	Valley Hospital
Meadowlands Cardiovascular	Vassar Brothers Medical Center
Medical Group of NJ	
Mercy Hospital	
Microsoft Corporation (Authorized Training and Testing Center)	
Mid-Atlantic Cardiology	
Mid-Carolina Cardiology	
Middletown Medical	

### ***CAREER DEVELOPMENT***

Eastwick College prepares students for today's job market. Our programs emphasize skills required to meet the needs of business and medical facilities. We provide students with state-of-the-art education. Our career development department takes it from there: career counseling, resume review, and a professional development course prepare students to reach their career objective.

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

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

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

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



### ***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, then with the dean of students or the dean of academics. If the problem is not resolved, the student then meets with the vice president of academic affairs. If the problem is still not resolved, the president reviews the situation with all parties concerned, meets with the student, and returns a decision within five business days. The president’s decision is considered final relating to all college matters. If the problem is not resolved to the satisfaction of the student, then any disputes or controversies shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association through an arbitrator agreed upon by both parties, with both parties sharing the cost of arbitration and taking responsibility for their own attorney fees. While letters of complaint may be sent to the following organizations, they do not constitute appeals of the president’s decision:

New Jersey Commission on Higher Education  
20 West State Street, 7th Floor  
Trenton, NJ 08608-1206

Accrediting Council for Independent Colleges and Schools  
750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

New Jersey Board of Nursing  
PO Box 45010  
Newark, NJ 07101  
(973) 504-6430

Eastwick College does not respond to anonymous complaints.

## ***STUDENT SERVICES***

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

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

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

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

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

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

Eastwick College makes every effort to assist handicapped students with convenient parking and seat assignments; however, the building is not completely accessible. Eastwick College is a commuting institution; there is no boarding at the college.

## ***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 as follows:

1. Cumulative Grade Point Average (CGPA) Awards:

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

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

2. Attendance Awards:

Also as additional seals, these include:

- Perfect Attendance: 100%
- Excellent Attendance: 95 to 99%

3. Program Awards\*

These acknowledge the best students in each one of the programs of the institution in both day and evening divisions.

4. President's Award\*

Our most distinguished award, reserved for students with excellent academic performance, who have also demonstrated willingness to help others through peer tutoring or community service. This award is available to students in both day and evening sessions.

\*The dean of students conducts a survey among the members of the faculty to determine which students will receive program and president's awards. Recipients are presented with a plaque at graduation.

## ***ADMISSIONS***

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

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

Students are responsible to meet all health requirements, including, but not limited to, physical health forms and immunization records. Students in the licensed practical nursing program will not be permitted to begin the program until all health requirements are met. Students in the associate degree in cardiovascular sonography and associate degree in surgical technology programs must meet all health and academic requirements to be eligible for an externship. A copy of the required Eastwick College health form must be submitted and kept on file. The impact of any changes in a student's health status and his or her ability to safely perform in the clinical area will be determined by the individual clinical instructor.

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

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

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

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

1. Administrative Procedure:

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

The dean of academics returns the "Transfer Credit Form" with an official response. The prospective student receives a copy of the document. If

transfer credit is approved, the student does not need to attend the course(s) specified in the form.

If the transcript is not received before the program start date, the dean of academics will honor transfer credit requests made during the pre-enrollment period, as long as the official transcript is received before the end of the first week of the program. In such case, the student must attend the course(s) for which transfer credit is requested, until he or she receives an official notification from the dean of academics through a "Change of Status Form". If transfer credit is approved, the student is not required to attend the corresponding class(es) and the course 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 they become available, possibly incurring in additional financial obligations, and an extension of the enrollment period.

## 2. General Guidelines for Approval of Transfer Credits

- a. An official transcript is always required.
- b. The course(s) must have been taken at institutions of higher education accredited by agencies recognized by the United States Department of Education.
- c. Courses taken abroad may be considered when the foreign institution's accreditation is similar to that of American institutions described above; in this case, Eastwick College requires a credential evaluation and a course-by-course analysis conducted by an organization recognized by the National Association of Credential Evaluation Services (NACES).
- d. Courses from American post-secondary institutions may be considered when submitted as college credit recommendations on an American Council on Education (ACE) transcript.
- e. 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 Eastwick Education, Inc. affiliated institutions requires an earned grade of C+ or better.
- f. There is a time limit of ten years for academic courses (i.e. anatomy, English, etc.), and five years for skill courses (i.e. computer software, clinical laboratory, etc).
- g. Eastwick College does not to accept transfer credits for core courses in any program, with the exception of credits transferred from East-

wick Education, Inc. affiliated institutions through American Council on Education (ACE) college credit recommendations.

- h. Transfer credit is not accepted for Freshman Seminar.
- i. 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.
- j. Graduates of Eastwick Education, Inc. affiliated institutions (this includes graduates from the former HoHoKus School of Business and Medical Sciences) must present American Council of Education (ACE) transcripts in order to apply for transfer credit into Eastwick College degree programs

Students may also earn credit through challenge examinations. Test out procedures are available only for computer courses. A student may test out of a maximum of two computer courses per program. Only students who obtain a score of "A" in the challenge examination may test out of the subject. The challenge test grade will be entered for that course and will be used for GPA calculations. There are no tuition refunds for credit earned through challenge examination.

### ***ANTI-DISCRIMINATION STATEMENT***

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

### ***NEW STUDENT ORIENTATION***

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

***GOVERNING BOARD, ADMINISTRATION & FACULTY***

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

***BOARD OF TRUSTEES***

David Berkowitz  
Vice President  
Palisades Medical Center

Robert Bocchino  
President Emeritus  
DeVry University

Joseph Gallagher  
President and CEO  
Behavioral Health Associates

Diane Mei  
Ultrasound Clinical Specialist  
Johnson & Johnson Corporation

Nicholas Minnicucci  
President  
Miniwell Corporation

Tammi Molinelli  
Executive Director  
Bergen County Workforce Investment Board

Joyce Savistano  
President  
Passaic County Guidance Association

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

Steven Smith  
Director  
Hudson County Workforce Development

Shavonda Sumter  
Director  
Mountainside Hospital

Scott Vanderhoef  
Rockland County Executive

**SENIOR STAFF**

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

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

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

Deborah Montone  
Dean Emeritus  
Corporate Director of Curriculum Development and Continuing Education  
BS, St. Peter's College, RN, RCVT, RMA, CCS-P, CCP

Roberta Davies  
Dean of Students  
MA, Montclair State College. BEd, Cambridge University

Josephine Huisking  
Corporate Director of Nursing  
MSN, Penn. State University. BSN, Western Conn. State. RN, Kings Park State Hospital

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

Lisa Dilauri  
Corporate Director of Cardiovascular Sonography  
Diploma, Medical Assisting Specialist/Sonography Science, HoHoKus School of Business and Medical Sciences.  
RDCS, RCS, RVS, CCT, CAHI, CPI. Fellow of the American Society of Echocardiography

Tina Feorenzo  
Associate Director of Cardiovascular Sonography  
Diploma, Medical Assisting Specialist/Sonography Science, HoHoKus School of Business and Medical Sciences.  
RCS, CAHI, CPI

Gary Rasmussen  
Director of Surgical Technology  
MD, Autonomous University of Guadalajara, Mexico. BA, Rutgers University

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

Ruth Zayas  
Corporate Director of Admissions  
Diploma, Medical Office Specialist/Sonography Science, HoHoKus School of Business & Medical Sciences

Jeanmarie Silsbe  
Director of Career Development  
BA, State University of New York

Viviana Flores  
Director of Financial Aid  
Certificate, HoHoKus School of Business and Medical Sciences

Marichu Pacifico  
Registrar  
BS, University of San Carlos, Philippines

**FACULTY**

Sameena Beg  
MD, University of Sind, Pakistan

James Bigos  
BS, East Stroudsburg University

Joyet Belcher  
BSN, Kean University. AAS, Passaic Community College

James Calero  
MHA, Seton Hall University. BS, St. Peter's College

Anne Caputo  
MBA, BS, Fairleigh Dickinson University

Dennis Chintala  
DC, New York Chiropractic College. BA, Fairleigh Dickinson University

Amy Cutler  
MSN, St. Joseph's College of Maine. BSN, Excelsior College. AAS, Rockland Community College

Robert Elmezzi  
DMD, BS, Fairleigh Dickinson University

Shahram Feizi  
MD, Kermanshah Medical University, Iran

Dwayne Freeman  
MIM, American Graduate School of International Management. BA, Williams College

Will Gámez  
MD, St. Christopher's College of Medicine. BA, Rutgers University.

Dragana Geraghty  
BSN, Dominican College. AAS, Beth Israel Nursing School

Ruth Grayberg  
MEd, BS, Virginia Commonwealth University

Evadne Harrison-Madu  
MSN, BSN, Long Island University. AAS, Manhattan Community College

Clifford Haymes  
DC, New York Chiropractic College

Danielle Kishkill  
BSN, St. Peter's College. BS, Ramapo College. AAS, Bergen Community College

Edward Hennesy  
DC, Palmer College of Chiropractic. MS, University of Bridgeport. BS, University of the State of New York

Allen Leikind  
DPM, Long Island University

Jeanne Martine  
MSN, BSN, Pace University

José Montalvo  
MD, Universidad Central del Este, Dominican Republic. BA, Rutgers University

Gilda Ortiz  
BS, University of Santo Tomás, Philippines

Shermonica Pittman  
MA, George Washington University. BS, University of North Florida

Tara Pawlikowski  
BSN, AAS, Felician College

Kim Reynaldos  
MSN, Walden University. BSN, Trenton State College

Kelly Rich  
BSN, University of Delaware

Mary Riggitano  
BSN, William Paterson University

Rosemary Rocco  
BSN, William Paterson University

Heather Sabatelli  
BS, Rutgers University

Susan Sarnoski  
BSN, Ramapo College. AAS, Felician College

Camille Sarrubbo  
DC, Palmer College of Chiropractic. BS, St. Thomas Aquinas College

Barbara Sbarra  
BSN, Hunter-Bellevue School of Nursing

Diane Stanley  
BSN, Ramapo College

Jeanne Turnamian  
MA, Long Island University. BSN, Dominican College

Linda Vinci  
MSN, BSN, Seton Hall University

Alan Warren  
DPM, Illinois College of Podiatric Medicine. BA, Rutgers University

Harry Zubalsky  
JD, Vermont Law School. BA, State University College at Buffalo

## ***POLICIES AND STANDARDS***

### ***ATTENDANCE***

Policies and standards of conduct at Eastwick College prepare graduates to meet the increasing demands of future employers. Absences are permitted only for illness or other unavoidable reason (death in the immediate family, military duty, court-ordered appearance, inoperable car or accident). Some scheduled absences may be authorized when a "Pre-Approved Absence Form" is filed with the academic department prior to the program start date, and the dean of academics considers that the length and frequency of such absences are not likely to compromise the student's overall learning process, as long as the student commits to a make-up schedule upon his or her return to school. Excessive absences should be avoided. Ten percent unexcused absences per class per term may result in the student's grade being lowered for that particular course. Lateness will not be tolerated. Instructors may set specific attendance requirements for their subjects, which are explained at the beginning of the course and documented on the course syllabus. Attendance requirements may differ from subject to subject. If it is necessary that a student interrupt training for more than ten days, a leave of absence must be requested in writing and, if approved, will be granted by the dean of academics. More information regarding "Leave of Absence" is on the following pages. Students are expected to comply with certain rules as stated in the "Student Code of Conduct" listed below. Students are expected to observe these regulations or face probation or withdrawal. A student may be placed on probation or withdrawn for failure to maintain academic progress (see "Standards of Satisfactory Progress").

