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PHILOSOPHY / MISSION STATEMENT

Eastern International College is a student-centered institution dedicated to the development of its diverse student body. The EIC curriculum and environment provide students with the opportunity to develop the knowledge and skills necessary to succeed in their professions of choice. This outcome is accomplished in each program through classroom lectures, active learning, hands-on experiences, and is complemented by a general education segment of the curriculum. The College faculty and staff are focused on fostering student growth in critical thinking, decision-making, a positive self-image, and the development of social skills that will prepare all students to succeed. Student development is further encouraged through collegiate services and activities that enrich students’ personal and work lives.

The College strives to ensure that our students and graduates are:
- Ethical and skilled persons dedicated to success in their careers and motivated to service others and their communities.
- Independent thinkers informed and enriched by a general education and career competencies.
- Lifelong learners skilled in and adaptable to new information and technologies.

The Eastern International College community will achieve these goals through dedicated teaching and scholarship, the provision of student support services that include career and personal development programs, the meaningful participation of all the constituencies of the EIC community in the educational process, and by treating each other with mutual respect and understanding.

HISTORY

Micro Tech Training Center, now Eastern International College, was established in 1990 to provide customized computer training to students referred by local corporations. Initially, the school, which was located in East Orange, New Jersey, occupied two classrooms and trained 15 students in job-related software applications. Shortly thereafter, the school was approved by the New Jersey Department of Education and expanded its course offerings to include customized training for local companies in conjunction with the Job Training Partnership Act (JTPA).

As training programs offered by the school met with success, student enrollment increased and additional classes were added to accommodate the scheduling demands of the working group. In 1995, after five years of demonstrated ability to train and place individuals in computer-related occupations, the Accrediting Commission of Career Schools and Colleges (ACCSC) granted initial accreditation to Micro Tech Training Center. In 1996, the school began offering financial aid to qualified students.

In 1998, the school relocated to the business district of Newark, New Jersey, where PC Networking and PC Applications Specialist Programs were included in computer course offerings. In 2000, continuous evaluation, monitoring, and surveying of the school resulted in a second move to a more modern facility, located at 3000 JFK Boulevard, Jersey City, NJ.

Decline in employment opportunities in 2001 caused a paradigm shift in program offerings, and in 2002, the school launched its first healthcare training programs. Initially, the school offered allied health certificate programs in Diagnostic Medical Ultrasound Technology, Massage Therapy, and Medical Assistant.
In 2004, the Belleville Branch Campus, located at 251 Washington Avenue, Belleville, New Jersey, opened to offer the new allied health certificate programs and better serve students in the Newark area and suburbs north and west of Newark.

In 2009, Eastern International College began offering an Associate in Applied Science Degree in Diagnostic Medical Sonography (AAS). After much success, the College expanded its program base and began offering Associate in Applied Science Degrees in Nursing in 2011, Medical Assistant (AAS) in 2010, Dental Hygiene (AAS) in 2013, and Cardiovascular Degree (AAS) in 2014.

In 2013, Eastern International College’s Jersey City campus moved to a new building located at 684 Newark Ave., Jersey City, NJ.

In 2014 Eastern International College also began offering its first Bachelor Degree in Diagnostic Medical Sonography.

ACCREDITATION AND AFFILIATIONS

Eastern International College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201 (Phone: 703.247.4212), www.accsc.org. ACCSC is a nationally accrediting agency recognized by the United States Department of Education.

Eastern International College is licensed by the New Jersey Higher Education, 20 West State Street, 4th floor, PO Box 542, Trenton, NJ 08625-0542 (Phone: 609-292-4310).

The Associate Degree in Nursing program at Eastern International College in Belleville, NJ is approved by the New Jersey Board of Nursing, Division of Consumer Affairs, 124 Halsey Street, 6th Floor, P.O. Box 45010, Newark, New Jersey 07101, (Phone: (973) 504-6430).

The Dental Hygiene program at Eastern International College in Jersey City: Following careful review of the information provided to the Commission on Dental Accreditation (CODA), American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611 (Phone: 312/440-4653), the Commission adopted a resolution to grant the program the accreditation status of approval with reporting requirements.

The Cardiovascular Technology Associate Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2350, 124 Halsey Street, 6th Floor, P.O. Box 45010, Newark, New Jersey 07101, (Phone: (973) 504-6430)
DESCRIPTION OF THE FACILITIES AND EQUIPMENT

EIC Campus Facilities

EIC has two campus locations: Belleville and Jersey City. Each campus location is comprised of one building. The Belleville building, located at 251 Washington Avenue, is a refurbished, three-floor, modern facility and contains the classroom space, equipment, instructional resources and student services required of an accredited institution. The building is approximately 25,000 square feet and houses 9 classrooms and 7 labs/computer rooms. The Jersey City campus, located at 684 Newark Avenue, is comprised of a new, three-floor building that opened in October 2013 and is furnished with the latest technology and resources appropriate to EIC programs. The building is approximately 34,000 square feet and houses seven (7) classrooms, five (5) labs/computer and eighteen (18) dental hygiene workstations.

Both campuses offer students and faculty sufficient access to desktop computers, overhead projectors, library resources, information technology and library resources and plastic models to facilitate hands-on, effective teaching and learning. Laboratories are well equipped to meet training needs, for example:

- the phlebotomy laboratories are equipped with arm models and phlebotomy supplies;
- the patient care laboratories are equipped with hospital beds and other related equipment,
- the dental hygiene laboratory is equipped with X-ray machines and patient clinical areas,
- the ultrasound laboratories are equipped with six (6) ultrasound machines at each campus, one (1) of which is a portable machine, and
- EKG machines and supplies are available for laboratory activities and tutoring.

The nursing lab in the Belleville campus is equipped with four (4) simulated hospital patient care settings, each complete with an electronic bed, over bed table and bedside stand, headwall containing a blood pressure system, suction, air/oxygen outlets, and equipment board containing otoscopes and ophthalmoscopes. The laboratory is equipped for wireless access to the campus network and is a smart classroom with a large screen and ceiling-mounted data projector. The Nursing department also has two simulation mannequins along with software components to make the mannequins fully functional. The laboratory also serves as a classroom and can accommodate 24 students.

The entire third floor of the Jersey City site is devoted to the Dental Hygiene Program. The 11,300 square foot space houses a dental hygiene clinic, radiology rooms, paneer suite, a student simulator laboratory, classrooms plus faculty office spaces, storage and dental clinic reception area. The lab currently has ten student dental simulators and one instructor simulator. These simulators provide a realistic learning experience to develop the necessary motor skills and clinical knowledge. Students practice in pairs on the simulator while watching the large screen overhead video of the instructor performing a dental hygiene procedure.
The Clinical facility is equipped with computers at every station and patient monitors for oral health educational instruction. Digital radiographs can be brought up on the computer screen for treatment planning and patient education while digital patient record keeping will afford a paper-free environment.

Each campus building has a lounge available for student use. Although the lounges offer vending machine options, each campus is located in a location that affords students access to a vast array of dining and refreshment opportunities. Each campus is available through public transportation, which is important because parking is extremely limited at each of the campuses. Each of the buildings is appropriately furnished for administrative operations. Faculty and advisors have access to private areas to secure their files and other areas to meet with students to discuss sensitive material, especially when discussing items related to student privacy.
ENTRANCE INFORMATION

Applicants to all programs must follow program-specific criteria listed below. Each applicant will be interviewed and given a tour of the College by his/her assigned admissions representative. Information gathered during this meeting will be presented to the Campus Director for review. If said review results in a positive recommendation, the applicant is encouraged to proceed with the appropriate application process.

NON-DISCRIMINATION POLICY

Eastern International College is committed to providing equal access to educational and employment opportunities. Eastern International College prohibits discrimination on the basis of race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of employees, and in the operation of all its programs, activities, and services. Sexual harassment is a prohibited form of sexual discrimination under this policy.

The following persons have been designated to coordinate Eastern International College’s compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 (ADA):

<table>
<thead>
<tr>
<th>Name/Position Title</th>
<th>Campus</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mustafa Mustafa</td>
<td>Jersey City</td>
<td>684 Newark Avenue</td>
<td>201-216-9901</td>
</tr>
<tr>
<td>Dr. Melda Yildiz</td>
<td>Belleville</td>
<td>251 Washington Avenue</td>
<td>973-751-9051</td>
</tr>
</tbody>
</table>

The following person(s) have been designated to coordinate Eastern International College’s compliance with Title IX of the Education Amendments of 1972:

<table>
<thead>
<tr>
<th>Name/Position Title</th>
<th>Campus</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mustafa Mustafa</td>
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</tr>
<tr>
<td>Dr. Melda Yildiz</td>
<td>Belleville</td>
<td>251 Washington Avenue</td>
<td>973-751-9051</td>
</tr>
</tbody>
</table>

The following person(s) have been designated to coordinate Eastern International College’s compliance with the Age Discrimination Act of 1975:

<table>
<thead>
<tr>
<th>Name/Position Title</th>
<th>Campus</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mustafa Mustafa</td>
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<td>684 Newark Avenue</td>
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</tr>
<tr>
<td>Dr. Melda Yildiz</td>
<td>Belleville</td>
<td>251 Washington Avenue</td>
<td>973-751-9051</td>
</tr>
</tbody>
</table>

*If EIC designates the same person(s) to coordinate compliance with Section 504 and Title IX we can combine the above.

**34 C.F.R. § 104.8 requires that schools include a non-discrimination policy for Section 504 in “recruitment materials or publications containing general information that it makes available to participants, beneficiaries, applicants, or employees” while 34 C.F.R. § 106.9 goes further by requiring that the non-discrimination policy for Title IX be “prominently” included “in each announcement, bulletin, catalog, or application form which it makes available to “applicants for admission and employment…employees, sources of referral of applicants for admission and
employment…,” or which is otherwise used in connection with the recruitment of students or employees.”

***34 C.F.R. § 106.8 (for Title IX) requires schools to provide the name of the person responsible for its compliance effort in addition to the person’s address and telephone number. However, because the Department of Education’s Office for Civil Rights (“OCR”) recognizes that it may be overly burdensome to require schools to republish the notice if a person leaves the coordinator position, OCR advises that it is acceptable to identify the coordinator only by his/her position title, in addition to the address and telephone number.

Entrance Requirements for BS in Diagnostic Medical Sonography

<table>
<thead>
<tr>
<th>Program</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>• Minimum HS Diploma or recognized</td>
</tr>
<tr>
<td></td>
<td>equivalency certificate (GED)</td>
</tr>
<tr>
<td></td>
<td>• Complete Admissions Process</td>
</tr>
</tbody>
</table>

The following steps must be taken to complete the admissions process for the Bachelor of Science in Diagnostic Medical Sonography (DMS-BS):

1. **Admissions Application**
   Complete and submit the official admissions application.

2. **High School Diploma or GED**
   Along with the application, present a copy of the applicant’s HS diploma/transcript, or have the applicant’s high school send a copy of his/her diploma/transcript directly to Eastern International College.

   Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. Applicants whose secondary education was in a country outside the U.S. must obtain written official evaluation of transcripts showing equivalency from their native country, using one of the approved evaluating companies, such as WES, ECE, etc.

3. **Application Fee**
   Submit payment of $125 with the application; checks are not accepted for payment of enrollment fees.

4. **Accuplacer Exam**
   All applicants for the Diagnostic Medical Sonography degree program (DMS-BS) are required to take the Accuplacer examination in reading, sentence skills, and mathematics, which is administered at Eastern International College. Applicants who score 69 (or lower) in any or all of the areas must take and pass developmental courses (Developmental Reading or ENG 099, Developmental Writing or ENG 098, and Elementary Algebra or MAT 099) before being allowed to take college level courses in English and Mathematics.
The Accuplacer is waived for any of the following reasons:

a. Combined SAT score of 1100 or better (if applicable)
b. Earned Associates degree (or higher) obtained from a nationally or regionally accredited institution with official transcript of record. A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for US degree equivalency. Transcript evaluation is the responsibility of the applicant.
c. Earned credits for college level English and Elementary Algebra (or higher) with a grade of “C” or better (and with official transcript of record) from a nationally or regionally accredited institution.
d. Earned credits for English Composition and College Math through the College Level Examination Program (CLEP). CLEP score must conform to EIC’s transfer policy.
e. An Advanced Placement (AP) score of “3” or better in both College Math and English

5. For internal applicants (Those who started the DMS-AAS in EIC prior to application into the DMS-BS program) who wish to transfer to the DMS-BS program, a cumulative GPA of 2.0 is necessary to qualify for internal transfer.

6. Essay
Submit a personal statement in response to an essay question drafted by Eastern International College.
## Entrance Requirements for CVT-AAS, DMS-AAS, and MA-AAS Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiovascular Technology CVT-AAS</td>
<td>Minimum HS Diploma or recognized equivalency certificate (GED) Complete Admissions Process</td>
</tr>
<tr>
<td>Medical Assistant MA-AAS</td>
<td>Minimum HS Diploma or recognized equivalency certificate (GED) Complete Admissions Process</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography DMS-AAS</td>
<td>Minimum HS Diploma or recognized equivalency certificate (GED) Complete Admissions Process</td>
</tr>
</tbody>
</table>

The following steps must be taken to complete the admissions process for the AAS Degree Programs in Cardiovascular Technology, Medical Assistant and Diagnostic Medical Sonography:

1. **Admissions Application**
   Complete and submit the official admissions application.

2. **High School Diploma or GED**
   Along with the application, present a copy of the applicant’s HS diploma/transcript, or have the applicant’s high school send a copy of his/her diploma/transcript directly to Eastern International College.

   Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. Applicants whose secondary education was in a country outside the U.S. must obtain written official evaluation of transcripts showing equivalency from their native country, using one of the approved evaluating companies, such as WES, ECE, etc.

3. **Application Fee**
   Submit payment of $125 with the application; checks are not accepted for payment of enrollment fees.

4. **Accuplacer Exam**
   All applicants for the Cardiovascular Technology (CVT-AAS), Medical Assistant (MA-AAS), and the Diagnostic Medical Sonography (DMS-AAS) degree programs are required to take the Accuplacer examination in reading, sentence skills, and mathematics, which is administered at Eastern International College. Applicants who score 69 (or lower) in any or all of the areas must take and pass developmental courses (Developmental Reading or ENG 099, Developmental Writing or ENG 098, and Elementary Algebra or MAT 099) before being allowed to take college level courses in English and math.
The Accuplacer is waived for any of the following reasons:

a. Combined SAT score of 1100 or better (if applicable) with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from date of test-in.

b. Earned Associates degree (or higher) obtained from a nationally or regionally accredited institution with official transcript of record. A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for US degree equivalency. Transcript evaluation is the responsibility of the applicant.

c. Earned credits for college level English and Elementary Algebra (or higher) with a grade of “C” or better (and with official transcript of record) from a nationally or regionally accredited institution.

d. Earned credits for English Composition and College Math through the College Level Examination Program (CLEP). CLEP score must conform to EIC’s transfer policy.

e. An Advanced Placement (AP) score of “3” or better in both College Math and English

5. For internal applicants (Those who started the MA-AAS in EIC prior to application into the CVT-AAS program or DMS-AAS program) who wish to switch degree program, a cumulative GPA of 2.0 is necessary to qualify for transfer.

6. Essay
Submit a personal statement in response to an essay question drafted by Eastern International College.
Entrance Requirements for Nursing Program ONLY (Belleville Campus)

<table>
<thead>
<tr>
<th>Program</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing – AAS Degree</td>
<td>Minimum HS Diploma or recognized equivalency certificate (GED)</td>
</tr>
<tr>
<td></td>
<td>Take the HESI Exam with a minimum of 70% Complete Admissions Process</td>
</tr>
</tbody>
</table>

The following steps must be taken to complete the admissions process for AAS Nursing Program:

1. Admissions Application
   Complete and submit the official admissions application.

2. High School Diploma or GED
   Along with the application, present a copy of the applicant’s HS diploma/transcript, or have the applicant’s high school send a copy of his/her diploma/transcript directly to Eastern International College.

   Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. Applicants whose secondary education was in a country outside the U.S. must obtain written official evaluation of transcripts showing equivalency from their native country, using one of the approved evaluating companies, such as WES, ECE, etc.

3. Application Fee
   Submit payment of $125 with the application; checks are not accepted for payment of enrollment fees.

4. HESI (A2) Test
   Take the entire HESI test in a single session. The HESI Test is used to assess student competencies and readiness for entry into the nursing program. The exam has been shown to help predict the likelihood of student success in nursing programs. Specifically, the exam tests students across several academic domains, as well as results in a personality profile used to help identify each applicant’s learning style. Below is an outline of the exam:

   - Reading Comprehension – Presents reading scenarios in order to measure reading comprehension; tests for skills such as identifying the main idea, finding meaning of words in context, demonstrating passage comprehension, making logical inferences, etc.
   - Vocabulary and General Knowledge – Posits vocabulary that is commonly used in the English language, as well as that which is specific to the healthcare field.
   - Grammar – Contains a basic grammar assessment, centering on parts of speech, common grammatical errors, etc.
   - Basic Math Skills – Centers on math skills needed for the healthcare field, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, general math facts, etc.
• Biology – Covers basic concepts in biology, namely, biological molecules, metabolism, cells, cellular respiration, photosynthesis, etc.
• Anatomy & Physiology – Includes general medical terminology and anatomical structures and systems.
• Learning Style – Assesses the preferred learning style of the prospective applicant and offers test-taking and study tips suited to that learning style.

5. Essay
Submit a personal statement in response to an essay question drafted by the Chair of the Nursing program.

6. Proof of Citizenship / Legal Status
Submit documentation to show legal status if not a citizen of the United States.

7. Criminal Background Check
All students must undergo criminal history background checks and show favorable results.

8. Resume of Work Experience
Submit a current resume. Related work experience will be given preference in the admissions process.

9. Health Requirements
Provide required health and immunization records, including:
   a. Physical Exam
   b. Immunization Records
   c. Proof of Health Insurance

The medical exam must be completed by a physician or other qualified health care provider (Nurse Practitioner or Physician Assistant). Nursing students are also required to provide:
• Documentation of two MMR vaccines or proof of immunity to Measles, Mumps and Rubella
• Documentation of Varicella vaccination or proof of immunity
• Documentation of Tuberculin testing (PPD) with results less than 3 months prior to the start of the program - OR - Submission of a chest x-ray and TB Questionnaire for students known to be PPD positive
• Documentation of Hepatitis B vaccination or proof of immunity (If the student wishes to decline Hepatitis B vaccination, the student must sign the Hepatitis B Declination Form)
• Td or Tdap results from within the past 10 years
• Documentation of drug screening result (must be negative) less than a month prior to start of the program.

10. Interview
All applicants selected for admission based on their entire application package will have a personal interview with the Nursing Admission Committee.
Entrance Requirements for Dental Hygiene Program ONLY (Jersey City Campus)

<table>
<thead>
<tr>
<th>Program</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygiene DH-AAS</td>
<td>Minimum HS Diploma or recognized equivalency certificate (GED)</td>
</tr>
<tr>
<td></td>
<td>Take the HESI Exam with a minimum of 70% Complete Admissions Process</td>
</tr>
</tbody>
</table>

The following steps must be taken to complete the admission process for the AAS Dental Hygiene Program:

1. Admissions Application
   Complete and submit the official admissions application.

2. High School Diploma or GED
   Along with the application, present a copy of the applicant’s HS diploma/transcript, or have the applicant’s high school send a copy of his/her diploma/transcript directly to Eastern International College.

   Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. Applicants whose secondary education was in a country outside the U.S. must obtain written official evaluation of transcripts showing equivalency from their native country, using one of the approved evaluating companies, such as WES, ECE, etc.

3. Application Fee
   Submit payment of $125 with the application; checks are not accepted for payment of enrollment fees.

4. HESI (A2) Test
   Take the entire HESI test in a single session. The HESI Test is used to assess student competencies and readiness for entry into the Dental Hygiene program. The exam has been shown to help predict the likelihood of student success in Dental Hygiene program. Specifically, the exam tests students across several academic domains, as well as results in a personality profile used to help identify each applicant’s learning style. Below is an outline of the exam:

   - **Reading Comprehension** – Presents reading scenarios in order to measure reading comprehension; tests for skills such as identifying the main idea, finding meaning of words in context, demonstrating passage comprehension, making logical inferences, etc.
   - **Vocabulary and General Knowledge** – Posits vocabulary that is commonly used in the English language, as well as that which is specific to the healthcare field.
   - **Grammar** – Contains a basic grammar assessment, centering on parts of speech, common grammatical errors, etc.
   - **Basic Math Skills** – Centers on math skills needed for the healthcare field, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, general math facts, etc.
• Biology – Covers basic concepts in biology, namely, biological molecules, metabolism, cells, cellular respiration, photosynthesis, etc.
• Anatomy & Physiology – Includes general medical terminology and anatomical structures and systems.
• Chemistry – Covers the basic concepts of composition, structure, and properties of substances and the transformation they undergo.
• Learning Style – Assesses the preferred learning style of the prospective applicant and offers test-taking and study tips suited to that learning style.

Foreign-credentialed dentists seeing waiver of the HESI exam must have a course-by-course transcript evaluation conducted using one of the approved evaluating companies, such as WES, ECE, etc. Transcript evaluation is the responsibility of the applicant. Waiver of the HESI exam for foreign-credentialed dentists is subject to the approval of the Admissions Committee.

5. Essay
Submit a personal statement in response to an essay question drafted by the Chair of the Dental Hygiene program.

6. Proof of Citizenship / Legal Status
Submit documentation to show legal status if not a citizen of the United States.

7. Criminal Background Check
All students must undergo criminal history background checks and show favorable results. This will be done before the interview for acceptance into the program. [www.certifiedbackground.com](http://www.certifiedbackground.com)

8. Resume of Work Experience
Submit a current resume. Related work experience will be given preference in the admissions process.

9. Health Requirements
Provide required health and immunization records, including:
   a. Physical Exam
   b. Immunization Records
   c. Proof of Health Insurance
The medical exam must be completed by physician or other qualified health care provider (Nurse Practitioner or Physician Assistant). Dental Hygiene students are also required to provide:
   • Documentation of two MMR vaccines or proof of immunity to Measles, Mumps and Rubella
   • Documentation of Varicella vaccination or proof of immunity
   • Documentation of Tuberculin testing (PPD) with results less than 3 months prior to the start of the program - OR - Submission of a chest x-ray and TB Questionnaire for students known to be PPD positive
• Documentation of Hepatitis B vaccination or proof of immunity (If the student wishes to 
delay Hepatitis B vaccination, the student must sign the Hepatitis B Declination Form)
• Td or Tdap results from within the past 10 years

10. Interview
All applicants selected for admission based on their entire application package will have a 
personal interview with the Dental Hygiene Admission Committee.
A student may apply to transfer coursework successfully completed at another accredited college. Upon review of the previous program curriculum, a determination to accept transfer of coursework will be made. Approval to transfer coursework is based upon program type, grade in the course, length of the course, course description, credit hours, and other factors. Transferring coursework may have an impact on credits in relation to financial aid determination.

Specifically, students who have completed coursework at another accredited post-secondary institution with a grade of “C” or better may apply to have those credits evaluated for transfer. This evaluation must conform to the following conditions:

a) Credits can only be awarded on the basis of an official transcript.

b) Science courses (Anatomy and Physiology) must have been taken within the past five years from the date of acceptance. Technical courses can be transferred upon the discretion of the Admissions Committee.

c) Only a course that covers essentially the same content as one taught at Eastern International College can be considered for transfer credit.

d) At minimum 25% of the credits required for a degree program must be completed at Eastern International College when credits are being transferred from external institutions.

e) Some specialized subjects may require more than one semester’s study. When this is the case, at least the highest course in that series must be taken at Eastern International College.

f) It is the student’s responsibility to have the official transcript transmitted to the Registrar at Eastern International College prior to the start of their program in accordance with EIC policy.

A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for US degree equivalency. Transcript evaluation is the responsibility of the applicant. Credit transfer for foreign-earned credit is subject to the approval of the Admissions Committee.

**Experiential Learning**

Eastern International College does not offer credit for experiential learning.
Transfer Credit Policy for Nursing-AAS, and Dental Hygiene-AAS  
Effective Spring Semester 2014

Aside from the policy above, Nursing and Dental Hygiene follows the following guidelines for credit transfer:

a) Nursing accepts a maximum of 21 and Dental Hygiene 21 general education credits (effective Fall 2014). Nursing and Dental Hygiene courses cannot be transferred.

b) Transfer credit for science courses (Anatomy and Physiology I & II, Microbiology, and Chemistry) will be accepted if the course was taken no more than five years ago.

c) Transfer credit for Anatomy and Physiology I & II (A & P) will be accepted only if the student passed the A & P section of the HESI A2 entrance examination with a score of 70 or higher. A student who scores below 70 in A & P will be required to repeat A & P irrespective of the fact that the student took the class before. If the student took and passed A&P I and A&P II (with a grade of “C” or better) from another accredited college but scored less than 70 in the A&P section of the HESI A2, the student will be required to repeat A&P II. (prior to Spring 2016)

d) Transfer credit for English Composition I and II will be accepted if the student passed the English section of the HESI A2 entrance examination with a composite score of 70 or higher. A student with a score below 70 in English will be required to repeat English Composition irrespective of the fact that the student took the class before. If the student took and passed ENG 101 and ENG 102 (with a grade of “C” or better) from another accredited college but attained a composite score less than 70 in the English Language section of the HESI A2, the student will be required to repeat ENG 102.

e) Transfer credit for Mathematics (College Algebra) will be accepted if the student passed the Math section of the HESI A2 entrance examination with a composite score of 70 or higher. A student with a score below 70 in Math will be required to repeat College Algebra irrespective of the fact that the student took the class before.

A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for US degree equivalency. Transcript evaluation is the responsibility of the applicant. Transcript evaluation is the responsibility of the applicant. Credit transfer for foreign-earned credit is subject to the approval of the Admissions Committee.
Aside from the policy above, Dental Hygiene follows the following guidelines for credit transfer:

a) Dental Hygiene accepts a maximum of 21 general education credits *(effective Fall 2014)*. Dental Hygiene courses cannot be transferred.

b) Transfer credit for science courses (Anatomy and Physiology I & II, Microbiology, and Chemistry) will be accepted if the course was taken no more than five years ago.

c) Transfer credit for Anatomy and Physiology I & II (A & P) will be accepted only if the student passed the A & P section of the HESI A2 entrance examination with a score of 80 or higher. A student who scores below 80 in A & P will be required to repeat A & P I & II irrespective of the fact that the student took the class before.

d) Transfer credit for English Composition I will be accepted if the student passed the English section of the HESI A2 entrance examination with a composite score of 70 or higher. A student with a score below 70 in English will be required to repeat English Composition irrespective of the fact that the student took the class before.

e) Transfer credit for Mathematics (College Algebra) will be accepted if the student passed the Math section of the HESI A2 entrance examination with a composite score of 70 or higher. A student with a score below 70 in Math will be required to repeat College Algebra irrespective of the fact that the student took the class before.

A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for US degree equivalency. Transcript evaluation is the responsibility of the applicant. Credit transfer for foreign-earned credit is subject to the approval of the Admissions Committee.
Credits Transfer through College Level Examination Program (CLEP)

Students who complete the College Level Examination Program (CLEP) are eligible for credit at Eastern International College. Credits will be given to exam courses meeting all requirements below:

<table>
<thead>
<tr>
<th>CLEP Test</th>
<th>EIC Course Equivalent</th>
<th>Acceptable Score</th>
<th>Credit Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>College English Composition</td>
<td>ENG 101</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>PSY 101</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>PSY 102</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAT 103</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SOC 101</td>
<td>50</td>
<td>3</td>
</tr>
</tbody>
</table>

Credits Transfer through Advanced Placement (AP) Examination.

A student who finished an Advanced Placement (AP) course and took the AP examination with a score of “3” or better is eligible for credit at Eastern International College. AP courses must conform to the transfer credit policy of EIC.

International Students

Eastern International College welcomes international students. Applicants who are not U.S. citizens or permanent residents will be assisted in meeting the requirements of the U.S. Immigration Service. All applicants who wish to receive an I-20 must be able to prove financial support to cover the tuition and local living expenses for each year at Eastern International College. Non-native English speakers must submit results of the TOEFL test, with scores of 500 or more needed for admission. Additionally, a certified translation must be submitted for all documents written in languages other than English.

Non-Matriculated Students

Students seeking to participate in specific coursework while not pursuing a degree may do so if admitted to the specific course by satisfying all prerequisites for the course, and by being admitted as a special non-matriculated student.

When non-matriculated students wish to change to matriculated student status, they must satisfy all college admissions requirements. Credit for courses previously passed at Eastern International College may be applied towards matriculation.
Cross Registration Policy and Procedure

(Effective Fall 2015)

A student who attends Eastern International College (EIC) may be permitted to take a course or cross-register at other colleges or universities with the following conditions:

1. The student must have spent at least two consecutive semesters in EIC as a full time student
2. Only General Education courses are considered for cross-registration
3. The student must be currently registered in EIC at the time he/she asks permission to cross-register to another college or university
4. The course that the student intends to cross register is not offered in EIC within the semester that the student applies for cross-registration
5. The student is allowed to cross-register only one course in a semester or summer session.
6. Cross registration must comply with EIC’s transfer credit policy (e.g. a total of not more than 21 General Education credits). Special consideration may be considered and decided on by the Academic Committee on a case-to-case basis.
7. The student agrees not to receive financial aid funds, including federal and state student loans, at the guest institution

To apply for permission to cross-register, the student must comply with the following:

1. A meeting with the Chair of General Education (CGE) to discuss the possibility of cross-registration. The CGE assesses if the student is eligible following the conditions above
2. If the student is eligible for cross-registration, he/she will be advised to submit a letter of request to cross register addressed to the Academic Committee c/o the CGE. The letter must indicate the course, the reason for the cross-registration and the school. The letter should also state that the student acknowledges that any receipt of financial aid funding, including student loans, may negatively impact future aid as anticipated at EIC and that they agree not to utilize these funds at the guest institution.
3. The student fills-out the Cross-Registration Form (CRF) and submits it together with the letter in #2.

If permission is granted, it is the responsibility of the student to process his/her registration for cross-registration. EIC has no articulation with any other college so acceptance of the student for cross-registration is not guaranteed. It is also the responsibility of the student to request for his/her official transcript of records to be sent to EIC after finishing the cross-registered course. The student must confirm that their guest institution will not be seeking financial aid funds and is advised to do so in writing. It is ultimately the student’s responsibility to ensure that balances as owed to any institution are paid and that their eligibility for future funding at EIC is not jeopardized.
FINANCIAL INFORMATION

Tuition

Tuition charges for each program are outlined in the last section of the catalog. Eastern International College will arrange tuition payments for students receiving financial aid or grants with applicable agencies.

Application Fees for Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic Medical Sonography – AAS Degree</td>
<td>$125.00</td>
</tr>
<tr>
<td>Medical Assistant – AAS Degree</td>
<td>$125.00</td>
</tr>
<tr>
<td>Nursing – AAS Degree</td>
<td>$125.00</td>
</tr>
<tr>
<td>Dental Hygiene – AAS Degree</td>
<td>$125.00</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography - B.S. Degree</td>
<td>$125.00</td>
</tr>
<tr>
<td>Cardiovascular Technology – AAS Degree</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

Cancellations

When a student enrolls in a program of study, he/she has reserved a place that cannot be made available to other students. Once the Enrollment Agreement is signed by a College official, it constitutes a contract. A student has the right to cancel the Enrollment Agreement at any time without written notification of withdrawal and/or cancellation.

If a student cancels within three (3) business days of executing the Enrollment Agreement, even if instruction has begun, all money paid will be refunded. If a student cancels more than three (3) days after executing the Enrollment Agreement and before the start of classes, the College will retain the application fee, and refund all other money. A student who has not visited the College facility prior to enrollment may withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or a tour of the College facilities and inspection of the equipment.

The College reserves the right to cancel the Enrollment Agreement in cases where the prospective student has intentionally misrepresented or provided fraudulent information during the enrollment process. Additionally, if the College does not accept the Enrollment Agreement or cancels the Enrollment Agreement prior to the first day of class attendance, all money will be refunded.
Refunds

Eastern International College participates in the United States Department of Education student aid program and is required to comply with the Higher Education Amendments of 2005. The legislation requires the College to offer a refund policy that provides the most beneficial refund to students. A refund is the difference between the amount the student paid to the school (including financial aid) and the amount the College can retain as prescribed by the appropriate refund policy. Refund calculations are made in accordance with the following policies:

- The Return of Title IV Funds Policy and/or the Tuition Refund Policy for State Aid (TAG) and Cash Students listed below.
- If the College permanently closes and no longer offers instruction after a student enrolled, the student shall be entitled to a pro-rata refund of tuition.
- If a program is canceled subsequent to a student’s enrollment, the College shall opt to:
  - Provide a full refund of money paid; or
  - Provide for the completion of the program
- If there is a delay in starting dates 14 days or less based on under-enrollment or facilities issues, it will not affect the refund policies. However, if the delay is more than 14 days, the student may cancel this Agreement within three (3) days of being notified of the delay and request a refund of all money paid.

Effective February 1, 2006, a student’s enrollment will be terminated when

- the student gives notification of his/her intent to withdraw, or
- the student has fourteen (14) consecutive absences without establishing an approved leave of absence.

Students who drop individual classes but are otherwise enrolled at the College will not receive a refund or adjustment if they drop the class (es) after the last day of the drop and add period for the specific term, as stated on the academic calendar. However, refunds are available to students who withdraw or are withdrawn from the College prior to the completion of their program based on the Return of Title IV Funds Policy and/or the Tuition Refund Policy for State Aid (TAG) and Cash Students described below.

Refunds are based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. However, any books, equipment, and/or uniforms that have been issued are usually nonrefundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the College. The College will process and post refunds within forty-five (45) days from the determination date—the date on which the College determines that the student’s enrollment should be terminated. The student’s withdrawal date—the date on which enrollment is deemed to have ended—will be the same as the determination date in those cases where the student gives notice. When the student does not give notice, the withdrawal date will be the first class day following the student’s fourteenth (14th) consecutive absence.
Return of Title IV Calculations

A return of Title IV funds calculation, as required by federal regulations, will be used to determine how much Title IV aid has been earned by the student, and how much, if any, the College and/or student/parent must return to the Department of Education. Under current federal regulations, the amount of aid earned is calculated on a pro rata basis through 60% of the term. After the 60% point in the term, a Student has earned 100% of the Title IV funds. Federal regulations require the return to Title IV funds in the following order, if applicable: Unsubsidized loans, Subsidized loans, Plus loans, Pell grants, SEOG, or other Title IV.

Tuition Refund Policy for State Aid (TAG) and Cash Students

Any students receiving State Aid (TAG) or paying cash that officially withdraw from a course or the College may receive a refund of tuition, according to the refund policy and schedule established by the College. The following schedule shall be used in the calculation of refunds for students who receive State Aid (TAG) or pay cash:

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Percentage of Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal during the first week of the semester</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during the second week of semester</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during the third and fourth week of semester</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after the fourth week of semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

PROFESSIONAL JUDGMENT

It is the decision of Eastern International College, as an institution, to elect to refuse processing of professional judgment applications and documents (HEA Sec. 479 (a)). The College will continue to assist all applicants in securing the maximum funding for which the student is eligible.

Receipt of Funds

All payments as owed to the College must be made in a timely manner by the date assigned; failure to make the necessary payments within the allotted timeframe may result in disallowance of future attendance, denial of requests for official transcript, and/or withholding of semester grades. It is ultimately the student’s responsibility to ensure that all funds as owed to Eastern International College are paid in full.

Additional Information

- This course of instruction follows the outline and procedures specified in the College catalog. Upon completion of the program, the student will receive an Associate of Applied Science Degree or a Bachelor of Science Degree.
- Should any changes occur in program content, materials schedule, campus location, or expenses to the student, the student will be notified at least thirty (30) days prior to the change.
- Any delay in starting dates based on under-enrollment or facilities issues will not affect the refund policies.
New Institutional Scholarship Opportunities

Eastern International College is pleased to announce the following institutional scholarship opportunities in 2014 for new and returning students:

Founder’s Scholarship
The Founders’ Scholarship is open to all existing full time students of Eastern International College. The scholarship is academically based with the following criteria:

- Students with an earned Semester GPA of 3.7 and Cumulative GPA of 3.5 or better will be awarded a scholarship of $250.00 applied to their next semester attended
- Students with an earned Semester GPA of 3.8 and Cumulative GPA of 3.5 or better will be awarded a scholarship of $350.00 applied to their next semester attended
- Students with an earned Semester GPA of 3.9 and Cumulative GPA of 3.5 or better will be awarded a scholarship of $450.00 applied to their next semester attended
- Students with an earned Semester GPA of 4.0 and Cumulative GPA of 3.5 or better will be awarded a scholarship of $550.00 applied to their next semester attended

Alumni Bachelor’s Degree Scholarship
The Alumni Bachelor’s Degree Scholarship is open to all AAS and diploma graduates of Eastern International College or Micro Tech Training Center accepted into the BS in Diagnostic Medical Sonography program and enrolled full time.

- There are no additional criteria for the student’s first semester of the program.
- For subsequent semesters of the program, the student must maintain a cumulative GPA of 3.5 or greater.
- Amount of the award: $500.00 per semester

Specific Details and Definitions

1. The definition of full time student is a minimum of 12 credits per semester.
2. Students must maintain a full time load to earn the scholarship.
3. For the Alumni Scholarship, cumulative GPA is determined for semesters and courses taken at EIC after enrollment in the bachelors program. No transfer credits or prior credits will be used to calculate cumulative GPA.
4. Students will receive an initial award letter upon registration. A revised award letter will be issued if a student qualifies for the scholarship.
5. Students are eligible for only one institutional scholarship per semester. Awards will be determined after all final grades are in and the semester GPA calculated.
6. Scholarships may impact the student’s other grant, scholarships, and loans. The campus financial aid office will review the details on an individual basis.
7. Any documented behavioral probation or suspension disqualifies the student.
8. Failure to meet Satisfactory Academic Progress (SAP) and complete coursework within the allotted time frame will count the student as ineligible.
9. Attempted credits must be completed during the semester. A student who withdraws “W” from a class will be considered ineligible.

**Summer part-time or non-enrollment will not affect the subsequent fall semester’s award**

**RULES AND REGULATIONS**

It is the student’s responsibility to adhere to all rules and regulations set forth by Eastern International College. The College reserves the right to make changes in any area of the College, and all changes are effective thirty (30) days after announcement, circulation, and/or posting.

**Professional Behavior Policy**

Students are expected to adhere to standards of conduct, both in the classroom and at clinical externship sites.