### ***GRADING***

#### ***Credit Calculation***

A quarter credit hour is determined by the number of class meetings (one clock hour consists of a minimum of 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction) each term. A ratio of 10 clock hours is equal to one quarter credit earned (10:1) for lecture classes. A ratio of 20 clock hours is equal to one quarter credit earned (20:1) for laboratory classes. A minimum of 30 clock hours is equal to one quarter credit earned (30:1) for clinical rotations and externships. Certain courses may be considered to be comprised of both lecture/theory and laboratory components and will be awarded credits reflecting that combined composition.

## **Grading Scale**

### **Nursing Courses\***

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

\*This grading scale applies to the following courses: N101, N103, N104, N105, N106, N108, N110, N112, and N113.

### **Freshman Seminar, Institutional Credit Courses, and Externships**

Grade	Quality Points
Pass	4.0
Fail	0

### **All Other Courses\*\***

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

\*\*Specific Program Requirements (core and foundation courses are identified in program outlines):

For Graduation:

Licensed Practical Nursing: C (foundation courses)

For Externship Eligibility:

AAS in Cardiovascular Sonography: C+ (core courses); C (foundation courses)

AAS in Surgical Technology: C+ (core courses); C (foundation courses)

If an incomplete is given, the missing work must be made up within four weeks of the start of the next term. Once work is made up, the instructor will submit a change of grade form, and the assigned grade will be recorded on the student's transcript. If the work is not made up and a change of grade form is not submitted, an "F" will be recorded on the student's transcript. If a student fails a class, the course credits are not earned, and the class must be retaken. When the student successfully repeats a course, it will count toward the completion of the program. The original "F" will remain in her or his Cumulative Grade Point Average (CUM GPA) calculation until the student has successfully completed the course. When the course is successfully retaken, the new record will show the passing grade and the "F" in the previous record will be replaced by "RPT" in the calculation of the student's CUM GPA. However, the original course credits are included in the total number of credits attempted in the determination of the percentage of credits completed. The original course credits are considered as not successfully completed. The CUM GPA indicates the overall achievement of the student for all subjects completed. It is computed by dividing the sum total of all applicable grade points earned by the total number of credits. To be eligible to graduate, students must pass all required courses in their program.

***Course or Program Changes, Repeated Courses, Transfer Credits***

Transfer credits are not included in the calculations of the CUM GPA and the total number of credits attempted. However, they are included in credits successfully completed. A grade achieved in a repeated course replaces the original grade in the calculation of CUM GPA. However, the original course credits are included in the total number of credits attempted in the determination of the percentage of credits completed. The original course credits are considered as not successfully completed. 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 does have an effect upon the measurement of progress toward completion as the student will have to be withdrawn from all courses and receive a "WD" for each course. These courses will be counted as attempted but not successfully completed. In the event that the student wishes to change programs within the school or return to school from a withdrawal, a surcharge of \$350 will be added to the student account for each occurrence. Absolutely no course or program changes will be accepted after 50% of the course or program is completed. Students wishing to make changes after 50% of the course or program is completed must accept a "WD" grade and will be responsible for total tuition due for that course or program.

***LEAVE OF ABSENCE***

In the event a student finds it necessary to be absent from school for an extended period of time, 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:

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

2. A second leave of absence in the same twelve-month period may be granted, providing the second leave does not exceed 30 days; the leave is due to unexpected circumstances; and the combined number of days in both leaves does not exceed 180.
3. Additional leaves in the same twelve month period may be granted providing the additional leaves are for documented jury duty, military leave, or Family Medical Leave Act (FMLA) provisions and the combined number of days in all leaves does not exceed 180.
4. The twelve-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, and must be approved by the institution to be considered an official leave of absence. Students will not incur additional charges from the institution for any absences during an official leave of absence period. Students who fail to return to school as scheduled from an official leave of absence will be considered as withdrawn as of the start of the leave of absence. This policy may affect any grace periods relative to federal student loan repayments.

### ***STANDARDS OF SATISFACTORY PROGRESS***

Students must maintain satisfactory academic progress in order to remain eligible to continue as students of Eastwick College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CUM GPA) and the student's rate of progress toward completion of the academic program.

### ***Graduation***

All of the following requirements must be met in order to graduate from Eastwick College programs:

1. Pass all subjects in the prescribed curriculum.
2. Attendance must be 80% or better.
3. Cumulative grade point average (CUM GPA) of 2.0 (2.5 in the Licensed Practical Nursing Program).
4. Authorization from the financial aid department.

Licensed practical nursing students must meet all academic and financial requirements in order for the institution to release paperwork for licensure examination.

***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.

***Percentage Successfully Completed***

In addition to the CUM GPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be maintaining satisfactory academic progress. Credits attempted are those credits for which students are enrolled at the end of the add/drop period of the academic term. These percentage requirements are listed in the Satisfactory Progress Table along with CUM GPA requirements. As with the determination of the CUM GPA, the percentage completion requirements will be reviewed at the end of each academic quarter to determine if the student is progressing in a satisfactory manner. For determining progression toward completion, grades of "F" (failure) and "WD" (withdrawal) are counted as hours attempted but not successfully completed. Grades of "I" (incomplete) will also be counted as hours attempted but not as hours successfully completed; the Mod GPA, the CUM GPA, and satisfactory progress determination will be recalculated based on that letter grade.

***Academic Probation***

At the end of each term, each student's CUM GPA is reviewed to determine whether the student is meeting the requirements outlined in the Satisfactory Progress Table. Students will be placed on academic probation when the CUM GPA does not meet these requirements. Students will remain on academic probation as long as their CUM GPA remains in the probation range. When the student's CUM GPA is above the probation range, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory progress both for academic and financial aid eligibility.

As a condition of their probation, students must participate in counseling sessions as deemed necessary by Eastwick College. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions. Students who fail to comply with these requirements are subject to withdrawal even though their CUM GPA may be above the withdrawal level.

***Academic Withdrawal***

If the student's CUM GPA falls into the withdrawal range outlined in the Satisfactory Progress Table for CUM GPA requirements, the student is considered not to be making satisfactory progress; at this point, the student must be withdrawn from Eastwick College unless the student is placed in an extended enrollment status. Licensed practical nursing students who fail any two core courses, or a core course with a grade of 65% or less, will be withdrawn from the program. A student who is placed on extended enrollment must agree to the following terms in writing.

- The student is not eligible for additional student aid at the institution while in an extended enrollment status and is responsible for all financial arrangements with the institution. This change in student status must be communicated to the financial aid lender, if applicable.
- While in an extended enrollment status, the student must seek to correct academic deficiencies in order to reestablish satisfactory progress. However, in no case can a student exceed one and one half the standard time frame either as a regular student or in an extended status and receive the original academic credential for which he or she enrolled.

**Satisfactory Progress Table**  
**Academic Standards of Satisfactory Progress**

Total # of credits attempted (no later than)	Probation if CUM GPA is below:	Withdrawal* if CUM GPA is below:	Withdrawal*/Probation if % of credit hours completed of credit hours attempted is below:
25% of maximum time frame	1.25	NA	55% Probation
50% of standard program length	1.50	NA	60% Probation
If less than one academic year or end of first academic year			
50% of maximum time frame	1.75	1.50	60% Withdrawal*
End of second academic year	2.00	NA	60% Probation
100% of maximum time frame	---	2.00	100% Withdrawal*

\* Student not meeting standards is not eligible for financial aid but may be withdrawn or remain in an extended enrollment status; probation not allowed at this point.

**Readmittance Following Withdrawal**

Students who have been withdrawn may apply for readmittance to Eastwick College after one academic term by appealing in writing to the president. Licensed practical nursing students appeal in writing to the corporate director of nursing. Students will be readmitted based on their desire to succeed, willingness to attend academic counseling sessions, and academic ability. A personal interview is required. Students readmitted at this point are considered to be on probation and must bring their CUM GPA or percentage completed above the probation range by the end of their first academic term after readmittance. If it is mathematically impossible for the student's CUM GPA or percentage completed to reach the probation range by the end of the first academic term after readmittance, or if, in the judgment of the dean of academics, it is highly improbable that the student's CUM GPA or percentage completed will reach the probation range, the student will not be readmitted.

**Academic Dismissal**

Students who have been readmitted following academic withdrawal for CUM GPA requirements who fail to improve their CUM GPA or percentage completed above the probation range by the end of their first academic term after readmittance will receive an academic dismissal from Eastwick College. Students who have been dismissed are not eligible for readmittance to Eastwick College.

### ***DRESS CODE***

Although no dress code is required for either the 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 who are attending medical laboratories or clinical sites must dress in compliance with OSHA regulations. Students at clinical sites must strictly meet the dress code requirements of those institutions.

### ***CODE OF CONDUCT***

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

1. All types of dishonesty including: cheating, plagiarism, knowingly furnishing false information to the institution, and forgery.
2. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, meetings and programs, or other college activities.
3. Physical or verbal abuse of any person on college premises or at functions sponsored or supervised by the college.
4. Theft or damage to the college premises or damage to the property of a member of the college community on the college premises.
5. Failure to comply with directions of institutional officials acting in the performance of their duties.
6. Failure to observe dress code guidelines.
7. 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.

### ***DISCIPLINARY ACTIONS***

Violation of the code of conduct may result in probation or dismissal. The disciplinary action will be determined by the dean of academics or the president based on the severity of the violation. A student who has been terminated as a result of a violation of the code of conduct may appeal the decision in writing within 30 days. The president will review the appeal and meet with the student and appropriate parties. The probation or termination and/or mitigating circumstances involved are reviewed individually by the administration.

### ***WITHDRAWALS***

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

A student may withdraw from the college at any time for any reason. Students who choose to withdraw must notify the dean of academics in writing. The college reserves the right to dismiss a student if, at any time, a student's attendance, punctuality, conduct, or class performance falls below the level deemed appropriate by the college. In the event of student withdrawal or dismissal prior to completion of the program, a statement of intention to withdraw and/or a request for refund made in writing to the college is helpful to both student and college for record-keeping and for faster processing of all required paperwork.

### ***APPEALS PROCEDURES***

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to their failure to maintain satisfactory progress may appeal by requesting in writing a review of their situation. Such a review shall be conducted by the Academic Review Committee. Should the appeal be granted, the student will receive one additional academic term in which to regain satisfactory progress. Any decision resulting from that review is final and is not open to appeal.

### ***SCHOOL DATA***

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

### ***TRANSCRIPTS AND RECORDS***

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

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

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

1. Disclosure may be made to an authorized representative of the U.S.D.O.E., 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.