The College reserves the right to discipline a student, up to and including dismissal from his/her program at any time for behavior that is deemed unethical or unprofessional. Unethical or unprofessional behavior includes, but is not limited to:

1. Noncompliance with the civil law at the local, state or federal levels
2. Smoking on the College premises
3. Eating or drinking in any laboratories, patient care facilities, or classrooms
4. Noncompliance with the dress code
5. Verbal or physical abuse towards peers, faculty, administrative and/or support staff
6. Falsification of documents
7. Major violations contrary to principles of academic honesty (i.e. plagiarism, cheating, etc.)
8. Destruction of College or building property
9. Harassing, stalking, threatening, abusing, insulting or humiliating any student, instructor, administrator or member of the support staff
10. Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature
11. Unwanted sexual advances or intimidation
12. Carrying or concealing firearms or any unlawful weapon
13. Use or under the influence of alcoholic or illegal drugs on the College premises or in any affiliating agency
14. Disruptive classroom behavior and persistent violation of College rules and regulations. (Students are not permitted to use cellular phones, iPods, or any other electronic devices, while in the classroom)
15. Slander or libel against the College
16. Other actions deemed unethical or unprofessional by the faculty and administration

Any student who has been dismissed for violating any policy, rule, and/or regulation set forth by Eastern International College could appeal the dismissal and/or be granted permission by the Campus Director.

Probation and Dismissal

Eastern International College reserves the right to dismiss or place on probation a student for any of the following reasons: failure to comply with the professional behavior policy or other school policies and procedures, cheating, failure to pass a course after the second attempt, failure to comply, failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to student, faculty, staff, or affiliates, or making any false statements in connection with his/her enrollment. Tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the school. The college will determine if any Title IV funds need to be returned.

Students wishing to appeal a probation or dismissal can make a written request to the Appeal Committee for review. The Appeal Committee will conduct the review and make the appropriate determination.

Grievance/Complaint Protocol

The administration, faculty and staff of Eastern International College maintain an open-door policy for students to voice their concerns or complaints. Any student, who has a grievance or complaint, should follow the grievance protocol, as outlined below:

Level 1: The student attempts to handle the grievance with the applicable official in a calm, professional manner.

Level 2: If the grievance cannot be settled at this level, the student may request intervention from the Campus Director and/or Vice President for Academic Affairs.

Level 3: The Campus Director and/or Vice President for Academic Affairs convene a committee to review the grievance. The student who filed the grievance will be asked to submit all supporting documents and may be asked to appear in person if the committee decides it is necessary. The Vice President for Academics informs the student of the committee’s decision.

Level 4: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. The Student Complaint Procedure is as follows:

Student Complaint Procedure

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

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
www.acsc.org

A copy of the ACCSC Complaint Form is available and can be obtained at Eastern International College, and may be obtained by contacting Dr. Mustafa A. Mustafa, the Vice President for Academic Affairs. In addition, you can find the complaint form online at: www.acsc.org.

Complaints addressed to the ACCSC are meant to address issues with Eastern International College’s compliance with ACCSC standards and requirements. ACCSC does not generally investigate complaints relating to disciplinary action, dismissal, or review decisions unless the context reasonably suggests that Eastern International College may not be in compliance with ACCSC standards and requirements.

Any person who has good reason to believe that Eastern International College is not in compliance with the standards set forth by the ACCSC may file a complaint. Those who can file a complaint include, but are not limited to, students, former students, prospective students, governmental agencies, members of the public, and other accredited schools.

In order to file a complaint, it must be sent to the commission in writing, and include the following:

• The basis of the allegation and all relevant names and dates,
• A brief description of the actions forming the basis of the complaint,
• Copies of any supporting material and documentation,
• A release from the complainant which authorizes the Commission to forward a copy of the complaint, including the identification of the complainant, to the school.

Mediation and Arbitration

If any dispute should arise with Eastern International College (“College”), the student will attempt to resolve it by using the Grievance/Complaint Protocol outlined in the school catalog. If the dispute is not resolved, the parties agree that any dispute arising out of or relating in any manner to Student’s recruitment, enrollment, attendance, education, financial aid, or career service assistance at the College, or any individual claim, no matter how the Student or the College might describe, plead or style the dispute, including a dispute involving unpaid tuition, a dispute involving
statutory rights (e.g., a claim under the New Jersey Consumer Fraud Act), or Student’s relationship with the College, or any affiliates or employees thereof (“Dispute”), both the Student and the College agree that, if they cannot resolve the Dispute through their own negotiations, they shall first make a good faith effort to resolve the Dispute by participating in a confidential mediation process. The mediation shall be conducted by a neutral mediator selected from a list of approved mediators maintained by a court or bar association situated in the same community (the "Local Community") as the campus of the College which the Student is attending and the College shall pay the mediator’s fees. If the Dispute is not resolved during the confidential mediation process, it shall then be resolved by confidential, binding arbitration before a single, neutral arbitrator under the Federal Arbitration Act (“FAA”) and conducted by the American Arbitration Association (“AAA”) under its Commercial Rules, and applicable Supplementary Consumer Rules available at www.adr.org, as specified below:

(a) If arbitration occurs, it shall be conducted at a convenient location within the Local Community.
(b) The FAA (including all procedural and substantive provisions) and related federal decisional law shall govern this arbitration agreement to the fullest extent possible. However, the internal substantive laws of New Jersey shall govern any Dispute.
(c) Neither party shall file an action in any court against the other, however, if a party does, any such action shall be stayed in favor of arbitration. The parties recognize that the breach of this arbitration agreement will cause the other party damage including, but not limited to, attorneys’ fees and costs, for which the other party will be liable.
(d) Student shall be responsible for paying a portion of the AAA filing fee at the time the Claim is filed in an amount equal to $200 or the applicable filing fee for a lawsuit in the state court situated within the Local Community, whichever fee is less. The College will be responsible for paying the remaining AAA filing fee, the arbitrator’s compensation, and other applicable AAA hearing fees. The parties shall bear their own costs and expenses associated with their attorneys, experts and witnesses, unless the arbitrator determines otherwise. However, the arbitrator’s compensation and any fees and expenses incurred in arbitration, including attorney’s fees, shall be paid by a party whose claim(s) is determined to be frivolous or filed for the purpose of harassment. The arbitrator has the power to award prevailing party attorney’s fees and costs if a successful claim is based on a statute providing such fees to any party.
(e) Except as specifically required by law, the fact and all aspects of an arbitration and the underlying Dispute shall remain strictly confidential by the parties, their representatives and counsel, and the AAA.
(f) All determinations as to the scope, enforceability, validity and effect of this arbitration agreement shall be made by the arbitrator and not by a court. However, any issue concerning the validity of the below class action/consolidation waiver must be decided by a court, and an arbitrator does not have authority to consider the validity of the waiver. If for any reason the class action/consolidation waiver is found to be unenforceable, any putative class action may only be heard in court on a non-jury basis and may not be arbitrated.
(g) In order to promote the speedy resolution of the Dispute, Student agrees not to combine or consolidate any claims with any other person’s claims, such as in a class or mass action, or for the claims of more than one person to be arbitrated or litigated jointly or consolidated with another person’s claims.
(h) If any part(s) of this arbitration agreement are found to be invalid or unenforceable, then such
specific part(s) shall be of no force and effect and shall be severed, but the remainder of the arbitration agreement shall continue in full force and effect.

(i) This arbitration agreement will survive the termination of Student’s relationship with the School.

(j) The arbitrator's award shall be final and binding on both parties, and the award may be filed for enforcement by either the Student or the College in any court having jurisdiction.

**Dress Policy**

Eastern International College students must maintain a clean, professional appearance while on campus and while involved with any events affiliated with Eastern International College. The following dress policy must be adhered to at all times:

1. Students must wear the required uniform specific to their program during all classes. All uniforms must be presentable and bear the Eastern International College logo.
2. Students must wear nursing shoes or all white sneakers, no exceptions.
3. Students should avoid extreme and excessive hairstyles, make-up, long nails, jewelry and piercings.
4. Tattoos must not be visible.
5. Students must clearly display the Eastern International College I.D. at all times.
6. Unless otherwise noted, a minimum of business-casual attire must be worn when students are engaged in professional activities affiliated with Eastern International College.

Students that are not in compliance with the dress policy will be dismissed from the building for that day.

**Drug and Alcohol Free Policy**

Eastern International College maintains a drug and alcohol-free environment. The Drug and Alcohol Policy applies to all enrolled students, as well as any individual present on campus. The unlawful possession, use and/or distribution of drugs and alcohol are strictly prohibited. Students who require prescription drugs that may impair their ability to perform should inform Eastern International College and their instructors via documentation from a licensed healthcare professional.

**College Property**

Under no circumstances should any software belonging to Eastern International College be removed from the premises for any reason. All software purchased by the College must be used within the classroom and the library.

All computers are the property of Eastern International College. Students attending classes are afforded the use of the computers during class and laboratory hours. Any student found reconfiguring any computer belonging to Eastern International College will be subject to immediate disciplinary action.

Internet access is permitted for job searches and class-related activities only. Any student accessing a site that is not within the scope of job searching or course study will be subject to
Laboratory equipment is “technique”/practice equipment that should not be utilized for diagnostic medical procedures.

**Attendance and Make-Up Policy**

Students at Eastern International College are expected to attend all classes, labs, and clinical externships. At the beginning of each semester, instructors will provide the students with written guidelines regarding possible grading penalties for failure to attend class.

Students should notify their instructors as soon as possible of any anticipated absences. Written documentation that indicates the reason for being absent may be required, and students are responsible for making up work missed during any absences. These guidelines may vary from course to course, but are subject to the following restrictions:

1. Students who miss class because of religious beliefs or practices will be excused from class or examinations on that day. The faculty member is responsible for providing the student with an equivalent opportunity to make up any examination, study, or work requirement that the student may have missed.

2. Students should notify course instructors at least one (1) week before any anticipated absence so that proper arrangements may be made to make up any missed work or examination. All make-up or missed work must be completed within a reasonable time frame, as determined by the faculty member.

3. Any student, who misses class due to a verifiable family or individual health emergency, or to attend a required appearance in a court of law, will be excused.

4. Students must communicate directly with the faculty member when they need to miss a class for those specific reasons. Likewise, faculty members who require documentation of those specific student absences will communicate directly with their students.

5. For all absences except those due to religious beliefs or practices, the course instructor has the right to determine whether the number of absences has been excessive, as it relates to the nature of the class that was missed, and the stated attendance policy. Depending on the situation, this can result in the student being removed from or failing the course.

If there are extenuating circumstances that prevent a student from attending classes for an extended time period (e.g., hospitalization and recovery from a serious accident or illness), the student should apply for a leave of absence under the College’s published leave of absence policy.

A student's enrollment will be terminated when the student has fourteen (14) consecutive absences without establishing an approved leave of absence under the College's published leave of absence policy. As a general rule, any student whose enrollment has been terminated for violating the College's attendance policy will not be allowed to reapply for readmission to the College.

A student whose enrollment has been terminated for violation of the College's attendance policy
may be entitled to a refund, or, alternatively, may be required to return unearned Title IV federal financial aid to the Federal government and pay remaining tuition due to the College.

If the student borrowed money under a federal student loan, or a private loan, the student is obligated to repay that money in accordance with the terms of the loan. Please refer to the above refund policy and return of Title IV aid policy for further information concerning these obligations.

Clinical Externship Policies and Procedures (for DMS, CVT & MA students only*)

Eastern International College will place students in clinical externships upon completion of their prerequisite didactic coursework. In cases where extenuating circumstances (leave of absence, illness, financial hardship, etc.) prevent the student from starting the clinical externship immediately after their didactic coursework, Eastern International College will work with a student and help the student complete the clinical externship as soon as possible. Eastern International College will continue to track students individually as to their start and completion dates for clinical externships.

The Clinical Externship Orientation is required for all students. Prior to starting the clinical externship, all students must participate in the College’s comprehensive clinical externship orientation, which includes student/College rights and responsibilities, clinical externship policies and procedures, and attendance policies. This orientation is conducted by the Clinical Coordinator, Clinical Externship Administrator, and Campus Director.

Clinical Externships will be provided to all students in programs requiring clinical externships. Students enrolled in programs that contain an externship component must agree as part of their enrollment agreement that they will accept the externship site offered by the College. Students that refuse the site offered by the College must sign a refusal waiver and be responsible for finding their own externship site.

All students must accurately document their hours worked on a timesheet supplied by Eastern International College. The students are responsible for tallying their hours and getting the hour’s sheet signed by Site Manager. They must then submit the completed sheet to the Clinical Coordinator assigned to their program.

All pre-externship paperwork and job rescheduling must be completed by the student prior to their final semester. Any student who fails to complete all of the clinical externship administrative requirements prior to their final semester will not be allowed to enroll until all requirements are fulfilled.*

All students must pass the required courses, maintain Satisfactory Academic Progress (SAP) with regard to their academic standing, and submit the following prior to the last semester before beginning the clinical externship:

1. Record of Required Immunizations: To complete the process, the student must obtain a signed record of all required immunizations. Some externship sites maintain additional health requirements that must be met prior to the start of clinical externship (For additional details and requirements, see the clinical coordinator).
2. *A Criminal Background Check.* To complete the process, the student must contact the local police precinct/agency to obtain the report(s), and submit the results to Eastern International College.

3. *Professional Liability/Malpractice Insurance.* To complete the process, Eastern International College provides Professional Liability Insurance for its students. This is placed on file at the appropriate office and made available prior to the start of the student’s clinical externship.

*For students in the Nursing program, please refer to the program’s Student Handbook for clinical policy*

**Clinical Externship Rules and Regulations**

1. All students must attend the clinical externship site assigned to them by Eastern International College.

2. Students in programs that contain a clinical externship component must be prepared to attend externship sites whenever and wherever the externship sites are available. Evening students must be prepared for the possibility that clinical externship sites may only be available during daytime working hours.

3. Students are required to adhere to any schedule issued by the clinical externship site manager, and any changes in scheduling must be authorized by the assigned site and Eastern International College. Any student not in compliance with this rule will receive a failing grade (F).

4. Students must be punctual and remain at the facility for the required length of time that was assigned, and tardiness will not be tolerated. However, if students are going to be late, they must contact the clinical externship site manager and Eastern International College’s Clinical Coordinator at (201) 216-9901 or (973) 751-9051.

5. All students who have *excess of (3) absences* will fail the course for the semester and be required to retake the course next semester to graduate. In addition, students who are dropped for excessive absences must find their own clinical externship site.

6. Students must *strictly adhere* to the dress code of the assigned clinical externship site.

7. Students must keep personal habits (e.g. smoking, talking on phone, etc.) to a minimum, and pay very close attention to hygiene and appearance. Cellular phones must remain off while on the clinical externship site. However, if students need to utilize their cell phone, they must make a strong effort to do so during breaks and/or lunch, and keep all calls to a minimum.

8. Students are required to complete 100 percent of their clinical externship hours. Otherwise, he/she will not be able to graduate.

9. At all times, students must display a positive attitude and perform to the best of their ability. If any mistakes occur on a student’s behalf, the student must address the mistake promptly with the clinical externship site manager.
10. Timesheets should be faxed by the end of the week, and no later than Monday of the following week. Students must also keep an accurate record of hours and make copies of all time-sheets.

11. If students encounter any issues that could prohibit them from completing their clinical externship, they must contact Eastern International College’s Clinical Coordinator immediately.

12. Any student who blatantly and consistently violates the rules set forth by Eastern International College and/or the clinical externship site will immediately be DISMISSED from the program.

Externship-Related Injuries

Whenever an illness or injury occurs at a clinical externship site, the student must immediately notify the site supervisor so that appropriate measures are taken. The student shall be provided with emergency medical care at the clinical externship site, whenever necessary. If the facility does not cover necessary expenses, the student shall be responsible for expenses incurred.

If a student is accidentally injured or exposed to a patient’s body fluids, the patient with whom the student has contact may need to be tested to assess risk to the student. This might include testing the patient for hepatitis, HIV, or other infectious diseases. In situations where the externship facility does not cover the cost of these tests, the student is held responsible for the expense.

It is the responsibility of the clinical externship supervisor to notify Eastern International College of the details of the injury/exposure.

Leave of Absence (LOA) for a Program

A student in circumstances that make it impossible for him/her to maintain adequate class attendance must submit a written and signed request for a Leave of Absence (LOA). The LOA may not begin until the College has approved the request. Additionally, the LOA period may not exceed 180 days within any 12-month period. The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student’s immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If a student fails to return from an approved Leave of Absence, then the College will terminate the student and apply its refund policy.

The LOA must be requested prior to the beginning of the semester start for the designated semester. The LOA cannot be requested during the semester for that same semester.
Maximum Time Frame to Complete a Degree Program

For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. For a clock hour program, the maximum time frame shall not exceed 1.5 times the normal duration of the program. There are implications when a student does not complete either a degree within the maximum timeframe (i.e., loss of financial aid and program enrollment termination). The College is not required to terminate the enrollment of a student who is unable to complete the program within the maximum timeframe unless the College has determined that the student has failed to meet college policies that would otherwise warrant termination (e.g., academic progress or attendance policies).
Withdrawal from Degree Classes or Semester

Students may withdraw from any or all classes up until the withdrawal deadline set forth for each semester with grades of “W” recorded on their transcript. Any withdrawals from class(es) will not result in a change in Financial Aid received for the student, and the student will be responsible for the full fee of the course. Please see the school calendar for add/drop/withdrawal period at the end of the catalog.

Withdrawal from Degree Program

Students who officially withdraw from the program may be eligible for a refund of tuition charges. In order to officially withdraw from the program, students submit their withdrawal request in writing and submit it to the Registrar.

Indemnification

The student releases and holds harmless Eastern International College, its employees, agents, and representatives with regard to all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against him/her by reason of bodily injury or property damage while enrolled in the College.

Disaster

In the event of labor disputes, natural disasters or calamities, Eastern International College reserves the right to suspend training effective for a period not to exceed ninety (90) days, unless a suitable substitute site is needed and unable to be secured by the ninety (90) day deadline.

Damaged, Lost, or Stolen Items

Eastern International College is not responsible for students’ personal property. Keeping books and other possessions safe is the student’s responsibility.

ACADEMIC POLICIES

Orientation

New students are required to attend an orientation prior to the start of classes. During orientation, students are introduced to the administrative staff and faculty.

Definition of Clock Hours

A clock hour is a 60-minute hour minus a ten-minute break, or 50 minutes of actual instructional time.
Conversion to Semester Credits for All Programs

The following formulas will be used when converting semester credits:

* One semester credit equals at least 15 hours of class time; or
* One semester credit equals at least 30 hours of supervised laboratory instruction
* One semester credit equals at least 45 hours of externship / internship or work-related experience.

Average Class Size

The maximum number of students for General Education and didactic courses is 30. The Dental Hygiene program complies with the requirement of the Commission on Dental Accreditation (CODA) for clinical courses with one (1) clinical faculty per six (6) students, and the Nursing program complies with the requirement of the New Jersey Board of Nursing with one (1) clinical faculty per ten (10) students.

Examinations

Midterm and final examinations are required in most all courses and are scheduled on specific dates. A student in extraordinary circumstances may be excused from the examinations, provided that the excuse is properly documented. Missed exams must be made up within a scheduled date as determined by the instructor and Chair of General Education.

Hours of Operation for all Programs

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thurs</td>
<td>8:00 am-10:30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 am-5:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am-3:00pm</td>
</tr>
</tbody>
</table>

Amendments to Programs, Policies, or Procedures

Eastern International College reserves the right to determine when courses are offered, the size of students’ course load, and any adjustments in program or course content, which includes policies and procedures. Should any changes occur in the content of a program, a policy, or a procedure, the student will be notified at least thirty (30) days in advance.

Repeating a Course in a Degree Program

A student must repeat any failed course that is a required course in his/her program. The student can repeat a failed course once. If the course is not passed after the second attempt, the student will be terminated from the program. Should this occur, the student has the right to appeal this decision to the Academic Appeal Committee (AAC). The students’ GPA will reflect an average of the previous failing grade and the passing grade received in the course.
Grading System

Eastern International College uses the following grading system:

Grading System (for all courses except Nursing and Dental Hygiene major courses)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENT EQUIVALENT</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>70-74 b</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>65-69</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete, converted to failing</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failing</td>
<td>N/A</td>
</tr>
<tr>
<td>AU</td>
<td>Audit, No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Note: General Education Passing Grade

<table>
<thead>
<tr>
<th>Passing Grade</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Anatomy and Physiology, Microbiology, Nutrition,</td>
</tr>
<tr>
<td>D</td>
<td>All other general education courses</td>
</tr>
</tbody>
</table>

Note: A grade less than a “C” in any major course is considered unsatisfactory, and the course must be repeated.

Dental Hygiene Major Courses’ Grading System

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENT EQUIVALENT</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>65-69</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete, converted to Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failing</td>
<td>N/A</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Note: General Education Passing Grade

<table>
<thead>
<tr>
<th>Passing Grade</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Anatomy and Physiology, Microbiology, and Chemistry</td>
</tr>
<tr>
<td>D</td>
<td>All other general education courses</td>
</tr>
</tbody>
</table>

Note: For Dental Hygiene, a grade less than a “C+” in any major course is considered unsatisfactory, and the course must be repeated. Dental Hygiene students must refer to the Dental Hygiene Program Clinical Manual for policy on failing a course.

Nursing Clinical Courses’ Grading System

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENT EQUIVALENT</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>75-76</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>70-74</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>AU</td>
<td>Audit, No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer</td>
<td>N/A</td>
</tr>
</tbody>
</table>

General Education Passing Grade

<table>
<thead>
<tr>
<th>Passing Grade</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Anatomy and Physiology, Microbiology, Nutrition</td>
</tr>
<tr>
<td>D</td>
<td>All other general education courses</td>
</tr>
</tbody>
</table>

Note: For Nursing, a grade less than a “C+” in any major course is considered unsatisfactory, and the course must be repeated. Nursing students must refer to the Nursing Student Handbook for policy on failing a course.

CVT Competency Grading Scale

3- **Exceeds expectations**- The student shows superior performance in a particular category. The student is performing well above expected level of achievement.

2- **Achieves expectations**- The students is making satisfactory progress in a particular category. A score in this category indicates the student is performing at the expected level of achievement.

1- **Does not meet expectations**- The student fails to meet all of the expectations in a particular category. The student is performing well below the minimum expected level of achievement.

- During clinical externship, if a student receives a grade of one (1) in a *required* skill(s), he/she must successfully remediate the skill(s).
General Procedures for Remediation:

1. Upon midterm and final evaluations during clinical externship, if a student receives a grade of one (1) in any required skill(s), the preceptor informs the student and clinical coordinator in writing. A copy of the written correspondence is sent to the Dean of Education.

2. The clinical coordinator, in coordination with the preceptor, schedules midterm and final remediation sessions within one week. The student is informed of the remediation schedule in writing.

3. The student must comply with all the remediation hours. If the student does not comply, the student is subject to repeating the course.

4. The preceptor re-evaluates the student’s skill(s) competency after the student finishes the midterm remediation requirement. If the student fails the skill(s), he/she is subject to another round of remediation sessions. The student continues the remediation until he/she demonstrates the required competencies (minimum score of 2) in each skill.

5. If a student fails one or more skills after remediation, the preceptor in coordination with the clinical coordinator, schedules additional training.

6. An additional evaluation is performed to determine whether or not the student has to repeat the course.

   • The clinical coordinator provides comprehensive orientation to the clinical preceptors prior to clinical externship. Orientation includes the clinical externship rules and regulations, attendance policy, professionalism, misconduct, dismissal policy, the use of the evaluation tools and their application to the evaluation of student performance, and remediation procedures.

Incomplete Grade

An incomplete (I) is issued to students not meeting the minimum course requirements. The incomplete must be converted to a letter grade within two (2) weeks for didactic courses and within ten (10) clinical working days for clinical courses. If the minimum course requirements are still not met, the ‘I’ is converted to ‘IF’. An ‘I’ does not count towards the cumulative Grade Point Average (GPA) until a grade is assigned. A “W” is given when a student officially withdraws from a class. The “W” remains on a student’s academic transcript.
Satisfactory Academic Progress (SAP)
Eastern International College makes every effort to provide our students with ample opportunity to successfully meet the academic requirements for graduation and to ensure that each student is given sufficient preparation to meet all scholastic conditions necessary to be making satisfactory academic progress, and to receive financial aid should they qualify.

At the end of each semester, a student’s academic record is reviewed to determine whether or not the student has met SAP requirements. Satisfactory Academic Progress comprises a quantitative and qualitative component as required to ensure timely completion; students must also complete the program within the 150% of the program length.

- The qualitative component of satisfactory academic progress is measured by cumulative grade point average (GPA) from the beginning of program enrollment at Eastern International College and will be monitored at the end of each semester. To satisfy the qualitative standard, you must maintain a cumulative GPA as dependent on your semester of study.

**SAP Qualitative Requirements Table**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st and 2nd Semesters</td>
<td>1.50</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>1.75</td>
</tr>
<tr>
<td>4th Semester through</td>
<td>2.00</td>
</tr>
<tr>
<td>program completion</td>
<td></td>
</tr>
</tbody>
</table>

*2.0 GPA required for graduation
**2.5 GPA required for graduation (ADN-AAS only)

- Quantitative satisfactory academic progress is defined as the completion of at least 67% of the cumulative credit hours on which the payment of financial aid was based (pace of completion). Quantitative satisfactory academic progress will be monitored at the end of each term by reviewing students’ grade reports.
  
  - Completed Credits are all courses for which credit was earned.
  - Attempted Credits are all courses that were scheduled for credit; these include all courses as cumulatively scheduled regardless of grade received. Courses in which a student earned a F, W, WF, WP, or I are counted towards attempted credits.
  - Credits transferred to the College from another institution as counted towards the student’s program completion are counted towards both Completed and Attempted credits; these courses are not calculated as part of the qualitative GPA standard.

**SAP Quantitative Requirements Formula**

\[
\text{Pace of Completion} \% = \frac{\text{Completed Credits (including Transfer Credits)}}{\text{Attempted Credits (including W grades)}} \times 100
\]

[42]
Maximum Timeframe: Students must complete their program of study within a maximum frame of no more than 150% of the required length of the program credits.

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Credits</th>
<th>Max Timeframe Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-BS</td>
<td>128</td>
<td>192</td>
</tr>
<tr>
<td>ADN-AAS</td>
<td>78</td>
<td>117</td>
</tr>
<tr>
<td>DH-AAS</td>
<td>78</td>
<td>117</td>
</tr>
<tr>
<td>CVT-AAS</td>
<td>73</td>
<td>110</td>
</tr>
<tr>
<td>MA-AAS</td>
<td>65</td>
<td>98</td>
</tr>
<tr>
<td>DMS-AAS</td>
<td>65</td>
<td>98</td>
</tr>
</tbody>
</table>

Failure to Meet Satisfactory Academic Progress

If a student fails to meet any of the requirements to meet Satisfactory Academic Progress, he/she will be in jeopardy of losing current and future financial aid funds as anticipated. Eastern International College elects to review student records for SAP requirements each payment period to allot students every opportunity to maintain standards as necessary for timely program completion. As such, students will be afforded a chance to be placed on a conditional Warning status prior to loss of funding; students may also appeal for reinstatement of funding.

- **SAP Warning**: Failure to meet SAP requirements will result in SAP Warning Status. During this semester, the student will be eligible for financial aid funding. The student must meet SAP requirements at the end of the Warning semester to retain financial aid funding for subsequent semesters.
- **SAP Probation**: A student who has not satisfied SAP requirements after the Warning semester will be asked to appeal in writing to the Academic Appeals Committee. If the appeal is successful, the student may be eligible for financial aid funding, however he/she must meet SAP requirements at the end of the Probation semester to retain future funding. Failure to meet SAP requirements at the end of the Probation semester cannot be appealed.
- **SAP Suspension**: Student has failed to meet one or more SAP requirements following Financial Aid Warning or Probation. Student unsuccessfully did not appeal decision (if Warning) and is ineligible for funds. Student must meet SAP criteria for reinstatement.

Following loss of funds, a student must attend the following semester without Title IV eligibility and meet SAP requirements to be eligible for reinstatement. The student must meet SAP quantitative, qualitative, and maximum timeframe standards as well as all terms as set in the student’s Academic Plan. Should a student be placed on SAP Suspension, he/she may appeal this decision to the Academic Appeals Committee (AAC) within 10 business days of notification. Conditions for appeal include mitigating circumstances such as death in the family, illness, involuntary military leave, or other special circumstances. Should a student appeal his/her status of SAP Suspension to the Academic Appeals Committee and have the appeal approved, conditions regarding academic expectations could be imposed as necessary in order to meet the provisions of the appeal.
Appeals Process (Applies to all Programs except Nursing)

A student in circumstances that lead to failure to maintain Satisfactory Academic Progress (SAP) may make a written request for an appeal to review his/her history. The Academic Appeal Committee (AAC) will conduct the review. Should the appeal be granted, the student has the opportunity to achieve satisfactory academic progress (SAP) within one semester following the granting of the appeal. Any decision resulting from the review is final and cannot be appealed.

Academic Appeals Committee (AAC)

The committee is tasked with considering written appeals for any of the following:

1. College or program dismissals due to poor academic performance
2. Grade Appeal
3. Other Academic Concerns

The committee, which is chaired by the Vice President for Academic Affairs, consists of the Academic Dean, Chairpersons, and at least two full time department faculty members.

Appeal Process

I. College or program dismissal due to poor academic performance

Any student who believes that he/she was dismissed according to Eastern International College policies but has mitigating circumstances should submit a written appeal to the Academic Appeals Committee (AAC) c/o the Vice President for Academic Affairs. The letter should include the following:

1. Student’s full name, address, program, and College ID
2. A full explanation of the circumstances surrounding the appeal.
3. Supporting documents (e.g. letter from a physician) when necessary must be attached with the letter. Submission by email is acceptable.

An appeal must be done within 7 working days from the date final grade was posted and/or released. The decision of the committee to approve or deny the appeal must be done in writing within 7 working days of receipt of the letter. The decision of the AAC is final and not subject to further appeal.

II. Grade Appeal

An appeal must be done within 7 working days from the date final grade was posted and/or released.

When a student brings forth issues of unfair evaluation of his/her work, the following procedure will be followed:

1. Level One: Faculty
   The student shall request a review by the faculty. Every effort should be made to resolve the matter at this level. A grade appeal must be initiated with a request in writing (an email is acceptable) to the faculty involved to review the grade in question. The faculty must notify the student in writing of the decision of the review regardless of the outcome within 7 working days.
2. Level Two: Department Chairperson
A student who is not satisfied with the decision rendered by the faculty member may write a request for further review to the Department Chairperson. All supporting documents must be included in the letter. The Department Chairperson must inform both the student and the instructor of the decision in writing and, if the decision results in a change of grade, the instructor will have 7 working days to respond before the change of grade is initiated.

3. Level Three: Academic Dean
If an appeal is denied at the Department Chair level, the student may send his/her appeal to the Academic Dean by submitting the same letter submitted to the Department Chair, along with the Chair’s written response. A decision must be made 7 working days after the receipt of the letter.

4. Level Four: Academic Appeals Committee
A student who is not satisfied with the decision rendered by the Academic Dean may write a request for further review to the Academic Appeals Committee (AAC) c/o the Vice President for Academic Affairs. All supporting documents must be included in the letter. The Chairperson and Academic Dean in levels Two and Three are excluded in the Academic Appeals Committee. The AAC must inform the student, faculty, and Chairperson of the decision within 7 working days after receipt of the appeal letter. The decision of the AAC is final and not subject to further appeal.

III. Other Academic Concerns
Any academic appeals, other than the ones mentioned above, must be discussed with the Department Chairperson. The Department Chair determines if the appeal would need to be coursed through the Academic Appeals Committee (AAC) or not. If the appeal has to go through the AAC, the Chair advises the student to write a formal letter of appeal to the Academic Appeals Committee c/o the VP for Academic Affairs. The appeal must be done 7 working days after the student and Department Chair consultation.

The letter must include the following:

1. Student’s full name, address, program, and College ID
2. A full explanation of the circumstances surrounding the appeal.
3. Supporting documents when necessary must be attached with the letter.
   Submission by email is acceptable.

The decision of the AAC to approve or deny the appeal must be done within 7 working days after the receipt of the letter. The decision of the AAC is final and not subject to further appeal.

Appeal Process for Nursing Program

*Please refer to the Nursing Student handbook.*
Graduation Requirements

The requirements for graduation are:

- Pass each course, including externship, in accordance to each programs guidelines
- Earn a cumulative GPA of at least C (2.0) for Cardiovascular Technology, Diagnostic Medical Sonography and Medical Assistant students, C+ (2.5) for Dental Hygiene (see Student Manual for minimum passing grade for Preclinical, Clinical I, II, & III), & C+ (2.5) for Nursing students.
- Fulfill all financial obligations to the College
- Complete a student loan exit interview

Academic Freedom

Eastern International College is committed to the principles of academic freedom. The College acknowledges that this freedom is essential for the growth and maintenance of a strong faculty and for achieving student learning outcomes. A faculty member, while recognizing a special responsibility to the College as a member of the academic community, is free to use creative teaching methods and discuss relevant topics that will enhance student learning, is encouraged to promote freedom of inquiry in peers and students, and is free to do professional research and publish results.

Teaching decisions of faculty members will reflect the objectives and content of the approved course syllabus in particular and the curriculum in general, and meet the standards of the College’s policies and those of accrediting agencies and other regulatory bodies.

While abiding by and supporting the policies, mission, standards, and procedures of the College, a faculty member is free and encouraged to participate in the discussion and revision of institutional policies and the improvement of the curriculum and instructional practice.

A faculty member, while enjoying academic freedom, shares responsibility with the administration for the preservation of this freedom. Students and faculty are expected to adhere to academic integrity, the highest ethical standards, and professional conduct in all processes and practices. A faculty member, therefore, enjoys academic freedom as a shared responsibility not only with colleagues and students, but also with society and its basic mores and morals.
Academic Integrity and Plagiarism Policy
Eastern International College considers academic integrity to be essential to its core values of educating students to be ethical and skilled persons dedicated to success in their careers. By enrolling at EIC, students agree to adhere to high standards of academic integrity. Failure to comply with these standards may result in academic and disciplinary action, up to and including expulsion from Eastern International College. Some examples of academic dishonesty include, but are not limited to:

- The use of another person’s ideas, work, or information without appropriate citations and references.
- Cutting and pasting text or data from the Internet or other sources without citing the source of the information.
- Cheating on a test, quiz, or examination.
- Unauthorized use of notes, calculators, books, phones, tablets, computers, or other electronic devices during an examination or quiz.
- Submission of an assignment completed by someone else, including commercial essay or term paper companies.
- Altering or falsifying academic records.
- Submission of the same work for different assignments or for more than one class without advance permission of the instructor.
- Assisting other students in any breach of academic integrity, including allowing other students to copy answers to any exam or assignment, or providing work to someone else to submit as their own.

If a student is uncertain or unclear about an issue of academic integrity, he or she should speak with the faculty member to resolve questions or concerns prior to the submission of the assignment.
STUDENT SERVICES

Placement and Career Services

Eastern International College offers job placement services to graduating students. Students are required to meet with the Director of Placement prior to graduation. Interviews and appointments are arranged for the student once graduation requirements are met. Although placement services are available to graduating students, Eastern International College does not guarantee or promise employment. However, Eastern International College makes every effort to assist each graduate in obtaining gainful employment.

Library/Learning Resource Center

The Eastern International College Libraries consist of two distinct physical locations at both the Jersey City and Belleville Campuses of the College. The Library/Learning Resource Centers contain books, periodicals, software and additional publications directly related to training in specialized program areas. The libraries have a combined physical holding of 5,000 books. In addition, the library is also an active member in the National Libraries of Medicine and The Metropolitan New York Library Council (METRO) - a library consortium that allows students and faculty to access materials from over 250 member libraries. Computer stations provide access to the Internet, E-brary, and other online services. E-brary is an online library which offers about 89,000 books in subjects ranging from Nursing and Allied Health to History and Computing. The library also holds a subscription to ProQuest, an electronic database where students can find scholarly journals and magazines which specialize in the areas of Allied Health and Nursing. ProQuest currently offers access to 1,179 full text titles. Eastern International College offers a variety of workshops throughout the semester in order to acquaint students with computer skills and resources. Please see the College’s website for the Library’s Policies and Procedures.

Housing

Eastern International College is a commuter college and does not offer campus housing.

Transportation

The Eastern International College Campuses are easily accessible by New Jersey Transit buses. The Jersey City campus is accessible by the PATH train. The College does not offer cross-campus transportation.
Maintenance of Records

Eastern International College maintains academic and attendance records for currently enrolled students, graduates, and students who have withdrawn or were terminated by the College, in accordance with statutory requirements.

Counseling & Academic Advising

Counseling at the College is provided by a master’s-level counselor who is experienced in working with college-aged and adult students. Students are encouraged to visit the college’s counselor to discuss concerns related to family, friends, general anxiety, low self-esteem, etc. The counselor will meet with students on an “as needed” basis.

Eastern International College students are advised by faculty members, as well as program directors, when needed. These Academic Advisors who are well-versed in program–specific scheduling, grading, and curricula, motivated to help students achieve their academic goals. In some special circumstances, the Vice-President of Academic Affairs may also advise the students.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, require Eastern International College to provide appropriate academic and employment accommodations to employees and students with disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the College community, or fundamentally alter the nature of the College’s employment or academic mission.

Eastern International is committed to providing reasonable accommodations for qualified individuals with disabilities, including chronic illness in a fair and equitable manner, and in accordance with applicable federal and state law. All personnel who are responsible for the implementation of the College’s mission are charged to support this policy.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires that Eastern International College, with certain exceptions, obtain your written consent prior to the disclosure of personally, identifiable information from your education records. FERPA rights belong to students who attend postsecondary institutions in person, through correspondence, or through electronic “distance learning”. They are: 1. The right to inspect and review the student’s education records within 45 days of the date the College receives a request for access. 2. The right to request the amendment of a student’s education record that the student believes is inaccurate or misleading. 3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. 4. The right to file a complaint with the US Department of Education concerning alleged failures by College to comply with the requirements of FERPA. The College reserves the right to make public, without the student’s consent, “directory information,” in particular, the student’s name, address, age, sex, dates of registration, major, and degree. Students who wish not to have directory information released must notify the Registrar’s Office in writing each year.
RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

Before applying to Eastern International College, students have the **right** to receive accurate and comprehensive information about the College, including that which is related to admissions, financial aid, student life, academic policies, etc.

Before applying to Eastern International College, students have the **responsibility** to research various academic institutions and understand said institutions’ individual programs, practices, and policies, including those of Eastern International College.

While enrolled in Eastern International College, students have the **right** to freedom from harassment and discrimination, freedom of expression, accurate grading and evaluation, confidentiality with regard to student records, and access to facilities allotted for student use.

While enrolled in Eastern International College, students have the **responsibility** to treat staff, faculty, and fellow classmates with respect, put forth effort in their program of study, and bring questions and concerns to the attention of the administration.

College Rights and Responsibilities

During the admissions process, Eastern International College has the **right** to offer admission to students who present as having the potential to succeed based on their previous academic history, placement test scores, interview and essay, as well as deny admission to students who do not present as having the potential to succeed in the College.

During the admissions process, Eastern International College has the **responsibility** to fully educate the student on information about the College, including that which is related to admissions, financial aid, student life, academic policies, etc.

While students are enrolled in Eastern International College, the College has the **right** to set standards of acceptable behavior for all members of the community, dismiss students whose poor academic performance and/or whose presence on campus misaligns with policies set forth in the catalog, as well as add or adjust policies and programs that reflect the College’s institutional mission.