**TUITION SCHEDULE**  
**(Valid through June 30, 2009)\***

	QUARTERS	COST PER CREDIT	TOTAL CREDITS	TUITION PER QUARTER	TOTAL TUITION	BOOK FEES	LAB FEES	TECHNOLOGY FEES	GENERAL FEES	APPLICATION FEE	REGISTRATION FEE	TOTAL COST
<i>DEGREE PROGRAMS – DAY</i>												
A.A.S. - Allied Health	5	215	96	4,128	20,640	2,105	1,680	200	750	25	100	25,500
A.A.S. - Cardiovascular Sonography	5	215	91	3,913	19,565	2,645	2,215	200	750	25	100	25,500
A.A.S. - Cardiovascular Sonography + Externship	7	215	99	3,041	21,285	2,645	2,215	200	1,930	25	100	28,400
A.A.S. - Surgical Technology	5	215	92	3,956	19,780	2,145	2,000	200	750	25	100	25,000
A.A.S. - Surgical Technology + Externship	6	215	98	3,512	21,070	2,145	2,000	200	1,660	25	100	27,200
<i>CREDIT-BEARING, NON-DEGREE DIPLOMA PROGRAMS – DAY</i>												
Licensed Practical Nursing	4	215	76	4,085	16,340	1,285	1,250	200	375	25	175	19,650
<i>CREDIT-BEARING, NON-DEGREE OCCUPATIONAL PROGRAMS - DAY</i>												
Medical Office Assisting Science	3	215	50	3,583	10,750	1,270	1,680	200	375	25	100	14,400
Medical Billing & Coding Science	2	215	47	5,053	10,105	1,445	1,250	200	375	25	100	13,500
<i>DEGREE PROGRAMS – EVENING</i>												
A.A.S. - Allied Health	9	215	96	2,293	20,640	2,105	1,680	200	750	25	100	25,500
A.A.S. - Cardiovascular Sonography	8	215	91	2,446	19,565	2,645	2,215	200	750	25	100	25,500
A.A.S. - Cardiovascular Sonography + Externship	10	215	99	2,129	21,285	2,645	2,215	200	1,930	25	100	28,400
A.A.S. - Surgical Technology	8	215	92	2,473	19,780	2,145	2,000	200	750	25	100	25,000
A.A.S. - Surgical Technology + Externship	9	215	98	2,341	21,070	2,145	2,000	200	1,660	25	100	27,200
<i>CREDIT-BEARING, NON-DEGREE DIPLOMA PROGRAMS - EVENING</i>												
Licensed Practical Nursing	9	215	76	1,816	16,340	1,285	1,250	200	375	25	175	19,650
<i>CREDIT-BEARING, NON-DEGREE OCCUPATIONAL PROGRAMS – EVENING</i>												
Medical Assisting Science	4	215	50	2,688	10,750	1,270	1,680	200	375	25	100	14,400
Medical Billing & Coding Science	4	215	47	2,526	10,105	1,445	1,250	200	375	25	100	13,500

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

## ***FINANCING YOUR EDUCATION***

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

1. **Eastwick College Payment Plan:** Quarterly or monthly payments. 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 2008 - 2009 Aid Year range from \$523 - \$4,731 per academic year. To apply for Title IV aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Once processed, the application will produce an Expected Family Contribution (EFC). The funds available to the student will depend on the EFC and the cost of attendance. Students must not have previously earned a bachelor degree.
3. **New Jersey Tuition Aid Grant :** Beginning in July 2009, degree-seeking students who have lived in New Jersey at least twelve consecutive months may be considered for a Tuition Aid Grant (TAG). Students are required to attend full-time and must not have previously earned an associate or bachelor degree. TAG value is based upon a student's financial need (as determined by the state formula), cost of attendance and funds available.
4. **Subsidized Stafford Loan:** If you qualify, you may borrow \$3,500 per academic year, \$2,800 per program that is 3/4 of an academic year or \$3,250 per program that is 1/4 of an academic year. (A small insurance and origination fee is deducted.) No payment is required while attending school. After leaving school, there is a six-month grace period before loan repayment and interest charges begin. Rates are set by the Department of Education each July 1 for the coming year. Loan repayment is a minimum of \$50 per month.
5. **Unsubsidized Stafford Loan:** If qualified, an independent student may borrow up to \$6,000 per academic year, \$4,800 per program that is 3/4 of an academic year, or up to \$6,000 per program that is 1/4 of an 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. Loan repayment is a minimum of \$50 per month.
6. **Parental Loan (PLUS):** If qualified, a parent may borrow up to the full cost of the program. (A small insurance and origination fee is deducted.) The interest rate for this loan is established by the Department of Education every July 1 for the coming year. Repayment begins within 60 days of the third check disbursement.
7. **Alternative Loans:** SLM Financial Corporation, a Sallie Mae Company, or other financial companies offer Eastwick College students low-interest loan financing. If qualified, a student can borrow a minimum of \$1,000.00 or up to the total cost of their education (less their financial aid received). Rates vary depending on credit history and a supplemental fee is deducted.
8. **Eastwick College 501 (c) (3) Non-Profit Scholarship Foundation:** Eastwick College does not charge placement fees. As a result, we receive many generous contributions to our scholarship fund from the corporate and medical community. Scholarships varying from \$250 to \$3,000 (total dollar amount awarded depends on contributions) are offered to High School students with competitive exams. No advance scholarship application is necessary.

***REFUND POLICIES***

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

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

***SCHEDULE ONE***

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

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

Any books and equipment that have been issued are nonrefundable.

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

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

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

Eligible Title IV aid recipients who fail to complete over 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the

portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

The school recognizes that conditions arise which cause changes in students' plans and that under such circumstances, provisions for cancellation of enrollment should be made. If cancellation is effected or withdrawal occurs, the student reserves the right to apply for reinstatement within one year of the date of enrollment, at which time a credit adjustment will be made for all tuition paid. A student or applicant may cancel enrollment at any time and shall be entitled to:

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

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



## ***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 and alcohol by student and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary action up to and including expulsion in the case of student and termination in the case of employees, even for a first offense. When it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities must be notified.

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

## ***CAMPUS SECURITY***

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

## ***CLASS SCHEDULE***

Eastwick College's classes meet Monday through Friday between the hours of 8:00 a.m. and 10:00 p.m. Classes may also be offered on Saturdays from 8 a.m. to 4 p.m. Clinical experiences may have an earlier starting time. The school year is divided into four 12-week phases. The evening Licensed Practical Nursing Program is delivered in six 8-week cycles.

## **ACADEMIC CALENDAR**

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

<b>YEAR</b>	<b>TERM</b>	<b>START</b>	<b>END</b>	<b>VACATION DAYS</b>
2008	Winter	January 21, 2008	April 11, 2008	February 18
	<i>Spring Break</i>	<i>April 14, 2008</i>	<i>April 18, 2008</i>	
	Spring	April 21, 2008	July 11, 2008	May 26, July 4
	<i>Summer Break</i>	<i>July 14, 2008</i>	<i>July 25, 2008</i>	
	Summer	July 28, 2008	October 17, 2008	September 1
	Fall	October 20, 2008	January 23, 2009	November 27-28
2009	<i>Winter Break</i>	<i>December 24, 2008</i>	<i>January 2, 2009</i>	
	Winter	January 26, 2009	April 17, 2009	February 16
	<i>Spring Break</i>	<i>April 20, 2009</i>	<i>April 24, 2009</i>	
	Spring	April 27, 2009	July 17, 2009	May 25, July 3
	<i>Summer Break</i>	<i>July 20, 2009</i>	<i>July 31, 2009</i>	
	Summer	August 3, 2009	October 23, 2009	September 7
2010	Fall	October 26, 2009	January 22, 2010	November 26-27
	<i>Winter Break</i>	<i>December 25, 2009</i>	<i>January 1, 2010</i>	
	Winter	January 25, 2010	April 16, 2010	February 15
	<i>Spring Break</i>	<i>April 19, 2010</i>	<i>April 23, 2010</i>	
	Spring	April 26, 2010	July 16, 2010	May 31, July 5
	<i>Summer Break</i>	<i>July 19, 2010</i>	<i>July 30, 2010</i>	
Summer	August 2, 2010	October 22, 2010	September 6	
Fall	October 25, 2010	January 21, 2011	November 25-26	
	<i>Winter Break</i>	<i>December 27, 2010</i>	<i>December 31, 2010</i>	

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

<b>YEAR</b>	<b>TERM</b>	<b>START</b>	<b>END</b>	<b>VACATION DAYS</b>
2008	Winter	January 21, 2008	March 13, 2008	February 18
	Spring	March 17, 2008	May 15, 2008	
	<i>Spring Break</i>	<i>April 14, 2008</i>	<i>April 18, 2008</i>	
	May	May 19, 2008	July 10, 2008	May 26, July 4
	<i>Summer Break</i>	<i>July 14, 2008</i>	<i>July 25, 2008</i>	
	Summer	July 28, 2008	September 18, 2008	September 1
2009	Fall	September 22, 2008	November 13, 2008	
	November	November 17, 2008	January 22, 2009	November 27-28
	<i>Winter Break</i>	<i>December 24, 2008</i>	<i>January 2, 2009</i>	
	Winter	January 26, 2009	March 19, 2009	February 16
	Spring	March 23, 2009	May 21, 2009	
	<i>Spring Break</i>	<i>April 20, 2009</i>	<i>April 24, 2009</i>	
May	May 25, 2009	July 16, 2009	May 25, July 3	
<i>Summer Break</i>	<i>July 20, 2009</i>	<i>July 31, 2009</i>		
Summer	August 3, 2009	September 24, 2009	September 7	
2010	Fall	September 28, 2009	November 19, 2009	
	November	November 23, 2009	January 21, 2010	November 26-27
	Winter	January 25, 2010	March 18, 2010	February 15
	Spring	March 22, 2010	May 20, 2010	
	<i>Spring Break</i>	<i>April 19, 2010</i>	<i>April 23, 2010</i>	
	May	May 24, 2010	July 15, 2010	May 31, July 5
<i>Summer Break</i>	<i>July 19, 2010</i>	<i>July 30, 2010</i>		
Summer	August 2, 2010	September 23, 2010	September 6	
Fall	September 27, 2010	November 18, 2010		
November	November 22, 2010	January 20, 2011	November 25-26	
	<i>Winter Break</i>	<i>December 27, 2010</i>	<i>December 31, 2010</i>	

**MEDICAL ASSISTING SCIENCE (DAY)  
9-MONTH, FULL-TIME  
CREDIT-BEARING, NON-DEGREE OCCUPATIONAL PROGRAM  
50 QUARTER CREDITS  
OPTIONAL EXTERNSHIP (4 WEEKS; 2 QUARTER CREDITS)**

The objective of the Medical Assisting Science Program is to prepare an individual to enter the medical field in the capacity of medical assistant, medical office manager or medical secretary. Other opportunities exist in the hospital setting as a patient care technician, EKG technician, stress test technician, phlebotomist, unit secretary, or ward clerk. Graduates of this program will be eligible to sit for the following certifications\*: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); National Certified EKG Technician (NCET), and National Certified Phlebotomy Technician (NCPT), administered by the National Center for Competency Testing (NCCT).

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I BIO101 <sup>1</sup>	4	3.5	0	6
CCA101	Computer Concepts & Applications CCA101 <sup>1</sup>	1	3	0	3
F501	Freshman Seminar F501	1	0	0	0
M102	Clinical Lab M102	3	4	0	6
M159	Medical Terminology M159	3	0	0	3
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II BIO201 <sup>1</sup>	4	3.5	0	6
M103	Medical Procedures with Lab M103	4	4	0	7
M160	Medical Terminology M160	3	0	0	3
T106	Word/Excel/PowerPoint T106	2	6	0	6
<b>QUARTER 3</b>					
C106	Professional Development C106	1	0	0	1
C107	Medical Law C107	2	0	0	2
CVS105	Principles of Electrophysiology CVS105	1	1	0	1
M101	Medical Office Management M101	4	0	0	4
M115	Computerized Medical Management M115	1	2	0	2
Program Total Quarter Credits					50
<b>QUARTER 4 (OPTIONAL)</b>					
M162	EKG Externship M162	0	0	40 <sup>2</sup>	2
Program Total Quarter Credits Including Optional Externship					52

<sup>1</sup> General education courses

<sup>2</sup> 160 hours total

Course distribution subject to change

\*Credentialing organizations may change their requirements without notice

**MEDICAL ASSISTING SCIENCE (EVENING)**  
**12-MONTH, PART-TIME**  
**CREDIT-BEARING, NON-DEGREE OCCUPATIONAL PROGRAM**  
**50 QUARTER CREDITS**  
**OPTIONAL EXTERNSHIP (4 WEEKS; 2 QUARTER CREDITS)**

The objective of the Medical Assisting Science Program is to prepare an individual to enter the medical field in the capacity of medical assistant, medical office manager or medical secretary. Other opportunities exist in the hospital setting as a patient care technician, EKG technician, stress test technician, phlebotomist, unit secretary, or ward clerk. Graduates of this program will be eligible to sit for the following certifications\*: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); National Certified EKG Technician (NCET), and National Certified Phlebotomy Technician (NCPT), administered by the National Center for Competency Testing (NCCT).