While students are enrolled in Eastern International College, the College has the **responsibility** to establish fair policies and relevant programs, hire faculty and staff who are committed to furthering the College’s institutional mission, and communicate with students regarding additions or adjustments made to policies and programs.
GENERAL EDUCATION

GENERAL EDUCATION OVERVIEW

The general education components of the degree programs at Eastern International College are those that satisfy written and oral communication, quantitative principles, natural and physical sciences, social and behavioral sciences, humanities and fine arts, information literacy and critical thinking skills that contribute purposely for the development of academic skills and promotion of lifelong learning.

Student Learning Outcomes

1. Theory and Knowledge: The student will be able to retain and apply knowledge and scientific methods of inquiry across fields to address historical, social or contemporary issues.
2. Critical Thinking: The student will be able to reflect and analyze and draw informed conclusions.
3. Quantitative Literacy: The student will be able to utilize numerical data accurately and effectively to solve real world problems.
4. Communication Literacy: The student will be able to speak and write effectively to convey an evidence-based argument.
5. Information and Technology Literacy: The student will be able to retrieve information and apply media and communication technologies effectively into their projects.
6. Cultural Diversity: The students will be able to experience and promote inclusivity and diversity in school, work and community settings, and demonstrate cultural competency through the appreciation of art and interpersonal mediums of expression.
7. Ethical Judgment and Integrity: The students will be able to draw responsible conclusions from ethical questions to guide personal and professional conduct.
8. Lifelong Learners: The students will be able to continue their education to stay professionally current in their field of study.
Division of the General Education Curriculum

I. Communication
   a. English Composition I (ENG 101) (Required for all degree programs)
   b. English Composition II (ENG 102) (Required for BSDMS, AASN)
   c. Interpersonal Communication (SPC 101) (Required for AASDMS, BSDMS, AASCVT, AASDH, AASMA)

II. Life Sciences
   a. Anatomy and Physiology I (BIO 101) (Required for all degree programs)
   b. Anatomy and Physiology II (BIO 102) (Required for all degree programs)
   c. Nutrition (NUT 101) (Required for AASN)
   d. Microbiology (MIC 101) (Required for AASN)
   e. Microbiology (BIO 110) (Required for AASDH)

III. Physical Sciences
   a. Physics (PHY 101) (Required for BSDMS)
   b. Chemistry (CHE 101) (Required for AASDH)

IV. Mathematics and Computer Science
   a. College Algebra (MAT 103) (Required for AASDMS, BSDMS, AASDH, AASN, AASMA)
   b. Statistics (MAT 204) (Required for BSDMS and AASCVT)
   c. Computer Skills (COM 101) (Required for BSDMS)

V. Social Sciences
   a. General Psychology (PSY 101) (Required for all degree programs, except AASN)
   b. Developmental Psychology (PSY 102) (Required for AASN)
   c. American History I (HIS 101) (Required for BSDMS)
   d. American History II (HIS 102) (Required for BSDMS)
   e. Global Issues and 20th Century World History (HIS 302) (Required for BSDMS)
   f. Sociology (SOC 101) (Required for BSDMS and AASDH)
   g. Cultural Diversity (SOC 302) (Required for BSDMS)

VI. Humanities and Fine Arts
   a. World Religions (REL 302) (Required for BSDMS)
   b. Art Appreciation (ART 101) (Required for BSDMS)
   c. Early American Literature (ENG 301) (Required for BSDMS)
   d. General Philosophy (PHI 101) (Required for BSDMS)
## General Education Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Corequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
<td>BIO 101</td>
<td>None</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
<td>Placement Exam or ENG 098, ENG 099</td>
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</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
<td>ENG 101</td>
<td>None</td>
</tr>
<tr>
<td>ENG 301</td>
<td>Early American Literature</td>
<td>3</td>
<td>ENG 101</td>
<td>None</td>
</tr>
<tr>
<td>MAT 103</td>
<td>College Algebra</td>
<td>3</td>
<td>Placement Exam or MAT 099</td>
<td>None</td>
</tr>
<tr>
<td>MAT 204</td>
<td>Fundamentals of Statistics</td>
<td>3</td>
<td>Placement Exam or MAT 099</td>
<td>None</td>
</tr>
<tr>
<td>PHY 101</td>
<td>Fundamentals of Physics</td>
<td>4</td>
<td>Placement Exam of MAT 099</td>
<td>None</td>
</tr>
<tr>
<td>MIC 101/BIO 110</td>
<td>Microbiology</td>
<td>4</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>NUT 101</td>
<td>Nutrition</td>
<td>3</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
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</tr>
<tr>
<td>PSY 102</td>
<td>Developmental Psychology</td>
<td>3</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>SPC 101</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<td>None</td>
</tr>
<tr>
<td>CHE 101</td>
<td>Chemistry for Allied Health</td>
<td>3</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>SOC 301</td>
<td>Cultural Diversity</td>
<td>3</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>PHI 101</td>
<td>General Philosophy</td>
<td>3</td>
<td>None</td>
<td>None</td>
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<tr>
<td>REL 302</td>
<td>World Religions</td>
<td>3</td>
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<td>None</td>
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<tr>
<td>HIS 101</td>
<td>American History I</td>
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</tr>
<tr>
<td>HIS 201</td>
<td>American History II</td>
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<td>HIS 101</td>
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<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
<td>Corequisite</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------</td>
<td>---------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td>HIS 302</td>
<td>Global Issues and 20th Century World History</td>
<td>3</td>
<td>HIS 201</td>
<td>None</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art Appreciation</td>
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<td>None</td>
</tr>
<tr>
<td>COM 101</td>
<td>Computer Skills</td>
<td>3</td>
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<td>None</td>
</tr>
</tbody>
</table>

**Developmental Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 098</td>
<td>Developmental Writing</td>
</tr>
<tr>
<td>ENG 099</td>
<td>Developmental Reading</td>
</tr>
<tr>
<td>MAT 099</td>
<td>Elementary Algebra</td>
</tr>
</tbody>
</table>
Course Descriptions

ENG 101 English Composition 3 Semester Credits
This course further introduces students to college-level writing and reading skills through critical reading, group analysis, formal essays, and research projects. Proper paragraph and essay structure is emphasized throughout the course. Prerequisites: ENG 098 and ENG 099 or passing of placement exams.

ENG 102 English Composition II 3 Semester Credits
This course gives students practice in the essentials of writing, with an emphasis on persuasive writing and oral presentations. Extensive reading and writing are combined with oral presentations, class work and activities to encourage students to assess and respond from their own perspective to notable people, debates, and events in society. Students will learn to write powerfully and credibly, and deliver argumentative speeches for a variety of audiences. Prerequisite: ENG 101

ENG 301 Early American Literature 3 Semester Credits
This course consists of reading and analyzing selected works of American literature from the Colonial Period through the Civil War. This course focuses on literature utilizing a historical perspective. The objective of the course is to introduce students to various types of American Literature, including, but not limited to Native American Literature, slave narratives, literature of exploration and settlement, women’s literature, and literature by other early American poets and writers. Prerequisite: ENG 101

SPC 101 Interpersonal Communications 3 Semester Credits
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I 4 Semester Credits
This course explores the structure and function of the human body. It includes the study of cells and tissue, with focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II 4 Semester Credits
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. Prerequisite: BIO 101

BIO 110 Microbiology 4 Semester Credits
This course focuses on the study of microbiological concepts and techniques central to the health professions. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity and virulence in relation to microbes.
COM 101 Computer Skills  
This course will provide an introduction to MS Office applications. Students will learn how to produce, format, and edit documents using MS Word, create a basic spreadsheet using MS Excel, create PowerPoint slides, and develop a basic webpage.

MAT 103 College Algebra  
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. Prerequisite: MAT 099 or Placement Exam

MAT 204 Fundamentals of Statistics  
This course introduces students to basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation. Prerequisite: MAT 099 or Placement Exam

PHY 101 Fundamentals of Physics  
The courses centers on the fundamental laws of physics. Students become familiar with the basic concepts involving the physics of mechanics, matter, waves, sound, and light. Prerequisite: MAT 099 or passing the placement exam

PHI 101 General Philosophy  
This course explores central ideas in philosophy with emphasis on those pertaining to reality, law, ethics, values, justice and human motivation and understanding. Notable philosophers of past and present are studied with focus on philosophies relevant to today’s society. Throughout the course, students are encouraged to share differing perspectives with a goal for expanding one another’s worldviews and developing personal philosophical perspectives.

PSY 101 General Psychology  
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

SOC 101 Introduction to Sociology  
This course focuses on sociology as a way of understanding the world. Sociology is a field of study that considers social, political, and economic phenomena within the context of social structures, social forces, and group relations. Students will be introduced to the field of sociology by way of engaging with several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.
SOC 301 Cultural Diversity  
This course centers on the role of culture in the development of attitudes, values, perceptions, behaviors, and interpersonal relations. Theories of cultural identity development and cross-cultural exchange as they pertain to living and working in a multicultural society are explored. Students also examine cultural constructs in relationship to social inequities and practice developing the knowledge, skills and awareness needed to serve as culturally competent professionals.

REL 302 World Religions  
This course introduces students to the world’s major religions. Study focuses on the historical development of the world’s major religions, as well as on the central beliefs, customs and traditions associated with each religion studied. It is anticipated that throughout this course students will come to respect and learn from the diversity of religion that exists in today’s world, whether or not they chose to practice a religion.

HIS 101 American History I  
This course focuses on major events, significant people, and important trends in American history beginning with pre-Columbus period and ending with Reconstruction. Emphasis is placed on analyzing and interpreting both primary and secondary sources, as well as mastering a broad range of factual information.

HIS 201 American History II  
This survey course focuses on major events, significant people, and important trends in American History from 1870 through present day. Course topics will include: Western Settlement, Industrial Growth, the Progressive Era, World Wars I and II, the Roaring Twenties, the Great Depression, the Cold War, the Civil Rights Movement, Vietnam and the War on Terror, among others. Emphasis is placed on analyzing and interpreting both primary and secondary sources, as well as mastering a broad range of factual information. Prerequisite: HIS 101

HIS 302 Global Issues and 20th Century World History  
The course centers on the study of United States foreign relations from the end of World War II to the present day. Topics discussed include the rise of the United States as a world power, United States intervention abroad, terrorism, and current events impacting foreign relations today. Connections between past and present and the importance of global awareness are discussed throughout the course. Prerequisite: HIS 201

ART 101 Art Appreciation  
This is a course that introduces students to the world of visual arts. It serves to enhance understanding and appreciation for a broad range of imagery, media, artists, movements, and periods in history. It also illustrates the place of art in social and cultural life.

MIC 101 Microbiology  
This course focuses on the study of microbiological concepts and techniques central to the health professions. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity and virulence in relation to microbes.
NUT 101 Nutrition 3 Semester Credits
This course is an introduction to general nutrition with an emphasis on the principles relating to human health. The course provides students with an understanding of the basics of the science of nutrition at various stages of the life cycle. Food sources of energy, nutrients and their consequences to health will be explored. Terminology and scientific resources pertinent to the nutrition field will be introduced.

CHE 101 Chemistry for Allied Health Professionals 3 Semester Credits
This course introduces students to basic concepts in general, organic, and biological chemistry. Topics include atomic structure, chemical quantities and reactions, acids and bases, solutions, organic compounds, nucleic acids, and protein synthesis among others.

Summary of Required General Education Credits for the Degree Programs at Eastern International

<table>
<thead>
<tr>
<th>Required General Education Credits</th>
<th>Degree Program</th>
<th>Total Credits= General Education + Technical Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Semester Credits</td>
<td>Diagnostic Medical Sonography - AAS</td>
<td>65 Semester Credits</td>
</tr>
<tr>
<td>60 Semester Credits</td>
<td>Diagnostic Medical Sonography- BS</td>
<td>128 Semester Credits</td>
</tr>
<tr>
<td>20 Semester Credits</td>
<td>Cardiovascular Technology- AAS</td>
<td>73 Semester Credits</td>
</tr>
<tr>
<td>20 Semester Credits</td>
<td>Medical Assistant- AAS</td>
<td>65 Semester Credits</td>
</tr>
<tr>
<td>27 Semester Credits</td>
<td>Nursing- AAS</td>
<td>78 Semester Credits</td>
</tr>
<tr>
<td>30 Semester Credits</td>
<td>Dental Hygiene- AAS</td>
<td>78 Semester Credits</td>
</tr>
</tbody>
</table>

Basic Skills Assessment and Developmental Education

Basic Skills/Developmental Courses
Basic skills or developmental courses at Eastern International College fall under the General Education Department. Currently there are three developmental courses, which include reading, writing, and elementary algebra as shown in the table below.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 098</td>
<td>Developmental Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>ENG 099</td>
<td>Developmental Reading</td>
<td>(3)</td>
</tr>
<tr>
<td>MAT 099</td>
<td>Elementary Algebra</td>
<td>(3)</td>
</tr>
</tbody>
</table>
Basic Skills Assessment
All incoming/new student applicants for the BS-Diagnostic Medical Sonography, AAS-Cardiovascular Technology and AAS-Medical Assistant (MA) programs at Eastern International College (EIC) go through a basic skills assessment, which requires that new students demonstrate basic skill proficiencies in reading, writing, and elementary algebra. This assessment requirement is met through the college-administered ACCUPLACER test. Students whose assessment scores do not meet the minimum cutoff set by Eastern International College are required to take remedial classes.

The ACCUPLACER is waived for any of the following reasons:

a. Combined SAT score of 1100 or better for English and Math
b. Earned Associates degree (or higher) obtained from a nationally or regionally accredited institution with official transcript of record. A degree earned outside the United States must be evaluated by any accredited agency for US degree equivalency. Transcript evaluation is the responsibility of the applicant, not EIC.
c. Earned credits for college level English and Elementary Algebra (or higher) with a grade of “C” or better (and with official transcript of record) from a nationally or regionally accredited institution.
d. Earned credits for English Composition and College Math through the College Level Examination Program (CLEP). CLEP score must conform to EIC’s transfer policy.
e. An Advanced Placement (AP) score of “3” or better in both College Math and English

Required Remediation
Students who do not meet the ACCUPLACER cutoff set by Eastern International College are required to enroll in and successfully complete remedial courses with a grade of “D” or better. The remedial courses offered at EIC are Elementary Algebra (MAT 099), Developmental Writing (ENG 098), and Developmental Reading (ENG 099).

In the remedial reading course, the student learns essential college level reading skills such as vocabulary, reading comprehension, analysis and interpretation of texts. The remedial writing course teaches the student grammar, punctuation, spelling, vocabulary and sentence structure as they relate to effective composition of a paragraph. The student also learns proofreading skills, generate topics and develop them into multi-paragraph essays using diverse writing modes. Developmental math at EIC teaches students elementary algebra that includes developing proficiencies on topics like pre-algebra skills (fractions and decimals, proportions, and percentages), solving and graphing linear equations and inequalities, and writing linear equations. The course focuses on developing problem-solving skills and reasoning ability.

Developmental courses are three units each, with each course equivalent to 45 contact hours. Students who are required to take developmental courses must pass them before being allowed to take college level courses in English and Math. Failing and repeating developmental courses are covered in EIC’s Repeating a Course Policy.

The Academic Adviser helps the student choose appropriate Developmental courses at the time of registration. The student’s progress is monitored continuously and academic advising, which is mandatory, by the faculty and Department Chairperson are done throughout the semester. Mid-semester reports from faculty members are required in all developmental courses.
It has been noted that students fail their courses because of poor attendance, so students’ attendance is monitored daily. Those who continuously miss their classes are contacted and advised to see the Department Chairperson.

General Objective
The general objective of the developmental education program at Eastern International College is to enable a student to enhance his/her basic skills in math and English which are needed in the development of their communication and quantitative skills that are further developed through the college level courses in reading, writing, speech, and math.

Course Descriptions of Developmental Courses

ENG 099 (Developmental Reading) This course examines various selected readings and provides the student with skills in composing coherent, well developed response writings. Focused writing exercises are designed to enhance vocabulary through analysis and interpretation.

ENG 098 (Developmental Writing) This course emphasizes correctness and effectiveness of written expression with particular attention to grammar, punctuation, spelling, sentence structure and vocabulary as they relate to effective composition of the paragraph.

MAT 099 (Elementary Algebra) This course is an introduction to the basic principles and skills of algebra. Topics include review of pre-algebra concepts, the real number system, linear equations and inequalities, graphs of linear equations and inequalities, and systems of linear equations.

Information Literacy

Information literacy is a skill that involves the ability to recognize when information is needed and develop the ability to locate, evaluate and use effectively the needed information (American Library Association- ALA)

The objectives of the information literacy program in EIC are based on the following American Library Association-ALA goals:
1. Determine the nature and extent of needed information
2. Access information effectively and efficiently
3. Evaluate critically the sources and content of information
4. Incorporate selected information in the learner’s knowledge base and value system
5. Use information effectively to accomplish a specific purpose
6. Explain the economic, legal and social issues surrounding the use of information and information technology
7. Observe laws, regulations, and institutional policies related to the access and use of information
PROGRAMS

Bachelor of Science in Diagnostic Medical Sonography (DMS-BS)

Program Outline: The Diagnostic Medical Sonography Baccalaureate Degree program prepares students to be competent sonography professionals beyond the level of entry-level sonographer in doctors’ offices, medical imaging laboratories and hospitals, and grants successful graduate a four-year college degree. In addition to developing strong skills in diagnostic ultrasound and scanning, students will be educated in research in diagnostic medical sonography. The program has two major components: the theory/didactic/lab component and the clinical externship component. The general education portion of the program includes coursework in written and oral communication, quantitative principles, natural and physical sciences, social sciences, humanities, and the arts that are designed to develop essential academic skills for enhanced and continued learning. The program has a total of 128 semester credits, with 60 credits in general education and 68 credits in technical and major course work. The curriculum outline is below:

General Education Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENG 301</td>
<td>Early American Literature</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SPC 101</td>
<td>Interpersonal Communication</td>
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<tr>
<td>BIO 101</td>
<td>Anatomy and Physiology I</td>
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<td>BIO 102</td>
<td>Anatomy and Physiology II</td>
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</tr>
<tr>
<td>COM 101</td>
<td>Computer Skills</td>
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<td>3</td>
</tr>
<tr>
<td>MAT 103</td>
<td>College Algebra</td>
<td></td>
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<tr>
<td>MAT 204</td>
<td>Fundamentals of Statistics</td>
<td></td>
<td>3</td>
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<tr>
<td>PHY 101</td>
<td>Fundamentals of Physics</td>
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<tr>
<td>PHI 101</td>
<td>General Philosophy</td>
<td></td>
<td>3</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td></td>
<td>3</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td></td>
<td>3</td>
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<tr>
<td>SOC 301</td>
<td>Cultural Diversity</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>REL 302</td>
<td>World Religions</td>
<td></td>
<td>3</td>
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<tr>
<td>HIS 101</td>
<td>American History I</td>
<td></td>
<td>3</td>
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<tr>
<td>HIS 201</td>
<td>American History II</td>
<td></td>
<td>3</td>
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<tr>
<td>HIS 302</td>
<td>Global Issues and 20th Century World History</td>
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</tr>
<tr>
<td>ART 101</td>
<td>Art Appreciation</td>
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| Total General Education | 60 |

Program Major Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS 101</td>
<td>Cross-Sectional Anatomy</td>
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<tr>
<td>DMS 102</td>
<td>Pathology</td>
<td></td>
<td>3</td>
</tr>
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<td>DMS 104</td>
<td>Law and Ethics for Health Care Professionals</td>
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<tr>
<td>DMS 105</td>
<td>Physics and Instrumentation I</td>
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</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>DMS 106</td>
<td>Physics and Instrumentation II</td>
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<tr>
<td>DMS 200</td>
<td>Abdominal Sonography I</td>
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<td></td>
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<tr>
<td>DMS 201</td>
<td>Abdominal Sonography II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DMS 202</td>
<td>Obstetric and Gynecological Sonography I</td>
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<tr>
<td>DMS 203</td>
<td>Obstetric and Gynecological Sonography II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DMS 204</td>
<td>Vascular Sonography</td>
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<td></td>
</tr>
<tr>
<td>DMS 312</td>
<td>Advanced Vascular Sonography</td>
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</tr>
<tr>
<td>DMS 313</td>
<td>Cardiology</td>
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<td></td>
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<tr>
<td>DMS 314</td>
<td>Adult Echocardiography I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DMS 315</td>
<td>Adult Echocardiography II</td>
<td>3</td>
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<tr>
<td>DMS 316</td>
<td>Neurosonography</td>
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<td></td>
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<tr>
<td>DMS 317</td>
<td>Advanced Case Study Critique</td>
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<td></td>
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<tr>
<td>DMS 318</td>
<td>Advanced Test Registry and Review</td>
<td>3</td>
<td></td>
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<tr>
<td>DMS 319</td>
<td>Capstone</td>
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</tr>
<tr>
<td>DMS 401</td>
<td>Clinical I</td>
<td>4</td>
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<tr>
<td>DMS 402</td>
<td>Clinical II</td>
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<tr>
<td>DMS 403</td>
<td>Clinical III</td>
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<tr>
<td>DMS 404</td>
<td>Clinical IV</td>
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<tr>
<td><strong>Total Semester Credits:</strong></td>
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<td><strong>68</strong></td>
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</tbody>
</table>

**Total Program Credits: 128**

**Abbreviations:**

- BIO – Biological Science
- CHE – Chemistry
- ENG – English
- PSY – Psychology
- MAT- Math
- SOC – Sociology
- HIS- History
- DMS- Diagnostic Medical Sonography

**Course Descriptions**

**ENG 101 English Composition**

This course further introduces students to college-level writing and reading skills through critical reading, group analysis, formal essays, and research projects. Proper paragraph and essay structure is emphasized throughout the course. Prerequisites: ENG 098 and ENG 99 or passing of placement exams

**ENG 102 English Composition II**

This course gives students practice in the essentials of writing, with an emphasis on persuasive writing and oral presentations. Extensive reading and writing are combined with oral presentations, class work and activities to encourage students to assess and respond from their own perspective to notable people, debates, and events in society. Students will learn to write powerfully and credibly, and deliver argumentative speeches for a variety of audiences.

*Prerequisite: ENG 101*

**ENG 301 Early American Literature**

This course consists of reading and analyzing selected works of American literature from the Colonial Period through the Civil War. This course focuses on literature utilizing a historical perspective. The objective of the course is to introduce students to various types of American
Literature, including, but not limited to Native American Literature, slave narratives, literature of exploration and settlement, women’s literature, and literature by other early American poets and writers. Prerequisite: ENG 101

SPC 101 Interpersonal Communications 3 Semester Credits
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I 4 Semester Credits
This course explores the structure and function of the human body. It includes the study of cells and tissue, with focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II 4 Semester Credits
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. Prerequisite: BIO 101

COM 101 Computer Skills 3 Semester Credits
This course will provide an introduction to MS Office applications. Students will learn how to produce, format, and edit documents using MS Word, create a basic spreadsheet using MS Excel, create PowerPoint slides, and develop a basic webpage.

MAT 103 College Algebra 3 Semester Credits
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. Prerequisite: MAT 099 or Placement Exam

MAT 204 Fundamentals of Statistics 3 Semester Credits
This course introduces students to basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation. Prerequisite: MAT 099 or Placement Exam

PHY 101 Fundamentals of Physics 4 Semester Credits
The course centers on the fundamental laws of physics. Students become familiar with the basic concepts involving the physics of mechanics, matter, waves, sound, and light. Prerequisite: MAT 099 or passing the placement exam

PHI 101 General Philosophy 3 Semester Credits
This course explores central ideas in philosophy with emphasis on those pertaining to reality, law, ethics, values, justice and human motivation and understanding. Notable philosophers of past and present are studied with focus on philosophies relevant to today’s society. Throughout the course,
students are encouraged to share differing perspectives with a goal for expanding one another’s worldviews and developing personal philosophical perspectives.

**PSY 101 General Psychology**  
3 Semester Credits  
This course introduces students to the scientific discipline of psychology. It addresses cross-cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

**SOC 101 Introduction to Sociology**  
3 Semester Credits  
This course focuses on sociology as a way of understanding the world. Sociology is a field of study that considers social, political, and economic phenomena within the context of social structures, social forces, and group relations. Students will be introduced to the field of sociology by way of engaging with several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

**SOC 301 Cultural Diversity**  
3 Semester Credits  
This course centers on the role of culture in the development of attitudes, values, perceptions, behaviors, and interpersonal relations. Theories of cultural identity development and cross-cultural exchange as they pertain to living and working in a multicultural society are explored. Students also examine cultural constructs in relationship to social inequities and practice developing the knowledge, skills and awareness needed to serve as culturally competent professionals.

**REL 302 World Religions**  
3 Semester Credits  
This course introduces students to the world’s major religions. Study focuses on the historical development of the world’s major religions, as well as on the central beliefs, customs and traditions associated with each religion studied. It is anticipated that throughout this course students will come to respect and learn from the diversity of religion that exists in today’s world, whether or not they chose to practice a religion.

**HIS 101 American History I**  
3 Semester Credits  
This course focuses on major events, significant people, and important trends in American history beginning with pre-Columbus period and ending with Reconstruction. Emphasis is placed on analyzing and interpreting both primary and secondary sources, as well as mastering a broad range of factual information.

**HIS 201 American History II**  
3 Semester Credits  
This survey course focuses on major events, significant people, and important trends in American History from 1870 through present day. Course topics will include: Western Settlement, Industrial Growth, the Progressive Era, World Wars I and II, the Roaring Twenties, the Great Depression, the Cold War, the Civil Rights Movement, Vietnam and the War on Terror, among others. Emphasis is placed on analyzing and interpreting both primary and secondary sources, as well as mastering a broad range of factual information. Prerequisite: HIS 101
HIS 302 Global Issues and 20th Century World History 3 Semester Credits
The course centers on the study of United States foreign relations from the end of World War II to the present day. Topics discussed include the rise of the United States as a world power, United States intervention abroad, terrorism, and current events impacting foreign relations today. Connections between past and present and the importance of global awareness are discussed throughout the course. Prerequisite: HIS 201

ART 101 Art Appreciation 3 Semester Credits
This is a course that introduces students to the world of visual arts. It serves to enhance understanding and appreciation for a broad range of imagery, media, artists, movements, and periods in history. It also illustrates the place of art in social and cultural life.

DMS 101 Cross-Sectional Anatomy 3 Semester Credits
This course teaches students how to conceptualize the major organs and vessels in the thoracic and abdominopelvic cavities of the tomographic sections, with exploration of the transverse (axial) sagittal, coronal, and oblique sections. Sections of the neck and brain are also studied. Emphasis is placed on the anatomic relationships between organs commonly scanned by sonography. Prerequisites: BIO 101 and BIO 102

DMS 102 Pathology 3 Semester Credits
This course centers on study of abdominal, breast, genitourinary, and cardiovascular pathologies and sonographic patterns. Discussion of pediatric, obstetrical and gynecological pathologies takes place. Comparisons are made between normal patterns and pathology appearances through the study of pathophysiology, differential diagnoses, correlation of lab tests, and etiology of congenital abnormalities. Prerequisites: BIO 101 and BIO 102

DMS 104 Law and Ethics for Health Care Professionals 2 Semester Credits
The students will examine law and ethics applicable to the healthcare industry. Emphasis will be placed on understanding and properly employing the patient-healthcare provider relationship, maintaining patients’ right to privacy considerations and understand the parameters of liability and malpractice

DMS 105 Physics and Instrumentation I 3 Semester Credits
This course presents the basic concepts and principles of ultrasound physics as a foundation for understanding image interpretation. Students learn by way of lecture, solving sample problems, and scanning in the student lab. Students review material and take practice exams in preparation for the ARDMS registry examination. Prerequisites: MAT 099 Elementary Algebra or passing of placement exam.

DMS 106 Physics and Instrumentation II 3 Semester Credits
This course is a continuation of Physics for Ultrasound I. It reinforces concepts learned and presents more advanced concepts in ultrasound theory and instrumentation, fluid hemodynamics, color-flow Doppler spectral analysis, and 3 and 4 -D ultrasound. Emphasis is placed on preparing students to pass the ARDMS registry examination. Prerequisites: DMS 105

DMS 200 Abdominal Sonography I 3 Semester Credits
This course introduces the student to sonographic imaging of the abdomen, with focus on relational anatomy of the abdominal organs. Emphasis is placed on the normal sonographic
appearance of the abdominal organs and vasculature, along with normal clinical and laboratory findings specific to the system. The course includes examination of the liver, gall bladder and biliary system, pancreas, spleen, aorta, inferior vena cava and kidneys. Lecture time is complemented with hands-on work in the lab. Students actively participate in laboratory scanning, initially observing, then progressively assisting and performing scans under direct supervision of a clinical instructor. Case studies and imaging critique are addressed throughout the semester. Prerequisites: DMS 101 and DMS 102

DMS 201 Abdominal Sonography II 3 Semester Credits
This course is the continuation of Abdominal Sonography I, with emphasis on recognizing pathologic changes on ultrasound scans of organs in the upper abdomen. Also presented is sonographic imaging of small parts, including but not limited to thyroid, breast, scrotum, prostate, musculoskeletal, and pediatric ultrasound. Lecture time is complemented with hands-on work in the lab. Students actively participate in laboratory scanning, initially observing, then progressively assisting and performing under direct supervision of a clinical instructor. Case studies and imaging critique are addressed throughout the semester. Prerequisites: DMS 200

DMS 202 Obstetric and Gynecological Sonography I 3 Semester Credits
This course is designed to familiarize students with the normal physiology of the female reproductive system. Study content includes both normal anatomy and congenital anomalies of the uterus, fallopian tubes, and ovaries. Scanning of first trimester pregnancy is covered using transabdominal (TAS) and transvaginal (TVS) scanning techniques. Evaluation of the viability of the fetus and measuring techniques for gestational dating are emphasized. Students actively practice scanning normal gynecology in the student lab and obstetric scanning in the clinical course. Case studies and imaging critique are addressed throughout the semester. Prerequisites: DMS 101, DMS 102

DMS 203 Obstetric and Gynecological Sonography II 3 Semester Credits
This course is a continuation of OB/GYN Sonography I. It covers more advanced topics, focusing on pathologic conditions as determined by gynecologic/obstetric ultrasound scanning, how to recognize abnormal and pathologic sonographic patterns of the uterus and adnexa and how to correlate these with patient history and lab values, normal and abnormal 2nd and 3rd trimester pregnancy including fetal number, position, grade, and location of the placenta. Students learn the components of a complete anatomy scan, including the ultrasound appearance of the head, neck, spine, heart, abdomen, pelvis, and extremities. Accurate assessment of gestational age through fetal biometry techniques is covered. Complications of pregnancy are also addressed, including IUGR, congenital syndromes, fetal disorders, multiple gestations, and placental abnormalities. Lectures are complemented with scanning normal gynecology anatomy in the student lab. Prerequisites: DMS 202

DMS 204 Vascular Sonography 4 Semester Credits
This course provides students with an understanding of the use of duplex ultrasound to investigate the extra-cranial circulation of the brain and arterial and venous circulation of the upper and lower extremities. Normal and pathological conditions are discussed in correlation with physical and clinical findings. Students actively participate in laboratory scanning in the student lab. Lab sessions include experience and competency testing in vascular sonography. Case studies and
imaging critique are addressed throughout the semester. **Prerequisites:** DMS 101, DMS 102, DMS 105

**DMS 312 Advanced Vascular Sonography**  
2 Semester Credits
Content in this course includes vascular scanning and diseases of the cerebrovascular system, assessment of carotid artery stenosis, vascular steal, and occlusion. Students will learn the role vascular scanning plays in the management of extremity arterial disease, and venous thrombosis and insufficiency. Vascular diseases in the upper abdomen will be studied including assessment for portal hypertension, monitoring of the TIPS procedure, and evaluation of native kidney and renal transplants. Duplex Doppler of male and female genitalia will also be covered. Students actively participate in laboratory scanning under direct supervision of a clinical instructor. Case studies and imaging critique are addressed throughout the semester. **Prerequisite:** DMS 204

**DMS 313 Cardiology**  
3 Semester Credits
This course presents the normal anatomy and physiology of the heart. It describes EKG tracings, echocardiograms and angiograms explaining how these modalities assist in diagnosis. Included in this course are the signs, symptoms, and blood tests of heart disease; pathology of coronary artery disease, heart failure, disorders of rate, rhythm and contraction, myocarditis; pericardial diseases, disorders of the cardiac valves, congenital heart disease, and diseases of the aorta and pulmonary artery. Case studies and imaging critique are addressed throughout the semester. **Prerequisite:** DMS 101, DMS 102

**DMS 314 Adult Echocardiography I**  
3 Semester Credits
This course provides a foundation for clinical echocardiography of the adult heart. A review of normal anatomy and physiology of the heart is presented. Students learn the elements of a normal echocardiogram, including standard echocardiographic views of heart chambers, valves, and muscles and the surrounding great vessels. They will learn adult cardiac scanning protocols. Students become familiar with various modes of cardiac scanning, including M-Mode, 2D, and Color B-mode Scanning, Color flow Doppler Imaging, Doppler Tissue Imaging and Contrast Echocardiography. **Prerequisite:** DMS 204

**DMS 315 Adult Echocardiography II**  
3 Semester Credits
This course focuses on pathologic states of adult cardiac disease. Included is an evaluation of systolic and diastolic left ventricular function, the hemodynamics of blood flow through the heart, and valvular diseases, such as aortic and mitral stenosis. Study of cardiomyopathy includes echo evaluation of coronary artery disease, stress echocardiograms, endocarditis, LV hypertrophy, left and right ventricular outflow tracks and prosthetic valves. Case studies and critique are provided throughout the course. **Prerequisite:** DMS 314

**DMS 316 Neurosonography**  
2 Semester Credits
This course presents students with ultrasound scanning of the brain. Using the sonic windows of the anterior and posterior fontanelles, students learn the normal sonographic appearance of the brain in sagittal, axial, coronal, and oblique planes. Students also learn about various pathologies that can occur, such as congenital anomalies, hemorrhages, hydrocephalus, and the results of viral infections. **Prerequisite:** DMS 106, DMS 203
DMS 317 Advanced Case Study Critique  
3 Semester Credits
This course is a comprehensive critical analysis of anatomical variants and normal and pathological sonographic findings and correlating them with clinical histories. Pathology associated with abdominal organs, gynecologic structures, superficial structures, vascular, and pathology seen in obstetrical and echocardiographic examinations will be discussed. Students will review sonographic images to enhance their recognition of variations in normal human anatomy and of pathologic processes seen within the human body during sonographic examinations. Prerequisite: DMS 201, DMS 203, DMS 204, DMS 312, DMS 313, DMS 314, DMS 315, DMS 316

DMS 318 Advanced Test Registry and Review  
4 Semester Credits
This course provides an intensive and comprehensive review of materials taught throughout the Diagnostic Medical Sonography Program to prepare students to take the American Registry Diagnostic Medical Sonography (ARDMS) examinations. Topics focus on physical principles of sound and sonographic instrumentation, principles of propagation of ultrasound through tissues, transducers, pulse-echo instruments, image storage and display, Doppler ultrasound. Image artifacts and quality management. It also covers a comprehensive review of Diagnostic Medical Sonography applications in the specialties of abdominal/superficial structures and obstetrics/gynecology, and vascular ultrasound and echocardiography in accordance with the published outlines of the ARDMS. Co-requisite: DMS externship

DMS 319 Capstone  
3 Semester Credits
This course provides students the opportunity to demonstrate integrated knowledge and practical competencies through case study research and presentation and demonstration of scanning skills comparable to entry-level sonographers. The course also exposes students to effective job preparation and job searching skills, including effective resume writing and job interviewing skills, formulation of an e-portfolio, certifications, membership in professional organizations, and continuing education after certification. Students in this course are expected to submit a completed research paper on an approved topic following the American Psychological Association (APA) format, an e-portfolio, comprehensive resume, and an oral presentation of the researched topic.

DMS 401 Clinical I  
4 Semester Credits
This course provides the student with exposure to abdominal scanning in a clinical setting. The clinical site may be a laboratory in a hospital and/or private office setting. At the start of the semester, the course will meet for a one day classroom orientation session. During the orientation day, students will be instructed on professional behavior expected in a lab, including attendance, and dress code. They will also receive instruction on how to keep an hours log, a case log, case journals and the necessary evaluation forms.

DMS 402 Clinical II  
4 Semester Credits
This course provides the student with exposure to obstetrics and gynecologic scanning in a clinical setting. The clinical site may be a laboratory in a hospital and/or private office setting. At the start of the semester, the course will meet for a one-day classroom orientation session. During the orientation day, students will be instructed on professional behavior expected in a lab, including attendance, and dress code. They will also receive instruction on how to keep an hours log, a case log, case journals and the necessary evaluation forms.
DMS 403 Clinical III  
This course provides the student with exposure to vascular scanning in a clinical setting. The clinical site may be a laboratory in a hospital and/or private office setting. At the start of the semester, the course will meet for a one day classroom orientation session. During the orientation day, students will be instructed on professional behavior expected in a lab, including attendance, and dress code. They will also receive instruction on how to keep an hours log, a case log, case journals and the necessary evaluation forms.

DMS 404 Clinical IV  
This course provides the student with exposure to Echocardiography scanning in a clinical setting. The clinical site may be a laboratory in a hospital and/or private office setting. At the start of the semester, the course will meet for a one day classroom orientation session. During the orientation day, students will be instructed on professional behavior expected in a lab, including attendance, and dress code. They will also receive instruction on how to keep an hours log, a case log, case journals and the necessary evaluation forms. Clinical Experience IV will prepare the students for a broad scope of situations that they will face in the clinical setting.
Associate of Applied Science in Dental Hygiene (DH-AAS)
Offered in Jersey City campus only

Program Outline:
The dental hygienist is a member of the oral health team who provides treatment to prevent oral health diseases. Clinical skills include performing oral health assessments, examining head, neck and oral regions for disease, exposing and processing dental radiographs, other diagnostic assessments, debridement (removing) of deposits from the tooth structures, applying sealants and fluorides to prevent decay, providing nutritional counseling for maintenance of the oral cavity, fabricate athletic mouth guards, and other patient services allowed by the State Board of Dentistry. Dental hygienists are oral health educators within the community and plan oral health promotion strategies to better inform and serve their patients. The curriculum covers a two year program culminating in an AAS degree. The DH program teaches the student the essential theoretical and hands-on knowledge to compete for entry-level positions in the field.

The Associate Degree in Dental Hygiene in Jersey City, NJ has initial accreditation from the American Dental Association (ADA) and Commission on Dental Accreditation (CODA). In New Jersey, dental hygienists are required to be licensed by the NJ State Board of Registration and Examination in Dentistry (the Board) in order to practice. Graduates are eligible to apply to the Board for licensure to become NJ registered dental hygienists by taking the requisite examinations. However, since State licensure requirements are not controlled by the College and are subject to change without notice, Eastern International College cannot guarantee that graduates will be eligible for licensure in New Jersey, at all or at any specific time, regardless of their eligibility status upon enrollment.