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101A	Anatomy & Physiology I BIO1A <sup>1</sup>	2	1.75	0	3
C107	Medical Law C107	2	0	0	2
CCA101A	Computer Concepts & Applications CCA101A <sup>1</sup>	0.5	1.5	0	1.5
F501	Freshman Seminar F501	1	0	0	0
M102A	Clinical Lab M102A	1.5	2	0	3
M159A	Medical Terminology M159A	1.5	0	0	1.5
<b>QUARTER 2</b>					
BIO101B	Anatomy & Physiology I BIO1B <sup>1</sup>	2	1.75	0	3
CCA101B	Computer Concepts & Applications CCA101B <sup>1</sup>	0.5	1.5	0	1.5
M101	Medical Office Management M101	4	0	0	4
M102B	Clinical Lab M102B	1.5	2	0	3
M159B	Medical Terminology M159B	1.5	0	0	1.5
<b>QUARTER 3</b>					
BIO201A	Anatomy & Physiology II BIO201A <sup>1</sup>	2	1.75	0	3
M103A	Medical Procedures with Lab M103A	2	2	0	3.5
M115	Computerized Medical Management M115	1	2	0	2
M160A	Medical Terminology M160A	1.5	0	0	1.5
T106A	Word T106A	1	3	0	3
<b>QUARTER 4</b>					
BIO201B	Anatomy & Physiology II BIO201B <sup>1</sup>	2	1.75	0	3
C106	Professional Development C106	1	0	0	1
CVS105	Principles of Electrophysiology CVS105	1	1	0	1
M103B	Medical Procedures with Lab M103B	2	2	0	3.5
M160B	Medical Terminology M160B	1.5	0	0	1.5
T106B	Excel/PowerPoint T106B	1	3	0	3
Program Total Quarter Credits					50
<b>QUARTER 5 (OPTIONAL)</b>					
M162	EKG Externship M162	0	0	40 <sup>2</sup>	2
Program Total Quarter Credits Including Optional Externship					52

<sup>1</sup> General education courses

<sup>2</sup> 160 hours total

Course distribution subject to change

\*Credentialing organizations may change their requirements without notice

**MEDICAL BILLING AND CODING SPECIALIST SCIENCE (DAY)  
6-MONTH, FULL-TIME  
CREDIT-BEARING, NON-DEGREE OCCUPATIONAL PROGRAM  
47 QUARTER CREDITS**

The objective of the Medical Billing and Coding Specialist Science Program is to prepare the student with no prior experience to develop the skills to become a medical records technician, medical record abstractor, medical biller, insurance claim administrator, or coding specialist. Graduates of the program are eligible to apply for the Insurance and Coding Specialist Certification (NCICS) administered by the National Center for Competency Testing (NCCT)\*.

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I BIO101 <sup>1</sup>	4	3.5	0	6
CCA101	Computer Concepts and Applications CCA101 <sup>1</sup>	1	3	0	3
F501	Freshman Seminar F501	1	0	0	0
M101	Medical Office Management M101	4	0	0	4
M115	Computerized Medical Management M115	1	2	0	2
M140	Medical Billing M140	1	2	0	2
M159	Medical Terminology M159	3	0	0	3
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II BIO201 <sup>1</sup>	4	3.5	0	6
C106	Professional Development C106	1	0	0	1
C107	Medical Law C107	2	0	0	2
M147	Introduction to Health Information Management M147 <sup>1</sup>	4	0	0	4
M148N	Diagnostic & Procedural Coding M148N	4.5	0	0	5
M160	Medical Terminology M160	3	0	0	3
T106	Word/Excel/PowerPoint T106	2	6	0	6
Program Total Quarter Credits					47

<sup>1</sup> General education courses

Course distribution subject to change

\*Credentialing organizations may change their requirements without notice

**MEDICAL BILLING AND CODING SPECIALIST SCIENCE (EVENING)  
12-MONTH, PART-TIME  
CREDIT-BEARING, NON-DEGREE OCCUPATIONAL PROGRAM  
47 QUARTER CREDITS**

The objective of the Medical Billing and Coding Specialist Science Program is to prepare the student with no prior experience to develop the skills to become a medical records technician, medical record abstractor, medical biller, insurance claim administrator, or coding specialist. Graduates of the program are eligible to apply for the Insurance and Coding Specialist Certification (NCICS) administered by the National Center for Competency Testing (NCCT)\*.

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101A	Anatomy & Physiology I BIO1A <sup>1</sup>	2	1.75	0	3
CCA101A	Computer Concepts & Applications CCA101A <sup>1</sup>	0.5	1.5	0	1.5
F501	Freshman Seminar F501	1	0	0	0
M147	Introduction to Health Information Management M147	4	0	0	4
M159A	Medical Terminology M159A	1.5	0	0	1.5
<b>QUARTER 2</b>					
BIO101B	Anatomy & Physiology I BIO1B <sup>1</sup>	2	1.75	0	3
CCA101B	Computer Concepts & Applications CCA101B <sup>1</sup>	0.5	1.5	0	1.5
M101	Medical Office Management M101	4	0	0	4
M140	Medical Billing M140	1	2	0	2
M159B	Medical Terminology M159B	1.5	0	0	1.5
<b>QUARTER 3</b>					
BIO201A	Anatomy & Physiology II BIO201A <sup>1</sup>	2	1.75	0	3
M115	Computerized Medical Management M115	1	2	0	2
M148N	Diagnostic & Procedural Coding M148N	4.5	0	0	5
M160A	Medical Terminology M160A	1.5	0	0	1.5
T106A	Word T106A	1	3	0	3
<b>QUARTER 4</b>					
BIO201B	Anatomy & Physiology II BIO201B <sup>1</sup>	2	1.75	0	3
C106	Professional Development C106	1	0	0	1
C107	Medical Law C107	2	0	0	2
M160B	Medical Terminology M160B	1.5	0	0	1.5
T106B	Excel/PowerPoint T106B	1	3	0	3
Program Total Quarter Credits					47

<sup>1</sup> General education courses

Course distribution subject to change

\*Credentialing organizations may change their requirements without notice

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

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

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO101	Anatomy & Physiology I BIO101 <sup>2,3</sup>	4	3.5	0	6
CCA101	Computer Concepts and Applications CCA101 <sup>3</sup>	1	3	0	3
F501	Freshman Seminar F501	1	0	0	0
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
N101	Nursing Fundamentals/Gerontology Nursing Theory & Clinic N101 <sup>1</sup>	3	0	9	7
N104	Nursing Process N104 <sup>1</sup>	2	0	0	2
<b>QUARTER 2</b>					
BIO201	Anatomy & Physiology II BIO201 <sup>2,3</sup>	4	3.5	0	6
C107	Medical Law C107	2	0	0	2
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
N108	Medical-Surgical Nursing Theory and Clinic N108 <sup>1</sup>	4	0	12	9
<b>QUARTER 3</b>					
N103	Pediatric Nursing Theory and Clinic N103 <sup>1</sup>	3	0	5	5
N105	Maternal/Child Nursing Theory and Clinic N105 <sup>1</sup>	3	0	5	5
N112	Pharmacology I N112 <sup>1</sup>	2	0	0	2
<b>QUARTER 4</b>					
C106	Professional Development C106	1	0	0	1
N106	Psychiatric Nursing Theory and Clinic N103 <sup>1</sup>	6	0	8	10
N110	NCLEX-PN Exam Preparation	1	3	0	3
N113	Pharmacology II N113 <sup>1</sup>	2	0	0	2
N114	Clinical Nursing Skills Review N114 <sup>1</sup>	0	0	3	1
Program Total Quarter Credits					70

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

Course distribution subject to change

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

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

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>MODULE 1 (16 Weeks)</b>					
BIO106	Anatomy & Physiology BIO106 <sup>2,3</sup>	2	1.75	0	4
CCA101	Computer Concepts and Applications CCA101	0.75	2.25	0	3
F501	Freshman Seminar F501	0.75	0	0	0
M166	Medical Terminology M166 <sup>2</sup>	1.5	0	0	2
N101	Nursing Fundamentals/Gerontology Nursing Theory & Clinic N101 <sup>1</sup>	2.25	0	6.75	7
N104	Nursing Process N104 <sup>1</sup>	1.5	0	0	2
<b>MODULE 2 (16 Weeks)</b>					
BIO207	Anatomy & Physiology BIO207 <sup>2,3</sup>	2	1.75	0	4
M167	Medical Terminology M167 <sup>2</sup>	1.5	0	0	2
N108	Medical-Surgical Nursing Theory and Clinic N108 <sup>1</sup>	3	0	9	9
<b>MODULE 3 (16 Weeks)</b>					
BIO208	Anatomy & Physiology BIO208 <sup>2,3</sup>	2	1.75	0	4
M168	Medical Terminology M168 <sup>2</sup>	1.5	0	0	2
N103	Pediatric Nursing Theory and Clinic N103 <sup>1</sup>	2.5	0	3.5	5
N105	Maternal/Child Nursing Theory and Clinic N105 <sup>1</sup>	2.5	0	3.5	5
<b>MODULE 4 (16 Weeks)</b>					
N106	Psychiatric Nursing Theory and Clinic N106 <sup>1</sup>	4.5	0	6	10
N112	Pharmacology I N112 <sup>1*</sup>	1.5	0	0	2
N113	Pharmacology II N113 <sup>**</sup>	3	0	0	2
N114	Clinical Nursing Skills Review N114 <sup>1</sup>	0	0	2.25	1
<b>MODULE 5 (8 Weeks)</b>					
C106	Professional Development C106	1.5	0	0	1
C107	Medical Law C107	3	0	0	2
N110	NCLEX-PN Exam Preparation	1.5	4.5	0	3
Program Total Quarter Credits					70

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

\* Offered weeks 1-8

\*\*Offered Weeks 9-16

Course distribution subject to change

**ASSOCIATE DEGREE IN APPLIED SCIENCE IN ALLIED HEALTH (DAY)  
15-MONTH, FULL-TIME PROGRAM  
96 QUARTER CREDITS**

The objective of the Associate Degree in Applied Science in Allied Health is to prepare an individual to enter the medical field in the capacity of medical assistant, medical office manager, or medical secretary. Other opportunities exist in the hospital setting as a patient care technician, EKG technician, stress test technician, phlebotomist, unit secretary, or ward clerk. Graduates of this program will be eligible to sit for the following certifications\*: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); National Certified EKG Technician (NCET), and National Certified Phlebotomy Technician (NCPT), administered by the National Center for Competency Testing (NCCT).