The program has a total of 78 semester credits, with 30 credits in general education and 48 credits in the program’s major courses. Each semester will build on the student’s knowledge of the art and science of dental hygiene, therefore all courses in each semester must be successfully completed before the student can move onto the next semester.

The curriculum outline is below:

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>BIO 102</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 110</td>
<td>Microbiology</td>
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<td>CHE 101</td>
<td>General/Organic/Biochemistry For Allied Health Professionals</td>
<td>3</td>
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<td>ENG 101</td>
<td>English Composition</td>
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<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<td>SPC 101</td>
<td>Interpersonal Communications</td>
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<td>MAT 103</td>
<td>College Algebra</td>
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### Program Major Courses

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<tr>
<td>DH 100</td>
<td>Dental Hygiene Preclinical Sciences</td>
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<tr>
<td>DH 101</td>
<td>Dental Hygiene Clinical Sciences I</td>
<td>4</td>
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<tr>
<td>DH 102</td>
<td>Dental Radiology</td>
<td>3</td>
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<td>DH 103</td>
<td>Dental and Oral Anatomy &amp; Physiology</td>
<td>2</td>
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<tr>
<td>DH 104</td>
<td>General and Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DH 105</td>
<td>Oral Embryology and Histology</td>
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<td>DH 106</td>
<td>Medical Emergencies in the Dental Office, Basic Life Support “C” AHA</td>
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<td>DH 200</td>
<td>Dental Hygiene Clinical Sciences II</td>
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<tr>
<td>DH 201</td>
<td>Dental Hygiene Clinical Sciences III</td>
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<td>DH 202</td>
<td>Pharmacology</td>
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<tr>
<td>DH 203</td>
<td>Periodontics I</td>
<td>2</td>
</tr>
<tr>
<td>DH 204</td>
<td>Periodontics II</td>
<td>2</td>
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<tr>
<td>DH 205</td>
<td>Law and Ethics for the Dental Hygienists: Ethics, Jurisprudence and Practice Management</td>
<td>2</td>
</tr>
<tr>
<td>DH 206</td>
<td>Foundations of Nutritional Science</td>
<td>3</td>
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<td>DH 207</td>
<td>National Board and Case Review</td>
<td>2</td>
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<td>DH 208</td>
<td>Community Dentistry &amp; Health Study</td>
<td>3</td>
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<tr>
<td>DH 209</td>
<td>Dental Material &amp; Lab</td>
<td>2</td>
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<tr>
<td>DH 210</td>
<td>Prevention and Control or Oral Disease</td>
<td>2</td>
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<tr>
<td>DH 211</td>
<td>Local Anesthesia &amp; Pain Control</td>
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</table>

**Total Program Credits: 78**

**Length of Program: 2 Years**

### Abbreviations:

- BIO – Biological Science
- CHE – Chemistry
- ENG – English
- PSY – Psychology
- SPC – Speech
- DH – Dental Hygiene
- SOC – Sociology
- MAT – Math

### Course Descriptions

**ENG 101 English Composition**

3 Semester Credits

This course further introduces students to college-level writing and reading skills through critical reading, group analysis, formal essays, and research projects. Proper paragraph and essay structure is emphasized throughout the course. Prerequisites: ENG 098 and ENG 099 or passing of placement exams.
SPC 101 Interpersonal Communications 3 Semester Credits
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I 4 Semester Credits
This course explores the structure and function of the human body. It includes the study of cells and tissue, with focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II 4 Semester Credits
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. Prerequisite: BIO 101

MAT 103 College Algebra 3 Semester Credits
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. Prerequisite: MAT 099 or Placement Exam

PSY 101 General Psychology 3 Semester Credits
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

SOC 101 Introduction to Sociology 3 Semester Credits
This course focuses on sociology as a way of understanding the world. Sociology is a field of study that considers social, political, and economic phenomena within the context of social structures, social forces, and group relations. Students will be introduced to the field of sociology by way of engaging with several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

BIO 110 Microbiology 4 Semester Credits
This course focuses on the study of microbiological concepts and techniques central to the health professions. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity and virulence in relation to microbes. Laboratory skills, such as isolating, culturing, evaluation, and identification of microorganisms, are learned.
CHE 101 Chemistry for Allied Health Professionals  3 Semester Credits
This course introduces students to basic concepts in general, organic, and biological chemistry. Topics include atomic structure, chemical quantities and reactions, acids and bases, solutions, organic compounds, nucleic acids, and protein synthesis among others.

DH 100 Dental Hygiene Preclinical Sciences  3 Semester Credits
This course shall serve as the foundation for dental hygiene practice. Clinical dental hygiene protocols and techniques will be the primary focus. These protocols will include but not be limited to: infection control, patient management, medical emergency management, data assessment, medical and dental histories, intraoral and extra oral exams, dental charting, data interpretation and treatment planning, instrumentation and homecare therapies. This course will prepare students to provide therapeutic, educational, and preventive services for patients in the Clinical Experience for the following semesters. The importance of professional development including legal, ethical, and personal responsibilities will be discussed. Corequisites: DH 103, DH 105, and DH 106

DH 101 Dental Hygiene Clinical Sciences I  4 Semester Credits
This course shall serve as a continuation of the foundation necessary for dental hygiene practice. The focus will be on preventive therapies and patient management techniques as well as providing the student with an increased knowledge of clinical dental hygiene protocols. Students will provide dental hygiene care including medical history, vital signs, intraoral and extraoral examinations, dental charting data interpretation, treatment planning, instrumentation, homecare therapies, and polishing for a variety of patients. Soft tissue management and periodontal maintenance will also be introduced. Prerequisites: DH 100, DH 103, DH 105, and DH 106. Corequisites: DH 102, DH 104, DH 110

DH 102 Dental Radiology  3 Semester Credits
This course provides a basic theoretical foundation leading to implementation and application of dental radiographic techniques with special emphasis on radiation safety, exposure techniques, processing, and the interpretation of landmarks and individualizing patient assessment needs. The laboratory component will provide experience in exposing, patient management, and critiquing of quality and interpretation of radiographs. Prerequisites: DH 100, DH 103, DH 105, DH 106. Corequisites: DH 101 and DH 104

DH 103 Dental and Oral Anatomy & Physiology  2 Semester Credits
This course is designed to study the anatomy and physiology of the teeth and oral structures. Topics will include identification of primary, mixed and permanent dentition, eruption patterns, classification of occlusion, and the detailed anatomy of the head and neck. Osteology, muscles, nerve innervation, and blood supply are studied. Cases are correlate to the clinical experience. Corequisites: DH 100, DH 105, and DH 106

DH 104 General and Oral Pathology  3 Semester Credits
This course will help the dental hygiene student facilitate the identification and treatment of oral diseases. The study will focus on understanding the disease process, recognizing deviations from normal, and identifying oral manifestations of local and systemic slide presentations. Presented in the course are current theories on etiology and pathogenesis, significance of genetics,
environment, immune responses, and new therapeutic approaches in the treatment of disease. Case studies are presented on CD-ROM to help students distinguish between scientific discovery and its technological application. Prerequisites: DH 100, DH 103, DH 105, and DH 106. Corequisites: DH 101 and DH 102

**DH 105 Oral Embryology and Histology** 2 Semester Credits
This course will serve as an introductory study of the developing features of the head and face. Specific emphasis will be placed on those structures relating to the oral cavity. In addition, detailed attention will focus on the histologic aspects of the dental tissues in regard to their location, composition, development, structure, function, and clinical importance. This will provided essential fundamental knowledge for the clinical practice of dental hygiene. Corequisites: DH 100, DH 103, and DH 106

**DH 106 Medical Emergencies in the Dental Office,** 1 Semester Credit
**Basic Life Support “C” AHA**
This course will serve as to instruct students in the management of medical emergencies that may occur in the dental office. It will explain how to anticipate potential emergencies and what resources must be on hand to deal effectively with these situations. Emergency situations, such as syncope, respiratory distress, seizure, cardiac arrest, stroke, are addressed. The course also will have a segment of training for a basic life support CPR certification. Corequisites: DH 100, DH 103, and DH 105

**DH 200 Dental Hygiene Clinical Sciences II** 4 Semester Credits
This course of study continues to expand the student’s clinical development and knowledge of current theories. CLII is designed to integrate cognitive knowledge with practical applications of dental hygiene therapies. The primary focus of this course is to prepare the dental hygiene student for the appropriate protocols and techniques for successful periodontal therapies including advanced instrumentation, anxiety/pain control, periodontal and implant maintenance. The development of dental hygiene care plans for the medically, physically, and sensory challenged patient is discussed. Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 202, DH 209, DH 210, and DH 211. Corequisites: DH 203, DH 206

**DH 201 Dental Hygiene Clinical Sciences III** 4 Semester Credits
The primary focus of this course is to prepare the student to make the transition from school to clinical setting in dental office. Through lecture, class participation, and hands-on experiences, the student will be exposed to a variety of career opportunities. Ethics, jurisprudence, State Practice Acts/Licensure will be integrated throughout the course and will be a co-content approach for the Ethics and Law 2-credit course given this semester. Emphasis will be also be placed on health care delivery systems, dental hygiene practice management, job search, resume writing, and interview process as well as professional networking.

The clinical component of the course will focus on building speed with efficiency at the dental hygiene chair, incorporating advanced clinical therapies, alternative therapies/medicines - all in preparation for the move from ‘student-hood’ to professional colleague. Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 204, DH 205, DH 207, and DH 208
**DH 202 Pharmacology**  
2 Semester Credits  
This course presents pharmacology as the study of drugs and how they affect biological systems. Throughout the course of their everyday practice, dental hygienists must frequently draw upon their knowledge of Pharmacology for tasks ranging from the routine, such as obtaining a complete patient medical history and appointment planning, to the extreme, such as handling a medical emergency in the office. In addition to a base of knowledge of pharmacology and the drugs used in the current therapy of disease states, the dental hygienist must also have a solid foundation in the terminology and vocabulary that is associated with pharmacology. This course examines medications routinely prescribed for medical and dental conditions and the role of the dental hygienist in patient assessment and treatment planning. Systemic medications, complementary medicine, anesthesia, and oral pharmacotherapy will be included. Local anesthetic agents will be emphasized. **Prerequisites:** DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, and DH 106. **Corequisites:** DH 209, DH 210 and DH 211.

**DH 203 Periodontics I**  
2 Semester Credits  
This course of study focuses on the basic concepts of the etiology, disease development and current theories of cure and/or control. Anatomy with emphasis on the gingival and periodontal structure is stressed. Disease pathogens causing the compromise of health in the periodontium and oral environment, epidemiology, biological factors, assessment protocols and evaluation of current philosophies in periodontal disease are reviewed. **Prerequisites:** DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 202, DH 203, DH 209, DH 210, and DH 211. **Corequisites:** DH 200 and DH 206.

**DH 204 Periodontics II**  
2 Semester Credits  
This course is a continuation of Periodontology I. The student will apply the foundation knowledge gained in the semester five’s Periodontology I. Dental and dental hygiene treatments for the periodontally involved patient are reviewed with a formal presentation of a case developed by each student. Assessment, dental hygiene diagnosis, treatment plan, implementation evaluation of the periodontally challenged patient will be the concentration of this course. The philosophy of co-therapy between the professional and the patient is assessed and evaluated. Current home therapies are considered and reviewed. Dental hygiene therapy and its role with the periodontist specialist are evaluated. Surgical intervention, surgical reconstruction of the periodontium, implant insertion and maintenance with emphasis on the hygienist’s role are explained. Alternative and holistic therapy, such as stress reduction, and behavioral habits, such as smoking cessation, for the patient are considered. **Prerequisites:** DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. **Corequisites:** DH 201, DH 205, DH 207 and DH 208.
DH 205 Law and Ethics for the Dental Hygienists: 2 Semester Credits
Ethics, Jurisprudence and Practice Management
This course introduces students to the legal and ethical implications of working in medical facilities and the obligations of practitioners and office personnel to follow ethical standards and codes of conduct. Topics include: professionalism, the relationship between physicians/dentists/allied health providers and patients, professional liability, medical ethics, legality of health record as a legal document, and the Health Insurance Portability & Accountability Act (HIPAA). Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH209, DH 210, DH 211 Corequisites: DH 201, DH 204, DH 207, DH 208

DH 206 Foundations of Nutritional Science 3 Semester Credits
This course is an introduction to general nutrition with an emphasis on the principles relating to human health. The course provides students with an understanding of the basics of the science of nutrition at various stages of the life cycle. Food sources of energy, nutrients and their consequences to health will be explored. Terminology and scientific resources pertinent to the Nutrition field will be introduced. Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 206, DH 209, DH210, and DH 211. Corequisites: DH 200 and DH 203

DH 207 National Boards and Case Review 2 Semester Credits
This course will assist the graduating dental hygiene student in preparing for the National Written Board and State Licensing Boards. Study preparation and test construction are considered. Practiced stress control and test anxiety skills are addressed. Simulated MOCK written boards are given with review and comments. Case studies of patients are reviewed with emphasis on simulated Board cases. The cases will include all assessments, radiographs, patient records and other digitized reproductions for analysis. Short subject review, such as Pathology, Instrumentation, General Sciences, Pharmacology, among others will be presented by individual student groups. Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106,DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 201, DH 204, DH 205, and DH 208

DH 208 Community Dentistry & Health Study 3 Semester Credits
Dental health education and public health are introduced and evaluate in this 3-credit course. Emphasis is placed on the role of the hygienist in promoting dental health in the private office and community, educational methods, biostatistics, and epidemiology. The course is intended to provide the student with information necessary to enable her/him to understand the foundations upon which community dentistry and dental health education are built. Questions such as what is health, can it be measured, and if so, how what are the variables influencing health, can these be manipulated, are addressed. Who pays for health and what are the different avenues for delivering this healthcare will be evaluated. Community dental hygiene and oral health is every hygienist’s concern. Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 201, DH 204, DH 205, and DH 207
DH 209 Dental Material & Lab 2 Semester Credits
Dental Materials is a comprehensive study of the science, technology, and application of dental materials. Various dental materials and their specific uses, along with related fundamental and specialty clinical dental hygiene skills, are presented through didactic laboratory and clinical components. Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, and DH 106. Corequisites: DH 202, DH 210, and DH 211

DH 210 Prevention and Control or Oral Disease 2 Semester Credits
Dental hygiene philosophy of care is based on the concept of prevention in all aspects of oral care. Behavioral habits such as smoking, bruxism, infantile swallowing, high sugar intake and dietary concerns, are discussed with emphasis on their cure and/or control. Consumer fluoride produces are evaluated along with a myriad of home care items. Patient assessments for childhood dental trauma including abuse are reviewed. Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, and DH 106. Corequisites: DH 202, DH 209, and DH 211

DH 211 Local Anesthesia & Pain Control 2 Semester Credits
This course is designed to introduce the student to the principles of local anesthesia and pain control in dentistry and dental hygiene. It will introduce both the didactic and clinical aspects of one of the most important areas of dentistry at the time in which the students are preparing to enter their clinical training. Prerequisites: DH 100, DH101, DH 102, DH 103, DH 104, DH 105, and DH 106 Corequisites: DH 202, DH 209, and DH 210
**Associate of Applied Science in Cardiovascular Technology (CVT-AAS)**

**Program Outline:**
The Cardiovascular Technology Program (CVT) at Eastern International College prepares the student to perform non-invasive diagnostic examinations of the heart and/or blood vessels at the request or direction of a physician in Adult Echocardiography. The CVT program teaches the student the essential theoretical and hands-on knowledge to compete for entry-level positions in the field.

The Associate Degree in Cardiovascular Technology programs at Eastern International College in Belleville and Jersey City are programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Programmatic accreditation is not required for employment in many cases, but its existence is a further indication that the program meets the standards of the profession, so it could enhance employment opportunities for graduates. The programmatic accreditation can allow graduates to sit for some credentialing exams immediately upon graduation.

The program has a total of 73 semester credits, with 20 credits in general education and 53 credits in major course work. The curriculum outline is below:

**General Education Courses**

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<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>BIO 101</td>
<td>Anatomy &amp; Physiology I</td>
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</tr>
<tr>
<td>BIO 102</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>ENG 101</td>
<td>English Composition</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SPC 101</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAT 204</td>
<td>Fundamentals of Statistics</td>
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<td><strong>TOTAL</strong></td>
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**Program Major Courses**

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<td>CVT 101</td>
<td>Introduction to Cardiovascular Technology</td>
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<tr>
<td>CVT 102</td>
<td>Cardiopulmonary Anatomy &amp; Physiology</td>
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<td>CVT 103</td>
<td>Cardiopulmonary Resuscitation</td>
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<td>CVT 104</td>
<td>Patient Assessment and Basic Patient Care</td>
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<td>CVT 105</td>
<td>Pharmacology</td>
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<td>CVT 106</td>
<td>Physics and Instrumentation I</td>
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<td>CVT 108</td>
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<td>CVT 200</td>
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<td>CVT 201</td>
<td>Cardiac Dysrhythmias</td>
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Total Program Credits: 73 Credits
Length of Program: 2 Years

Course Descriptions

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<tr>
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<td>CVT 203</td>
<td>Vascular</td>
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<td>CVT 204</td>
<td>Echocardiography I</td>
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<td>CVT 205</td>
<td>Echocardiography II</td>
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<td>CVT 210</td>
<td>Cardiovascular Technology Externship</td>
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Total Program Credits: 73 Credits
Length of Program: 2 Years

ENG 101 English Composition 3 Semester Credits
This course further introduces students to college-level writing and reading skills through critical reading, group analysis, formal essays, and research projects. Proper paragraph and essay structure is emphasized throughout the course. Prerequisites: ENG 098 and ENG 099 or passing of placement exams

SPC 101 Interpersonal Communications 3 Semester Credits
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I 4 Semester Credits
This course explores the structure and function of the human body. It includes the study of cells and tissue, with focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II 4 Semester Credits
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. Prerequisite: BIO 101

MAT 204 Fundamentals of Statistics 3 Semester Credits
This course introduces students to basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation. Prerequisite: MAT 099 or Placement exam
PSY 101 General Psychology  3 Semester Credits
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

CVT 101 Introduction to Cardiovascular Technology  2 Semester Credits
This course provides students an understanding of the basic concepts of the Cardiovascular Technology profession. Topics include discussions on invasive and non-invasive cardiology, basic cardiovascular terminology, cardiovascular patient assessment and diagnostic tools, and non-invasive cardiovascular procedures. The course also includes discussions on medical law and ethics with focus on cardiovascular and other related professions.
Prerequisite: None

CVT 102 Cardiopulmonary Anatomy & Physiology  2 Semester Credits
This course provides the student with the understanding of cardiopulmonary anatomy and physiology. Topics include normal cardiopulmonary anatomy and physiology, embryology, ventilation, oxygen and carbon dioxide transport, fetal development and the cardiopulmonary system, blood composition, pulmonary and systemic vascular systems, the effects of aging on the respiratory and cardiovascular system, and other topics required in cardiopulmonary physiology.
Prerequisite: BIO 102

CVT 103 Cardiopulmonary Resuscitation  1 Semester Credit
This course presents the techniques of cardiopulmonary resuscitation (CPR) and foreign body airway obstruction (FBAO) management. It presents information about the American Heart Association Adult Chain of Survival and signs of heart attack, cardiac arrest, stroke and choking in adults. It also includes infant and child Chain of Survival, signs of choking in infants and children, how to reduce risk of sudden infant death syndrome (SIDS), and prevention of the most common fatal injuries in infants and children. Upon successful completion of written and skills evaluations, the student is issued an American Heart Association Healthcare Provider card.
Prerequisite: None