		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO103	Microbiology BIO103 <sup>1</sup>	4	2	0	6
CCA101	Computer Concepts & Applications CCA101 <sup>1</sup>	1	3	0	3
E101	English Composition I E101 <sup>1</sup>	4.5	0	0	5
F501	Freshman Seminar F501	1	0	0	0
MATH101	College Math MATH101 <sup>1</sup>	4.5	0	0	5
SOC100	Cultural Diversity SOC100 <sup>1</sup>	4.5	0	0	5
<b>QUARTER 2</b>					
BIO101	Anatomy & Physiology I BIO101 <sup>1</sup>	4	3.5	0	6
E201	English Composition II E201 <sup>1</sup>	4.5	0	0	5
M102	Clinical Laboratory M102	3	4	0	6
M159	Medical Terminology M159	3	0	0	3
T106	Word/Excel/PowerPoint T106	2	6	0	6
<b>QUARTER 3</b>					
BIO201	Anatomy & Physiology II BIO201 <sup>1</sup>	4	3.5	0	6
M101	Medical Office Management M101	4	0	0	4
M103	Medical Procedures with Lab M103	4	4	0	7
M160	Medical Terminology M160	3	0	0	3
<b>QUARTER 4</b>					
C107	Medical Law C107	2	0	0	2
CVS105	Principles of Electrophysiology CVS105	1	1	0	1
M140	Medical Billing M140	1	2	0	2
M147	Introduction to Health Information Management M147	4	0	0	4
M148N	Diagnostic & Procedural Coding M148N	4	0	0	4
<b>QUARTER 5</b>					
C106	Professional Development C106	1	0	0	1
C209	Human Resource Management C209	4	0	0	4
M106	Health Clinic M106	0	2	0	1
M115	Computerized Medical Management M115	1	2	0	2
M165	RMA Certification Review M165	2	0	0	2
PHA102	Pharmacology for Medical Assisting PHA102	3	0	0	3
Program Total Quarter Credits					96

<sup>1</sup> General education courses

Course distribution subject to change

\*Credentialing organizations may change their requirements without notice

**ASSOCIATE DEGREE IN APPLIED SCIENCE IN ALLIED HEALTH  
(EVENING)  
27-MONTH, PART-TIME PROGRAM  
96 QUARTER CREDITS**

The objective of the Associate Degree in Applied Science in Allied Health is to prepare an individual to enter the medical field in the capacity of medical assistant, medical office manager, or medical secretary. Other opportunities exist in the hospital setting as a patient care technician, EKG technician, stress test technician, phlebotomist, unit secretary, or ward clerk. Graduates of this program will be eligible to sit for the following certifications\*: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); National Certified EKG Technician (NCET), and National Certified Phlebotomy Technician (NCPT), administered by the National Center for Competency Testing (NCCT).



		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO103	Microbiology BIO103 <sup>1</sup>	4	2	0	6
CCA101A	Computer Concepts & Applications CCA101A <sup>1</sup>	0.5	1.5	0	1.5
E101	English Composition I E101 <sup>1</sup>	4.5	0	0	5
F501	Freshman Seminar F501	1	0	0	0
<b>QUARTER 2</b>					
CCA101-B	Computer Concepts & Applications CCA101B <sup>1</sup>	0.5	1.5	0	1.5
E201	English Composition II E201 <sup>1</sup>	4.5	0	0	5
MATH101	College Math MATH101 <sup>1</sup>	4.5	0	0	5
<b>QUARTER 3</b>					
BIO101A	Anatomy & Physiology I BIO101A <sup>1</sup>	2	1.75	0	3
M102A	Clinical Laboratory M102A	1.5	2	0	3
M159A	Medical Terminology M159A	1.5	0	0	1.5
SOC100	Cultural Diversity SOC100 <sup>1</sup>	4.5	0	0	5
<b>QUARTER 4</b>					
BIO101B	Anatomy & Physiology I BIO101B <sup>1</sup>	2	1.75	0	3
M102B	Clinical Laboratory M102B	1.5	2	0	3
M159B	Medical Terminology M159B	1.5	0	0	1.5
T106A	Word T106A	1	3	0	3
<b>QUARTER 5</b>					
BIO201A	Anatomy & Physiology II BIO201A <sup>1</sup>	2	1.75	0	3
M103A	Medical Procedures with Lab M103A	2	2	0	3.5
M160A	Medical Terminology M160A	1.5	0	0	1.5
T106B	Excel/PowerPoint T106B	1	3	0	3
<b>QUARTER 6</b>					
BIO201-B	Anatomy & Physiology II BIO201-B <sup>1</sup>	2	1.75	0	3
C107	Medical Law C107	2	0	0	2
M103-B	Medical Procedures with Lab M103-B	2	2	0	3.5
M160-B	Medical Terminology M160-B	1.5	0	0	1.5
<b>QUARTER 7</b>					
CVS105	Principles of Electrophysiology CVS105	1	1	0	1
M101	Medical Office Management M101	4	0	0	4
M147	Introduction to Health Information Management M147	4	0	0	4
<b>QUARTER 8</b>					
M140	Medical Billing M140	1	2	0	2
M148N	Diagnostic & Procedural Coding M148N	4	0	0	4
PHA102	Pharmacology for Medical Assisting PHA102	3	0	0	3
<b>QUARTER 9</b>					
C106	Professional Development C106	1	0	0	1
C209	Human Resource Management C209	4	0	0	4
M106	Health Clinic M106	0	2	0	1
M115	Computerized Medical Management M115	1	2	0	2
M165	RMA Certification Review M165	2	0	0	2
Program Total Quarter Credits					96

<sup>1</sup> General education courses

Course distribution subject to change

\*Credentialing organizations may change their requirements without notice

**ASSOCIATE DEGREE IN APPLIED SCIENCE IN CARDIOVASCULAR  
SONOGRAPHY (DAY)  
15-MONTH, FULL-TIME PROGRAM  
91 QUARTER CREDITS  
OPTIONAL EXTERNSHIP (20 WEEKS; 8 QUARTER CREDITS)**

The objective of the Associate Degree in Applied Science in Cardiovascular Sonography is to prepare the student to enter the medical field in the capacity of ultrasound technician, non-invasive vascular or cardiovascular sonographer. The program also allows graduates to accept positions as medical assistants, EKG technicians, stress test technicians, phlebotomists, and patient care technicians. Graduates of this program will be eligible to sit for the following certifications/registries\*: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); National Certified ECG Technician (NCET), and National Certified Phlebotomy Technician (NCPT), administered by the National Center for Competency Testing (NCCT); Cardiovascular Science exam and Certified Cardiographic Technician (CCT) credential offered by the Cardiovascular Credentialing Institute (CCI); Registered Cardiac Sonography (RCS) with CCI upon completion of an optional ultrasound externship including 800 hours in a non-invasive echocardiography lab; Registered Vascular Sonography (RV5) with CCI upon completion of an optional ultrasound externship including 800 hours in a non-invasive vascular lab.



		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO103	Microbiology BIO103 <sup>3</sup>	4	2	0	6
CCA101	Computer Concepts & Applications CCA101 <sup>3</sup>	1	3	0	3
E101	English Composition I E101 <sup>3</sup>	4.5	0	0	5
F501	Freshman Seminar F501	1	0	0	0
MATH101	College Math MATH101 <sup>3</sup>	4.5	0	0	5
PHY101	Conceptual Physics PHY101 <sup>3</sup>	4	2	0	6
<b>QUARTER 2</b>					
BIO101	Anatomy & Physiology I BIO101 <sup>2,3</sup>	4	3.5	0	6
CVS101	Introduction to Ultrasonography CVS101 <sup>1</sup>	2	0	0	2
E201	English Composition II E201 <sup>3</sup>	4.5	0	0	5
M102	Clinical Laboratory M102	3	4	0	6
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
<b>QUARTER 3</b>					
BIO201	Anatomy & Physiology II BIO201 <sup>2,3</sup>	4	3.5	0	6
CVS102	Vascular Techniques CVS102 <sup>1</sup>	1	4	0	3
M103	Medical Procedures with Lab M103	4	4	0	7
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
<b>QUARTER 4</b>					
CVS105	Principles of Electrophysiology CVS105 <sup>1</sup>	1	1	0	1
CVS106	Echocardiography Techniques I CVS106 <sup>1</sup>	2	5	0	5
CVS203	Acoustical Physics CVS203 <sup>1</sup>	3	0	0	3
M101	Medical Office Management M101	4	0	0	4
<b>QUARTER 5</b>					
CVS109	Registry Review & Professional Development CVS109	3	0	0	0
CVS204	Sonographic Anatomy & Pathophysiology CVS204 <sup>1</sup>	3	2	0	4
CVS207	Echocardiography Techniques II CVS207 <sup>1</sup>	2	5	0	5
PHA101C	Cardiovascular Pharmacology PHA101C	3	0	0	3
Program Total Quarter Credits					91
<b>QUARTERS 6-7 (OPTIONAL)</b>					
CVS210	Ultrasound Externship CVS210 <sup>1</sup>	0	0	40 <sup>5</sup>	8
Program Total Quarter Credits Including Optional Externship					99

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

<sup>5</sup> 800 hours total

Course distribution subject to change

\*Credentialing organizations may change their requirements without notice

**ASSOCIATE DEGREE IN APPLIED SCIENCE IN CARDIOVASCULAR  
SONOGRAPHY (EVENING)  
24-MONTH, PART-TIME PROGRAM  
91 QUARTER CREDIT\$  
OPTIONAL EXTERNSHIP (20 WEEK\$; 8 QUARTER CREDIT\$)**

The objective of the Associate Degree in Applied Science in Cardiovascular Sonography is to prepare the student to enter the medical field in the capacity of ultrasound technician, non-invasive vascular or cardiovascular sonographer. The program also allows graduates to accept positions as medical assistants, EKG technicians, stress test technicians, phlebotomists, and patient care technicians. Graduates of this program will be eligible to sit for the following certifications/registries\*: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); National Certified ECG Technician (NCET), and National Certified Phlebotomy Technician (NCPT), administered by the National Center for Competency Testing (NCCT); Cardiovascular Science exam and Certified Cardiographic Technician (CCT) credential offered by the Cardiovascular Credentialing Institute (CCI); Registered Cardiac Sonography (RCS) with CCI upon completion of an optional ultrasound externship including 800 hours in a non-invasive echocardiography lab; Registered Vascular Sonography (RVS) with CCI upon completion of an optional ultrasound externship including 800 hours in a non-invasive vascular lab.



		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO103	Microbiology BIO103 <sup>3</sup>	4	2	0	6
CCA101A	Computer Concepts & Applications CCA101A <sup>3</sup>	0.5	1.5	0	1.5
E101	English Composition I E101 <sup>3</sup>	4.5	0	0	5
F501	Freshman Seminar F501	1	0	0	0
<b>QUARTER 2</b>					
CCA101B	Computer Concepts & Applications CCA101B <sup>3</sup>	0.5	1.5	0	1.5
E201	English Composition II E201 <sup>3</sup>	4.5	0	0	5
MATH101	College Math MATH101 <sup>3</sup>	4.5	0	0	5
<b>QUARTER 3</b>					
BIO101A	Anatomy & Physiology I BIO101A <sup>2,3</sup>	2	1.75	0	3
M101	Medical Office Management M101	4	0	0	4
M102A	Clinical Laboratory M102A	1.5	2	0	3
M159A	Medical Terminology M159A <sup>2</sup>	1.5	0	0	1.5
<b>QUARTER 4</b>					
BIO101B	Anatomy & Physiology I BIO101B <sup>2,3</sup>	2	1.75	0	3
M102B	Clinical Laboratory M102B	1.5	2	0	3
M159B	Medical Terminology M159B <sup>2</sup>	1.5	0	0	1.5
PHYS101	Conceptual Physics PHYS101 <sup>3</sup>	4	2	0	6
<b>QUARTER 5</b>					
BIO201A	Anatomy & Physiology II BIO201A <sup>2,3</sup>	2	1.75	0	3
CVS101	Introduction to Ultrasonography CVS101 <sup>1</sup>	2	0	0	2
M103A	Medical Procedures with Lab M103A	2	2	0	3.5
M160A	Medical Terminology M160A <sup>2</sup>	1.5	0	0	1.5
<b>QUARTER 6</b>					
BIO201B	Anatomy & Physiology II BIO201B <sup>2,3</sup>	2	1.75	0	3
CVS102	Vascular Techniques I CVS102 <sup>1</sup>	1	4	0	3
M103B	Medical Procedures with Lab M103B	2	2	0	3.5
M160B	Medical Terminology M160B <sup>2</sup>	1.5	0	0	1.5
<b>QUARTER 7</b>					
CVS105	Principles of Electrophysiology CVS105 <sup>1</sup>	1	1	0	1
CVS106	Echocardiography Techniques I CVS106 <sup>1</sup>	2	5	0	5
CVS204	Sonographic Anatomy & Pathophysiology CVS204 <sup>1</sup>	3	2	0	4
<b>QUARTER 8</b>					
CVS109	Registry Review & Professional Development CVS109 <sup>4</sup>	3	0	0	0
CVS203	Acoustical Physics CVS203 <sup>1</sup>	3	0	0	3
CVS207	Echocardiography Techniques II CVS207 <sup>1</sup>	2	5	0	5
PHA101C	Cardiovascular Pharmacology PHA101C	3	0	0	3
Program Total Quarter Credits					91
<b>QUARTERS 9-10 (OPTIONAL)</b>					
CVS210	Ultrasound Externship CVS210 <sup>1</sup>	0	0	40 <sup>5</sup>	8
Program Total Quarter Credits Including Optional Externship					99

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

<sup>5</sup> 800 hours total

Course distribution subject to change

\*Credentialing organizations may change their requirements without notice

**ASSOCIATE DEGREE IN APPLIED SCIENCE IN SURGICAL TECHNOLOGY  
(DAY)  
15-MONTH, FULL-TIME PROGRAM  
92 QUARTER CREDITS  
OPTIONAL EXTERNSHIP (13 WEEKS; 6 QUARTER CREDITS)**

The objective of the Associate Degree in Applied Science in Surgical Technology is to prepare students with the knowledge and skills they need to pursue entry-level positions as surgical technicians, perioperative or infection control technicians in hospitals, ambulatory surgery settings, cosmetic surgery settings, and veterinary surgical centers. The program also allows graduates to accept positions as medical assistants, EKG technicians, stress test technicians, phlebotomists, and patient care technicians. Graduates of this program will be eligible to sit for the following certifications\*: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); Tech in Surgery – Certified (TS-C [NCCT]), National Certified ECG Technician (NCET), and National Certified Phlebotomy Technician (NCPT) administered by the National Center for Competency Testing (NCCT).



		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO103	Microbiology BIO103 <sup>3</sup>	4	2	0	6
CCA101	Computer Concepts & Applications CCA101 <sup>3</sup>	1	3	0	3
E101	English Composition I E101 <sup>3</sup>	4.5	0	0	5
F501	Freshman Seminar F501	1	0	0	0
SOC100	Cultural Diversity SOC100 <sup>3</sup>	4.5	0	0	5
<b>QUARTER 2</b>					
BIO101	Anatomy & Physiology I BIO101 <sup>2,3</sup>	4	3.5	0	6
E201	English Composition II E201 <sup>3</sup>	4.5	0	0	5
M102	Clinical Laboratory M102	3	4	0	6
M159	Medical Terminology M159 <sup>2</sup>	3	0	0	3
S101	Introduction to Surgical Technology and Infection Control S101 <sup>1</sup>	2	0	0	2
<b>QUARTER 3</b>					
BIO201	Anatomy & Physiology II BIO201 <sup>2,3</sup>	4	3.5	0	6
M103	Medical Procedures with Lab M103	4	4	0	7
M160	Medical Terminology M160 <sup>2</sup>	3	0	0	3
S102	Microbiology, Wound Healing and Infection Control S102 <sup>1</sup>	4	0	0	4
S103	Pharmacology and Anesthesia S103 <sup>1</sup>	2	0	0	2
<b>QUARTER 4</b>					
CVS105	Principles of Electrophysiology CVS105	1	1	0	1
M101	Medical Office Management M101	4	0	0	4
M115	Computerized Medical Management M115	1	2	0	2
S105	Sterilization Techniques S105 <sup>1</sup>	3	2	0	4
S204	Basic Case Procedures for the Surgical Technician S204 <sup>1</sup>	3	3	0	5
<b>QUARTER 5</b>					
C106	Professional Development C106	1	0	0	1
C107	Medical Law C107	2	0	0	2
S141	Review for Surgical Technology/Infection Control S141	1	2	0	0
S240	Surgical Assistance in the Operating Room S240 <sup>1</sup>	6	6	12	10
Program Total Quarter Credits					92
<b>QUARTER 6 (OPTIONAL)</b>					
S250	Surgical and Infection Control Technician Externship S250 <sup>1</sup>	0	0	40 <sup>5</sup>	6
Program Total Quarter Credits Including Optional Externship					98

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

<sup>5</sup> 500 hours total

Course distribution subject to change

\* Credentialing organizations may change their requirements without notice

**ASSOCIATE DEGREE IN APPLIED SCIENCE IN SURGICAL TECHNOLOGY  
(EVENING)  
24-MONTH, PART-TIME PROGRAM  
92 QUARTER CREDITS  
OPTIONAL EXTERNSHIP (13 WEEKS; 6 QUARTER CREDITS)**

The objective of the Associate Degree in Applied Science in Surgical Technology is to prepare students with the knowledge and skills they need to pursue entry-level positions as surgical technicians, perioperative or infection control technicians in hospitals, ambulatory surgery settings, cosmetic surgery settings, and veterinary surgical centers. The program also allows graduates to accept positions as medical assistants, EKG technicians, stress test technicians, phlebotomists, and patient care technicians. Graduates of this program will be eligible to sit for the following certifications\*: Registered Medical Assistant (RMA), administered by the American Medical Technologists (AMT); Tech in Surgery – Certified (TS-C [NCCT]), National Certified ECG Technician (NCET), and National Certified Phlebotomy Technician (NCPT) administered by the National Center for Competency Testing (NCCT).



		Weekly Hours			Quarter Credits
		Lecture	Lab	Clinical/ Externship	
<b>QUARTER 1</b>					
BIO103	Microbiology BIO103 <sup>3</sup>	4	2	0	6
CCA101A	Computer Concepts & Applications CCA101 <sup>3</sup>	0.5	1.5	0	1.5
E101	English Composition I E101 <sup>3</sup>	4.5	0	0	5
F501	Freshman Seminar F501	1	0	0	0
<b>QUARTER 2</b>					
CCA101B	Computer Concepts & Applications CCA101B <sup>3</sup>	0.5	1.5	0	1.5
E201	English Composition II E102 <sup>3</sup>	4.5	0	0	5
SOC100	Cultural Diversity SOC100 <sup>3</sup>	4.5	0	0	5
<b>QUARTER 3</b>					
BIO101A	Anatomy & Physiology I BIO101A <sup>2,3</sup>	2	1.75	0	3
M101	Medical Office Management M101	4	0	0	4
M102A	Clinical Laboratory M102A	1.5	2	0	3
M159A	Medical Terminology M159A <sup>2</sup>	1.5	0	0	1.5
S101	Introduction to Surgical Technology and Infection Control S101 <sup>1</sup>	2	0	0	2
<b>QUARTER 4</b>					
BIO101B	Anatomy & Physiology I BIO101B <sup>2,3</sup>	2	1.75	0	3
M102B	Clinical Laboratory M102B	1.5	2	0	3
M159B	Medical Terminology M159B <sup>2</sup>	1.5	0	0	1.5
S102	Microbiology, Wound Healing and Infection Control S102 <sup>1</sup>	4	0	0	4
<b>QUARTER 5</b>					
BIO201A	Anatomy & Physiology II BIO201A <sup>2,3</sup>	2	1.75	0	3
C107	Medical Law C107	2	0	0	2
M103A	Medical Procedures with Lab M103A	2	2	0	3.5
M160A	Medical Terminology M160A <sup>2</sup>	1.5	0	0	1.5
S103	Pharmacology and Anesthesia S103 <sup>1</sup>	2	0	0	2
<b>QUARTER 6</b>					
BIO201B	Anatomy & Physiology II BIO201B <sup>2,3</sup>	2	1.75	0	3
M103B	Medical Procedures with Lab M103B	2	2	0	3.5
M160B	Medical Terminology M160B <sup>2</sup>	1.5	0	0	1.5
S105	Sterilization Techniques S105 <sup>1</sup>	3	2	0	4
<b>QUARTER 7</b>					
C106	Professional Development C106	1	0	0	1
CVS105	Principles of Electrophysiology CVS105 <sup>1</sup>	1	1	0	1
M115	Medical Office Management M115	1	2	0	2
S204	Basic Case Procedures for the Surgical Technician S204 <sup>1</sup>	3	3	0	5
<b>QUARTER 8</b>					
S141	Review for Surgical Technology/Infection Control S141	1	2	0	0
S240	Surgical Assistance in the Operating Room S240 <sup>1</sup>	6	6	12	10
Program Total Quarter Credits					92
<b>QUARTER 9 (OPTIONAL)</b>					
S250	Surgical and Infection Control Technician Externship S150 <sup>1</sup>	0	0	40 <sup>5</sup>	6
Program Total Quarter Credits Including Optional Externship					98

<sup>1</sup> Core courses

<sup>2</sup> Foundation courses

<sup>3</sup> General education courses

<sup>5</sup> 500 hours total

Course distribution subject to change

\* Credentialing organizations may change their requirements without notice

## ***COURSE DESCRIPTIONS***

The following is an overview of each course offered by Eastwick College. Please realize that course contents are occasionally amended to meet the needs of individual instructors, schedules, programs, and divisions. No prerequisites for classes exist unless otherwise noted within the course description.

**BIO101**      **Anatomy & Physiology I BIO101**  
(4h lecture, 3.5 h lab/week; 6 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.

**BIO101A**     **Anatomy & Physiology I BIO101A**  
(2h lecture, 1.75h lab/week; 3 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, and muscular systems.

**BIO101B**     **Anatomy & Physiology I BIO101B**  
(2h lecture, 1.75h lab/week; 3 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 respiratory, blood and lymphatic systems.

**BIO103**      **Microbiology BIO103**  
(4h lecture, 2h lab/week; 6 quarter credits)

This is an introductory course specifically geared to applied science majors, and designed to give the student an appreciation of the microscopic organisms around them and how they influence overall health. Emphasis is made on how microbes may cause disease and how such diseases are acquired, diagnosed, and treated.

**BIO106**      **Anatomy & Physiology BIO106**  
(2h lecture, 1.75h lab/week; 4 quarter credits)

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of cells, tissues, integumentary, skeletal and muscular systems, and blood.

**BIO107**      **Anatomy & Physiology BIO107**  
(2h lecture, 1.75h lab/week; 4 quarter credits)

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of cardiovascular, lymphatic/immunity, respiratory, digestive, and urinary systems.

**BIO108**      **Anatomy & Physiology BIO108**  
(2h lecture, 1.75h lab/week; 4 quarter credits)

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of nervous, senses, endocrine, and reproductive systems.

**BIO201**      **Anatomy & Physiology II BIO201**  
(4h lecture, 3.5 h lab/week; 6 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 digestive, urinary, cardiovascular, nervous, endocrine, and reproductive systems.

**BIO201A**      **Anatomy & Physiology II BIO201A**  
(2h lecture, 1.75h lab/week; 3 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 nervous, endocrine, and reproductive systems.

**BIO201B**      **Anatomy & Physiology II BIO201B**  
(2h lecture, 1.75h lab/week; 3 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 cardiovascular, digestive, and urinary systems.

**C106**      **Professional Development C106**  
(1h lecture/week; 1 quarter credit)

Students work closely with the director of career development. Interviewing techniques, resume planning, and proper attire for the job interview are discussed.

C107          Medical Law C107  
(2h lecture/week; 2 quarter credits)

This course examines the legal relationships between employer and employee, patient relationships, and legalities as they pertain to the medical profession.

C209          Human Resource Management C209  
(4.5h lecture/week; 5 quarter credits)

Students become acquainted with the administrative aspect of a human resource department including job descriptions, recruitment, testing, training programs, payroll, benefit administration, and employee records.

CCA101        Computer Concepts and Applications CCA101  
(1h lecture, 3h lab/week; 3 quarter credits)

This course is designed to explain the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web. It teaches students to: make use of the World Wide Web as a repository of the latest information and an integrated learning tool; develop an in-depth understanding of why computers are essential components in the medical world and society in general. Students will focus on the computer as a valuable productivity tool; recognize the personal computer's position as the backbone of the computer industry and emphasize its use as a stand-alone and networked device; present strategies for purchasing, installing, and maintaining a personal computer system.

CCA101A      Computer Concepts and Applications CCA101A  
(0.5h lecture, 1.5h lab/week; 1.5 quarter credits)

This course is designed to explain the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web. It teaches students to make use of the World Wide Web as a repository of the latest information and an integrated learning tool and develop an in-depth understanding of why computers are essential components in the medical world and society in general.

CCA101B      Computer Concepts and Applications CCA101B  
(0.5h lecture, 1.5h lab/week; 1.5 quarter credits)

In this course, students will focus on the computer as a valuable productivity tool; recognize the personal computer's position as the backbone of the computer industry, and emphasize its use as a stand-alone and networked device.

CVS101        Introduction to Ultrasonography CVS101  
(2h lecture/week; 2 quarter credits)

This course includes all essential background of ultrasound technology and its importance in the identification and interpretation of disease states. General principles of physics and instrumentation are introduced. A general review of high

school math including algebra and scientific notation in preparation for physics coursework is included.

**CVS102      Vascular Techniques CVS102**  
(1h lecture, 4h lab/week; 3 quarter credits)

Students are introduced to carotid and vertebral examinations. A study of the following techniques will be introduced in lecture: 2-D, PW Doppler, and color flow imaging in conjunction with vascular calculations for evaluation. Instrumentation, scan planes, hemodynamics, calculations, and sonographic pathology of the extracranial system will be covered. Students will experience and learn through guided study and performance in a laboratory setting. The setting includes the usage of the following techniques: 2-D, PW Doppler, and Color Flow imaging with hemodynamics. The calculation and interpretation of the findings will be evaluated and demonstrated on the machines. Basic and advanced extracranial protocols will be performed throughout the course. Prerequisite: CVS101.

**CVS105      Principles of Electrophysiology CVS105**  
(1h lecture, 1h lab/week; 1 quarter credit)

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

**CVS106      Echocardiography Techniques I CVS106**  
(2h lecture, 5h lab/week; 5 quarter credits)

Students study the concepts and procedures necessary to perform a complete diagnostic echocardiogram. The course draws upon knowledge of anatomy, physics, and basic sonography and introduces pathologies and mathematical interpretation of results that deviate from the normal values. Examples of congenital as well as acquired heart disease are implemented in the course curriculum.

Students will experience and learn through guided study and performance in a laboratory setting. The setting includes the usage of the following techniques: 2-D, M-Mode, PW and CW Doppler, 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. Prerequisite: CVS102.

**CVS109      Registry Review and Professional Development CVS109**  
(3h lecture/week; 1 quarter credit)

The review encompasses material from the sonography curriculum. This course prepares the student to take ultrasound physics and cardiovascular registry examinations. The students will work closely with the director of career development

on professional development; interviewing techniques, resume planning, and proper attire for the interviews are discussed. Corequisite: CVS207.

**CVS203 Acoustical Physics CVS203**  
(3h lecture/week; 3 quarter credits)

This course is designed to give a theoretical and practical understanding of the basic principles of ultrasound instrumentation, characteristics of sound, optimizing ultrasound physics utilizing the instrumentation, and understanding the effects of instrumentation manipulation. Prerequisite: PHYS101

**CVS204 Sonographic Anatomy & Pathophysiology CVS204**  
(3h lecture, 2h lab/week; 4 quarter credits)

The course covers the essentials of cardiovascular sonography science. The basics of cross-sectional anatomy, pathophysiology, protocol usage and interpretation with imaging parameters will be discussed. Students will study the mechanisms, clinical recognition, as well as medical and surgical treatment for congenital and acquired cardiovascular disease. Prerequisite: BIO101 and BIO201.

**CVS207 Echocardiography Techniques II CVS207**  
(2h lecture, 5h lab/week; 5 quarter credits)

Students study the concepts and procedures necessary to perform a diagnostic echocardiogram. Emphasis is made on valvular heart disease, ischemic cardiac disease, cardiomyopathy, pericardial disease, congenital abnormalities, neoplasms and masses, transesophageal echocardiograms, and contrast echocardiography. Students will experience and learn through guided study and performance in a laboratory setting. The setting includes the usage of the following techniques: 2-D, M-Mode, PW and CW Doppler, 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. Prerequisite: CVS106

**CVS210 Ultrasound Externship CVS210**  
(40h/week—800 hours total; 8 quarter credits)

This course is designed to develop competency in cardiac ultrasound scanning techniques and cardiac ultrasound equipment, and implement the classroom/laboratory knowledge in a clinical setting. The student is placed at an affiliate hospital in the cardiac or vascular ultrasound laboratory. During this 20-week clinical rotation period, the student will develop diagnostic competency and knowledge in the practice of adult and or pediatric cardiac ultrasound techniques. Prerequisite: completion of the A.A.S. in Cardiovascular Sonography Curriculum with a grade point average (GPA) of 2.5 in all core courses, a GPA of 2.0 in foundation courses, and a cumulative grade point average (CGPA) of 2.5 in the program.

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

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

E201 English Composition II E201  
(4.5h lecture/week; 5 quarter credits)

This course emphasizes the fundamentals of writing and the application of critical thinking skills. Analysis and interpretation leads to the writing of documents using the cause and effect, persuasive, and argumentative modes. Structural relationships and correctness of grammar, usage, and mechanics are emphasized as they pertain to careers, professional writing, and research. Emphasis is placed on the fundamentals of research and the basic techniques of APA documentation.

FS01 Freshman Seminar FS01  
(1h lecture/week; 0 quarter credits)

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

MATH101 College Math MATH101  
(4.5h lecture/week; 5 quarter credits)

A course for nonmathematical majors not requiring an advanced knowledge of mathematics. The course will cover fundamental operations on real number system, logic, sets, equations, functions and their graphs, probability, statistics, fractions, fixed numbers and decimals, ratios, percentages, and data analyses relating to consumer topics. Students will solve both routine problems and non-routine problems to demonstrate their knowledge of underlying concepts. Mathematics vocabulary, symbols and notation will be emphasized.

M101 Medical Office Management M101  
(4h lecture/week; 4 quarter credits)

Students become acquainted with the administrative aspect of a medical office including knowledge of various health care settings, medical issues, and the role of computers in health care. Students are trained in completing medical insurance forms, record keeping, maintaining accounts payable and accounts receivable, scheduling appointments, ordering supplies, and coding.

**M102**            **Clinical Laboratory M102**  
(3h lecture, 4h lab/week; 6 quarter credits)

Students learn to measure height, weight and vision, and to take blood pressure and vital signs charting the results accurately. Students are also taught to perform laboratory tests such as hemoglobin, HCT, blood glucose, and routine urinalysis. Venipuncture is practiced using prostheses. Students are trained in OSHA blood-borne regulations.

**M102A**          **Clinical Laboratory M102A**  
(1.5h lecture, 2h lab/week; 3 quarter credits)

Students learn to take blood pressure, check vital signs and accurately chart the results. Students are also taught how to perform height, weight, and vision tests.

**M102B**          **Clinical Laboratory M102B**  
(1.5h lecture, 2h lab/week; 3 quarter credits)

In this course, students are taught to perform laboratory tests such as hemoglobin, HCT, blood glucose, and routine urinalysis. Students prepare and analyze specimens using a Reflotron and accurately chart the results. Venipuncture is practiced using prostheses. Students are trained in OSHA bloodborne regulations.

**M103**            **Medical Procedures with Lab M103**  
(4h lecture, 4h lab/week; 7 quarter credits)

Students are trained in electrocardiography (ECG) and learn to assist physicians in various medical specialties. They learn to properly operate an autoclave. Certification is given in Basic Life Support for Health Care Providers (BLS).

**M103A**          **Medical Procedures with Lab M103A**  
(2h lecture, 2h lab/week; 3.5 quarter credits)

Students are trained to assist physicians in various medical specialties. Students learn to prepare and maintain exam and treatment areas, interview and take patient history, and apply principles of aseptic technique. Certification is given in Basic Life Support for Health Care Providers (BLS).

**M103B**          **Medical Procedures with Lab M103B**  
(2h lecture, 2h lab/week; 3.5 quarter credits)

Students are trained in electrocardiography (ECG) and learn to assist physicians in various medical specialties.

**M106**            **Health Clinic M106**  
(2h lab/week; 1 quarter credit)

Under the supervision of their instructor, students actively participate in a health clinic simulation. Students practice blood pressure, vital signs, and patient relations skills.

**M115 Computerized Medical Management M115**  
(1h lecture, 2h lab/week; 2 quarter credits)

Using the most up-to-date medical management software, students learn how to complete patient billing, scheduling, and record-keeping using computer technology.

**M140 Medical Billing M140**  
(1h lecture, 2hlab/week; 2 quarter credits)

This course is designed to develop an office assistant's and medical coder's ability to process claims. The student will learn how to abstract information from patient records in order to complete a variety of medical insurance forms; standard formats and coding systems are presented.

**M147 Introduction to Health Information Management M147**  
(4h lecture/week; 4 quarter credits)

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

**M148N Diagnostic and Procedural Coding M148N**  
(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.

**M159 Medical Terminology M159**  
(3h lecture/week; 3 quarter credits)

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Cells and tissues, integumentary, musculoskeletal, blood and lymphatic, and respiratory systems are studied.

**M159A Medical Terminology M159A**  
(1.5h lecture/week; 1.5 quarter credits)

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Cells and tissues, integumentary, and respiratory systems are studied.

**M159B Medical Terminology M159B**  
(1.5h lecture/week; 1.5 quarter credits)

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Musculoskeletal, blood and lymphatic systems are studied.

**M160 Medical Terminology M160**  
(3h lecture/week; 3 quarter credits)

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Digestive, urinary, cardiovascular, nervous, endocrine, and reproductive systems are studied.

**M160A Medical Terminology M160A**  
(1.5h lecture/week; 1.5 quarter credits)

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Nervous, endocrine, and reproductive systems are studied.

**M160B Medical Terminology M160B**  
(1.5h lecture/week; 1.5 quarter credits)

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Cardiovascular, digestive, and urinary systems are studied.

**M162 EKG Externship M162**  
(40h/week—160 hours total; 2 quarter credits)

This course allows students to gain practical experience performing EKG procedures. Students must apply for and be accepted into affiliated hospital and/or clinical sites. Prerequisite: completion of the Medical Assisting Science curriculum with a cumulative grade point average (CGPA) of 2.5 in the program.

**M165 RMA Certification Review M165**  
(2h lecture/week; 0 quarter credits)

This course reviews those portions of the allied health curriculum essential to successfully complete the national certification exam for registered medical assisting. Prerequisites: BIO101, BIO201, M101, M102, M103, M159, and M160.

**M166 Medical Terminology M166**  
(1.5h lecture/week; 2 quarter credits)

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Cells, tissues, integumentary, skeletal, muscular, and blood systems are studied.

**M167 Medical Terminology M167**  
(1.5h lecture/week; 2 quarter credits)

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Cardiovascular, lymphatic/immunity, respiratory, digestive, and urinary systems are studied.

**M168 Medical Terminology M168**  
(1.5h lecture/week; 2 quarter credits)

This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Nervous, senses, endocrine, and reproductive systems are covered.

**N101 Nursing Fundamentals/Gerontology Nursing Theory & Clinic N101**  
(3h lecture; 9h clinical/week—day; 2.5h lecture; 6.5h clinical/  
week—evening; 7 quarter credits)

This course focuses on nursing fundamental skills and knowledge. The unique needs of the elderly as they interact with their environment will be stressed. Application of the nursing process in maintaining health and wellness is emphasized in caring for the older adult. Using a systems approach and assessing needs based on Maslow's hierarchy, students learn to plan care for elderly clients with a variety of conditions. Students will attend an affiliated long term care facility performing fundamental nursing procedures on the gerontological client. Corequisite: N104.

**N103 Pediatric Nursing Theory and Clinic N103**  
(3h lecture, 5h clinical/week—day; 2.5h lecture, 3.5h clinical/  
week—evening; 5 quarter credits)

Integrating principles, skills, and concepts previously learned in N101 and N108, this course studies the care of both well and sick children. It covers preventive health-care and restorative nursing care. Infancy, toddler hood, preschool, school age, and adolescence development and health problems are covered using a systems approach. Application of the nursing process and Maslow's human need framework is emphasized in planning and prioritizing care for the pediatric client and families as they interact with stressors in their internal and external environment related to a variety of health conditions. Students attend an affiliated hospital, laboratory and/or clinical site assisting and performing actual pediatric nursing procedures. Prerequisites: N101, N104, and N108.

**N104 Nursing Process N104**  
(2h lecture/week; 2 quarter credits)

Students learn about the roles and responsibilities of the LPN as part of the health care team. Using the nursing process as a problem solving approach, students learn to assess needs of clients with emphasis on the elderly client. The role of the LPN in

providing culturally sensitive care and delegating tasks is discussed. Effective communication, documentation, and teaching techniques are explored. Corequisite: N101.

**N105**            **Maternal/Child Health Nursing Theory and Clinic N105**  
(3h lecture, 5h clinical/week—day; 2.5h lecture, 3.5h clinical/  
week—evening; 5 quarter credits)

Integrating principles, skills, and concepts previously learned in N101 and N108, 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. Students attend an affiliated hospital, laboratory, and/or clinical site assisting and performing actual maternal/child health nursing procedures. Prerequisites: N101, N104, N108. Corequisite: N103.

**N106**            **Psychiatric/Substance Abuse Nursing Theory and Clinic N106**  
(6h lecture, 8h clinical/week—day; 4.5h lecture, 6h clinical/  
week—evening; 10 quarter credits)

This course focuses on mental health principles in a variety of settings. The study of mental illness and substance abuse, their treatment, and relationship to all areas of nursing is included. Faculty-supervised learning in both classroom and clinical settings provide opportunity for students to use the nursing process to promote sound mental health and develop nursing interventions for the client with a mental illness and/or substance abuse. Prerequisites: N101, N103, N104, N105, and N108.

**N108**            **Medical/Surgical Nursing Theory and Clinic N108**  
(4h lecture, 12h clinical/week—day; 3h lecture, 9h clinical/  
week—evening; 9 quarter credits)

Integrating principles, skills, and concepts previously learned in N101, this course focuses on health care of the medical-surgical client and is grouped according to the body system affected. Students will use the nursing process and Maslow's human needs framework to plan and prioritize care of individuals and families as they interact with stressors in their internal and external environment related to medical-surgical conditions. Faculty supervised learning in classroom and laboratory as well as clinical experience in an acute care facility provide the opportunity to develop cognitive and psychomotor skills in the nursing care of the medical-surgical client. Prerequisites: N101 and N104.

**N110**            **NCLEX-PN Exam Preparation N110**  
(1h lecture, 3h lab/week—day; 1.5h lecture, 4.5h lab/  
week—evening; 3 quarter credits)

This course prepares the student with the knowledge necessary to successfully complete the NCLEX-PN (National Council Licensure Examination for Practical

Nurses) exam. Prerequisites M108-M110, M121-M123, N101, N103, N105, N106, and N108, (Day) or M126-M131, M133-M138, N101, N103, N105, N106, and N108 (Evening).

**N112**            **Pharmacology I N112**  
(2h lecture/week—day; 1.5h lecture/week—eve; 2 quarter credits)

This course provides a framework for learning pharmacological concepts and applying them to clinical situations. Pharmacology is presented from an interdisciplinary perspective drawing upon the student's knowledge of anatomy, physiology, pathology, medical terminology, mathematics, and the nursing process. The course is organized according to body systems and diseases. Respiratory, antiinfective, antineoplastic, cardiovascular, and renal medications are presented in context with how they are used therapeutically. A medication calculation and administration review is included.

**N113**            **Pharmacology II N113**  
(2h lecture/week—day; 1.5h lecture/week—eve; 2 quarter credits)

This course provides a framework for learning pharmacological concepts and applying them to clinical situations. Pharmacology is presented from an interdisciplinary perspective drawing upon the student's knowledge of anatomy, physiology, pathology, medical terminology, mathematics, and the nursing process. The course is organized according to body systems and diseases. CNS, GI, dermatologic, immunologic, hormone, steroid, analgesic, musculoskeletal and integumentary medications, as well as vitamins, minerals, and electrolytes are presented in context with how they are used therapeutically.

**N114**            **Clinical Skills Review N114**  
(3h clinical/week—day; 2.25h clinical/week—evening; 1 quarter credit)

This course provides a supervised clinical experience designed to review and strengthen nursing skills that the student has acquired during the licensed practical nursing program. The course also strives to enhance the student's knowledge of the roles and responsibilities of the graduate LPN as he or she transitions to the workplace.

**PHA101C**       **Cardiovascular Pharmacology PHA101C**  
(3h lecture/week; 3 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. Each major classification, including indications, dosage and side effects for each will be covered.

**PHA102      Pharmacology for Medical Assisting PHA102**  
(3h lecture/week; 3 quarter credits)

This course provides an introduction to the fundamental concepts of pharmacology incorporating mathematics and dosages, sources and administrations, drug classifications and legislation, vitamins and minerals, and substances abuse. This course covers the effects of medications on all body systems.

**PHYS101      Conceptual Physics PHYS101**  
(4h lecture, 2h lab/week; 6 quarter credits)

This course provides the student with basic concepts in physics. The course will include an overview of the basic mathematical concepts needed for Physics formulae covered in the course. The course will cover a series of topics; Newton's Laws of Motion, mechanical energy, work and power, heat and heat transfer, electricity and magnetism, light, sound, atomic structure, radioactivity and relativity. Applications to the allied health field and cardiovascular technology will be emphasized.

**S101            Introduction to Surgical Technology & Infection Control S101**  
(2h lecture/week; 2 quarter credits)

This course introduces the student to the field of surgical instrument technology in conjunction with infection control technology. Students will trace the historical development of surgery and surgical technology, identify members of the surgical team and their roles, and understand the types of surgical interventions.

**S102            Microbiology, Wound Healing & Infection Control S102**  
(4h lecture/week; 4 quarter credits)

This course allows the student to acquire knowledge of theory, principles, and practical applications of infection and asepsis as it applies to patient care, wounds, and healing. The student will develop the skills to properly disinfect, prepare, process, and distribute sterile and non-sterile medical and surgical supplies and equipment.

**S103            Pharmacology & Anesthesia S103**  
(2h lecture/week; 2 quarter credits)

This course covers the action, use, and mode of administration of drugs used in anesthesia. The student will learn to identify the side effects from medications, explain how sterile technique is used in relation to anesthesia procedures, convert equivalents, and manage medication files.

**S105            Sterilization Techniques S105**  
(3h lecture, 2h lab/week; 5 quarter credits)

This course teaches the student to apply sterilization procedures in a variety of situations. The student will learn to create sterilization benchmarks and to identify and demonstrate different methods of sterilization.

**S141**            **Review for Surgical Technology/Infection Control S141**  
(1h lecture, 2h lab/week; 2 quarter credits)

The student will review the courses and curriculum for the surgical technologist and infection control in preparation for certification exams. This course will focus on identifying significant areas most likely to be tested on the certification exam and improving test taking and study skills. Corequisite: S204.

**S204**            **Case Procedures for the Surgical Technician S204**  
(3h lecture, 3h lab/week; 5 quarter credits)

This course teaches the student to apply the knowledge of instrumentation to basic case management. The student will learn to identify type, function, and names of instruments; demonstrate proper care, handling, and use of instruments; demonstrate proper technique for starting a procedure; and demonstrate post-operative procedures. Prerequisites: S101, S102, S103. Corequisite: S105.

**S240**            **Surgical Assistance in the Operating Room S240**  
(6h lecture, 6h lab/week; 10 quarter credits)

This course enables the student to become proficient in the techniques and procedures for surgical assisting and to apply them in the hospital setting. The student will learn to identify and discuss common types of abdominal surgery, cardiovascular and thoracic surgical procedures, explain the difference between obstetric and gynecologic surgeries, discuss orthopedic surgery, and describe types of ENT surgery and plastic surgery. The student will learn to set up instruments for different surgical procedures, and correctly perform preoperative, intraoperative, and postoperative care in the hospital setting. Prerequisites: S101, S102, S103, and S105.

**S250**            **Surgical and Infection Control Technician Externship S250**  
(40h/week—500 hours total; 6 quarter credits)

This course is designed to allow the student to gain practical, real-life experience in the operating room by applying the skills learned in the classroom. The student will assist with all aspects of the operating room, including preoperative and postoperative care in different types of surgeries. The student will use acquired knowledge of instruments, aseptic techniques and wound care, and assemble sterile instruments. Prerequisite: completion of the A.A.S. in Surgical Technology curriculum with a grade point average (GPA) of 2.5 in all core courses, a GPA of 2.0 in foundation courses, and a cumulative grade point average (CUM GPA) of 2.5 in the program.

**SOC100**        **Cultural Diversity SOC100**  
(4.5h/week; 5 quarter credits)

This course is designed to expand the student's awareness of both the cognitive knowledge and skill necessary to effectively interact with and/or serve culturally diverse populations. This course will particularly emphasize attitudes and competencies that are important in effective professional relationships. The course will not be exhaustive in its discussion of diverse populations, but will focus on those

whose diversity is cultural and who are more likely to be encountered by the students taking the course. Students will be asked to select one of the listed cultures for an in depth study. Students will be expected to be consistently involved in discussions, learning projects, writings, and videos related to that culture.

T104 KB/Word Processing/Intro to Computer Operations T104  
(1h lecture, 1h lab/week—day; 1.5h lecture, 1.5h lab/  
week—evening; 1 quarter credit)

Students learn proper keyboarding techniques concentrating on speed and accuracy at a self-paced rate utilizing Microsoft Word software program.

T106 Word/Excel/PowerPoint T106  
(2h lecture, 6h lab/week; 6 quarter credits)

This course introduces the basic concepts of Microsoft Word, Excel and PowerPoint, providing knowledge of each. 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. Prerequisite: CCA101.

T106A Word T106A  
(1h lecture, 3h lab/week; 3 quarter credits)

This course introduces the basic concepts of Microsoft Word. Prerequisite: CCA101A and CCA101B.

T106B Excel/PowerPoint T106B  
(1h lecture, 3h lab/week; 3 quarter credits)

This course introduces the basic concepts of Microsoft 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. Prerequisites: CCA101A and CCA101B.

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