CVT 104 Patient Assessments and Basic Patient Care  2 Semester Credits
This course introduces the concepts and techniques of patient assessment and patient care. The student will demonstrate proficiency in proper body mechanics, transfer techniques, medical asepsis, measuring vital signs, medical emergencies, and taking a complete patient medical history. Principle of barrier protection for blood and body fluid exposures, isolation precautions, and discussions on OSHA and HIPAA are also included. Prerequisite: None

CVT 105 Pharmacology  2 Semester Credits
This course is an introduction to the principles of pharmacology. Topics include general classification of drugs, types of administration of drugs, adverse effects and drug interactions, and dos-age computation. Emphasis is given on cardiovascular pharmacology.
Prerequisites: BIO 102
CVT 106 Physics and Instrumentation I 3 Semester Credits
This course presents the basic concepts and principles of ultrasound physics as a foundation for understanding image interpretation. Students learn by way of lecture, solving sample problems, and scanning in the student lab. Students review material and take practice exams in preparation for the ARDMS registry examination. Prerequisite: MAT 099 or pass the placement exam

CVT 107 Physics and Instrumentation II 3 Semester Credits
This course is a continuation of Physics for Ultrasound I. It reinforces concepts learned and presents more advanced concepts in ultrasound theory and instrumentation, fluid hemodynamics, color-flow Doppler spectral analysis, and 3 and 4-D ultrasound, and safety and bioeffects. Emphasis is placed on preparing students to pass the ARDMS registry examination. Prerequisite: CVT 106

CVT 108 Medical Instrumentation 3 Semester Credits
This course is designed to give entry-level cardiovascular students an overview of electronic circuits, their components and the manner in which they function and operate medical equipment. Students will have a working knowledge of physiologic recording systems and the various functions they provide, with emphasis placed on electrical safety in the healthcare setting. Prerequisite: BIO 102 and CVT 101

CVT 200 EKG and Interpretation 4 Semester Credits
This course covers twelve-lead EKG analysis including bundle branch blocks, hypertrophic, infarction patterns, and pediatric EKG interpretation and stress test procedures. The laboratory component of this course focuses on equipment set-up, patient preparation, performance of 12-lead EKGs, preparation and performance of stress testing, and analysis of both normal and abnormal twelve-lead EKG recordings. Prerequisites: BIO 102, CVT 101, CVT 102

CVT 201 Cardiac Dysrhythmias 2 Semester Credits
This course in non-invasive cardiology addresses cardiac electrophysiology, the process of rhythm analysis, heart sounds and ambulatory monitoring techniques. It highlights the theory, rationale, application, performance and interpretation of non-invasive modalities, which include auscultation, normal and abnormal heart sounds, and phonocardiography. The laboratory component of this course will examine the twelve-lead EKG analysis and troubleshooting, patient preparation and instruction and ambulatory monitoring. Prerequisite: CVT 102; Co-requisite CVT 200

CVT 202 Pathophysiology 3 Semester Credits
This course discusses the aspects of cardiovascular pathophysiology. It includes an in-depth discussion of various cardiac diseases and treatment options. Precedence will be on understanding the etiology and pathogenesis of a given disorder. The function and regulation of the heart and blood vessels, cellular structure and function, electrical activity and cardiovascular integration and adaptation are also discussed. Prerequisite: CVT 102

CVT 203 Vascular 4 Semester Credits
This course provides an understanding of the use of duplex ultrasound to investigate the extracranial circulation of the brain, and arterial and venous circulation of the upper and lower extremities. Normal and pathological conditions are discussed in correlation with physical and
clinical findings. Student actively participates in laboratory scanning in the student lab. Lab sessions include experience and competency testing in vascular sonography. Case studies and imaging critique are addressed throughout the class.

Prerequisites: CVT 102 and CVT 107

**CVT 204 Echocardiography I**  
4 Semester Credits

This course is designed to introduce Cardiovascular Technology students to the foundations of Echocardiography, and provides discussions on cardiac ultrasound and its use in the evaluation of normal cardiac anatomy and physiology. Students learn and practice echocardiographic scanning protocols. Basic machine mechanics, basic physics as related to ultrasound, two dimensional, M-mode, Doppler, and Color Doppler techniques are covered.

Prerequisites: CVT 102 and CVT 107

**CVT 205 Echocardiography II**  
4 Semester Credits

This course focuses on advanced pathophysiology, including stress echo, trans-esophageal, ischemic and congenital heart diseases. The student learns to determine the presence of cardiac diseases and pathology as seen during an echocardiographic exam. A review of various medical and surgical treatments used in the care of patients with cardiac disease is included. Basic machine mechanics and physics as related to each Echo examination are also covered. The laboratory component of this course focuses on laboratory experiences covering advanced echocardiography studies with Doppler interpretation.

Prerequisite: CVT 204

**CVT 210 Cardiovascular Technology Externship**  
14 Semester Credits

This course provides clinical experiences which allow the student to perform a noninvasive adult echocardiography exam under the direct supervision of a qualified technologist and/or physician. The clinical site may be a laboratory in a hospital, imaging facility, and/or private office setting. At the start of the semester, the course will meet for a one day classroom orientation session. During the orientation day, students will be instructed on professional behavior expected in a lab, including attendance, and dress code. At the end of the clinical rotation, student prepares and present a case encountered during clinical rotation to current CVT students and/or CVT faculty. *Prerequisite: All CVT courses*
**Associate of Applied Science in Diagnostic Medical Sonography (DMS-AAS)**

**Program Outline:**

The Diagnostic Medical Sonography Associate Degree program prepares students to work as entry-level sonographers in doctors’ offices, medical imaging laboratories and hospitals. The applied science portion of the program has two major components: the theory/didactic/lab component and the clinical externship component. The general education portion of the program includes coursework in reading, writing, basic math, basic science, psychology, and speech. Emphasis in this portion of the program is placed on enhancing students’ academic and interpersonal skills.

The Associate Degree in Diagnostic Medical Sonography in both Jersey City and Belleville, NJ are not programmatically accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP). Therefore, students are eligible to take part one of the Registered Diagnostic Medical Sonographer (ARDMS) exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) after passing their physics courses, but graduates are not eligible to take the second part of the RDMS exam or earn the RDMS credential until after they have obtained the required additional one year of work experience after graduation as defined by ARDMS. The RDMS exam is voluntary but obtaining it can enhance employment opportunities. However, since the requirements for taking and passing the RDMS examination are not controlled by the College and are subject to change without notice, Eastern International College cannot guarantee that graduates will be eligible to take the RDMS certification exam, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

The program has a total of 65 semester credits, with 20 credits in general education and 45 credits in vocational education/program major course work. The curriculum outline is below:

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BIO 102</td>
<td>Anatomy &amp; Physiology II</td>
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<td>MAT 103</td>
<td>College Algebra</td>
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<td>ENG 101</td>
<td>English Composition</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology</td>
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<td>SPC 101</td>
<td>Interpersonal Communications</td>
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Program Major Courses

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<tr>
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<th>Course Title</th>
<th>Semester Credits</th>
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<tr>
<td>DMS 101</td>
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<td>DMS 102</td>
<td>Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DMS 103</td>
<td>Clinical Medicine/Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>DMS 104</td>
<td>Medical Law and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>DMS 105</td>
<td>Physics and Instrumentation I</td>
<td>3</td>
</tr>
<tr>
<td>DMS 106</td>
<td>Physics and Instrumentation II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 200</td>
<td>Abdominal Sonography I</td>
<td>3</td>
</tr>
<tr>
<td>DMS 201</td>
<td>Abdominal Sonography II</td>
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</tr>
<tr>
<td>DMS 202</td>
<td>Obstetric and Gynecological Sonography I</td>
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<td>DMS 203</td>
<td>Obstetric and Gynecological Sonography II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 204</td>
<td>Vascular Sonography</td>
<td>4</td>
</tr>
<tr>
<td>DMS 205</td>
<td>Case Study Critique</td>
<td>2</td>
</tr>
<tr>
<td>DMS 206</td>
<td>Sonographic Registry and Review</td>
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</tr>
<tr>
<td>DMS 210</td>
<td>DMS Clinical</td>
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</tbody>
</table>

Total Credits: 65
Length of Program: 2 years

Abbreviations:

BIO – Biological Science  MAT – Mathematics
ENG – English            PSY – Psychology
SPC – Speech             DMS – Diagnostic Medical Sonography

Length of Program: 2 years Course Descriptions

**ENG 101 English Composition** 3 Semester Credits
This course further introduces students to college-level writing and reading skills through critical reading, group analysis, formal essays, and research projects. Proper paragraph and essay structure is emphasized throughout the course. Prerequisites: ENG 098 and ENG 099 or passing of placement exams

**SPC 101 Interpersonal Communication** 3 Semester Credits
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

**BIO 101 Anatomy and Physiology I** 4 Semester Credits
This course explores the structure and function of the human body. It includes the study of cells and tissue, with focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.
BIO 102 Anatomy and Physiology II  
4 Semester Credits
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. Prerequisite: BIO 101

MAT 103 College Algebra  
3 Semester Credits
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. Prerequisite: MAT 099 or Placement Exam

PSY 101 General Psychology  
3 Semester Credits
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

DMS 101 Cross-sectional Anatomy  
3 Semester Credits
This course teaches students how to conceptualize the major organs and vessels in the thoracic and abdominopelvic cavities of the tomographic sections, with exploration of the transverse (axial) sagittal, coronal, and oblique sections. Sections of the neck and brain are also studied. Emphasis is placed on the anatomic relationships between organs commonly scanned by sonography. Prerequisites: BIO 101 and BIO 102

DMS 102 Pathology  
3 Semester Credits
This course centers on study of abdominal, breast, genitourinary, and cardiovascular pathologies and sonographic patterns. Discussion of pediatric, obstetrical and gynecological pathologies takes place. Comparisons are made between normal patterns and pathology appearances through the study of pathophysiology, differential diagnoses, correlation of lab tests, and etiology of congenital abnormalities. Prerequisites: BIO 101 and BIO 102

DMS 103 Clinical Medicine/Patient Care  
2 Semester Credits
This course introduces the concepts and techniques of patient assessment and patient care. The student will demonstrate proficiency in proper body mechanics, transfer techniques, medical asepsis, measuring vital signs, medical emergencies, and taking a complete patient medical history. Principle of barrier protection for blood and body fluid exposures, isolation precautions, and discussions on OSHA and HIPAA are also included.

DMS 104 Medical Law and Ethics  
2 Semester Credits
This course introduces students to the legal and ethical implications of working in medical facilities and the obligations of practitioners and office personnel to follow ethical standards and codes of conduct.

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DMS 105 Physics and Instrumentation I 3 Semester Credits
This course presents the basic concepts and principles of ultrasound physics as a foundation for understanding image interpretation. Students learn by way of lecture, solving sample problems, and scanning in the student lab. Prerequisites: MAT 099 Elementary Algebra

DMS 106 Physics and Instrumentation II 3 Semester Credits
This course is a continuation of Physics for Ultrasound I. It reinforces concepts learned and presents more advanced concepts in ultrasound theory and instrumentation, fluid hemodynamics, color-flow Doppler spectral analysis, and 3 and 4-D ultrasound. Prerequisites: DMS 105

DMS 200 Abdominal Sonography I 3 Semester Credits
This course introduces the student to sonographic imaging of the abdomen, with focus on relational anatomy of the abdominal organs. Emphasis is placed on the normal sonographic appearance of the abdominal organs and vasculature, along with normal clinical and laboratory findings specific to the system. The course includes examination of the liver, gall bladder and biliary system, pancreas, spleen, aorta, inferior vena cava and kidneys. Lecture time is complemented with hands-on work in the lab. Students actively participate in laboratory scanning, initially observing, then progressively assisting and performing scans under direct supervision of a clinical instructor. Case studies and imaging critique are addressed throughout the semester. Prerequisites: BIO 101, BIO 102, DMS 101 and DMS 102

DMS 201 Abdominal Sonography II 3 Semester Credits
This course is the continuation of Abdominal Sonography I, with emphasis on recognizing pathologic changes on ultrasound scans of organs in the upper abdomen. Also presented is sonographic imaging of small parts, including but not limited to thyroid, breast, scrotum, prostate, musculoskeletal, and pediatric ultrasound. Lecture time is complemented with hands-on work in the lab. Students actively participate in laboratory scanning, initially observing, then progressively assisting and performing under direct supervision of a clinical instructor. Case studies and imaging critique are addressed throughout the semester. Prerequisites: BIO 101, BIO 102, DMS 101, DMS 102 and DMS 200

DMS 202 Obstetric and Gynecological Sonography I 3 Semester Credits
This course is designed to familiarize students with the normal physiology of the female reproductive system. Study content includes both normal anatomy and congenital anomalies of the uterus, fallopian tubes, and ovaries. Scanning of first trimester pregnancy is covered using transabdominal (TAS) and transvaginal (TVS) scanning techniques. Evaluation of the viability of the fetus and measuring techniques for gestational dating are emphasized. Students actively practice scanning normal gynecology in the student lab and obstetric scanning in the clinical course. Case studies and imaging critique are addressed throughout the semester. Prerequisites: BIO 101, BIO 102, DMS 101, DMS 102

DMS 203 Obstetric and Gynecological Sonography II 3 Semester Credits
This course is a continuation of OB/GYN Sonography I. It covers more advanced topics, focusing on pathologic conditions as determined by gynecologic/obstetric ultrasound scanning, how to recognize abnormal and pathologic sonographic patterns of the uterus and adnexa and how to correlate these with patient history and lab values, normal and abnormal 2nd and 3rd trimester pregnancy including fetal number, position, grade, and location of the
placenta. Students learn the components of a complete anatomy scan, including the ultrasound appearance of the head, neck, spine, heart, abdomen, pelvis, and extremities. Accurate assessment of gestational age through fetal biometry techniques is covered. Complications of pregnancy are also addressed, including IUGR, congenital syndromes, fetal disorders, multiple gestations, and placental abnormalities. Lectures are complemented with scanning normal gynecology anatomy in the student lab.  

Prerequisites: BIO 101, BIO 102, DMS 101, DMS 102, DMS 202

DMS 204 Vascular Sonography  4 Semester Credits
This course provides students with an understanding of the use of duplex ultrasound to investigate the extra-cranial circulation of the brain and arterial and venous circulation of the upper and lower extremities. Normal and pathological conditions are discussed in correlation with physical and clinical findings. Students actively participate in laboratory scanning in the student lab. Lab sessions include experience and competency testing in vascular sonography. Case studies and imaging critique are addressed throughout the semester.  

Pre-Requisites:  BIO 101, BIO 102, DMS 101, DMS 102, DMS 105

DMS 205 Case Study Critique  2 Semester Credits
This course centers on critical analysis of anatomical variants and normal and pathological sonographic findings in diagnostic sonography case presentations. Attention is paid to imaging technique, positioning, and patient care. Sonographic case studies are presented with procedures discussed in depth. The goal of the case study method is to describe as accurately as possible the fullest, most complete description of the case. Emphasis is placed on effective approaches to generating meaning from qualitative data.

DMS 206 Sonographic Registry and Review  2 Semester Credits
This course provides a comprehensive review of materials taught throughout the Diagnostic Medical Sonography Program. Course content covers sonographic physics and instrumentation, and in the specialties of abdominal/superficial structures, obstetrics/gynecology, and vascular ultrasound Sonography. Students take practice exams and receive detailed feedback on their work.  

Prerequisites: All DMS courses excluding DMS 205 and DMS 210

DMS 210 DMS Clinical  9 Semester Credits
This lab course provides the student with exposure to abdominal, obstetrics-gynecology, and vascular scanning in the clinical setting(s). The clinical setting may be a laboratory in a hospital and/or private office setting. At the start of the semester, students meet for a one-day classroom orientation. During the orientation, students are instructed on professional behavior expected in a lab, including attendance and dress code. Students also receive instruction on how to keep a time log, a case log, case journals, and necessary evaluation forms. At the clinical site(s), students learn to operate ultrasound equipment, perform basic exams under supervision, and interact appropriately as a member of the ultrasound lab. When the student achieves proficiency in obtaining basic images in abdominal, obstetrics-gynecology, and vascular scanning, additional emphasis is placed on integrating patient history into exam objectives, learning how pathologic states manifest themselves, and reporting on findings using differential diagnosis criteria.
Program Outline:
The Nursing Associate Degree program prepares students to work as entry-level nurses in doctors’ offices, acute care and rehabilitation settings, long term care facilities, ambulatory and community centers, medical centers and hospitals, among others. The applied science portion of the program has two major components: the theory/didactic/lab component and the clinical externship component. The general education portion of the program includes coursework in Anatomy and Physiology, English, math, developmental psychology, microbiology, and nutrition. Emphasis in this portion of the program is placed on enhancing students’ academic and interpersonal skills.

The Associate Degree in Nursing (ADN) program in Belleville, NJ is approved by the New Jersey Board of Nursing. The ADN program at Eastern International College is not programmatically accredited by the National League for Nursing Accrediting Commission. Since the ADN program is approved by the New Jersey Board of Nursing, graduates are eligible to apply for state licensure and sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). However, since state licensure requirements are not controlled by the College and are subject to change without notice, Eastern International College cannot guarantee that graduates will be eligible for licensure in New Jersey, at all or at any specific time, regardless of their eligibility status upon enrollment.

The program has a total of 78 semester credits, with 27 credits in general education and 51 credits in vocational/program major course work. The curriculum outline is below:

General Education Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>MAT 103</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>PSY 102</td>
<td>Developmental Psychology</td>
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<tr>
<td>MIC 101</td>
<td>Microbiology</td>
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<tr>
<td>NUT 101</td>
<td>Nutrition</td>
<td>3</td>
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Program Major Courses

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<tbody>
<tr>
<td>NUR 101</td>
<td>Introduction to Nursing</td>
<td>3</td>
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<tr>
<td>NUR 102</td>
<td>Fundamentals of Nursing</td>
<td>6</td>
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<td>NUR 103</td>
<td>Health Assessment</td>
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<tr>
<td>NUR 104</td>
<td>Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 105</td>
<td>Pharmacology II</td>
<td>2</td>
</tr>
<tr>
<td>NUR 106</td>
<td>Concepts in Gerontology</td>
<td>2</td>
</tr>
<tr>
<td>NUR 107</td>
<td>Nursing Theory and Evidence-Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>NUR 201</td>
<td>Adult Health I</td>
<td>6</td>
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<tr>
<td>NUR 202</td>
<td>Adult Health II</td>
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<td>NUR 203</td>
<td>Psychiatric-Mental Health Nursing</td>
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<tr>
<td>NUR 204</td>
<td>Obstetrical Nursing</td>
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<td>NUR 205</td>
<td>Pediatric Nursing</td>
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<td>NUR 206</td>
<td>Concept Synthesis Capstone</td>
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<tr>
<td>NUR 207</td>
<td>Senior Clinical Practicum</td>
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Total Credits: 78
Length of Program: 2 Years

Course Descriptions
BIO – Biological Science
MIC – Microbiology
PSY – Psychology
ENG – English
MAT – Mathematics
NUT – Nutrition
NUR – Nursing

ENG 101 English Composition
This course further introduces students to college-level writing and reading skills through critical reading, group analysis, formal essays, and research projects. Proper paragraph and essay structure is emphasized throughout the course.

ENG 102 English Composition II
This course gives students practice in the essentials of writing, with an emphasis on persuasive writing and oral presentations. Extensive reading and writing are combined with oral presentations, class work and activities to encourage students to assess and respond from their own perspective to notable people, debates, and events in society. Students will learn to write powerfully and credibly, and deliver argumentative speeches for a variety of audiences.
Prerequisite: ENG 101

BIO 101 Anatomy and Physiology I
This course explores the structure and function of the human body. It includes the study of cells and tissue, with focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.
BIO 102 Anatomy and Physiology II  
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. Prerequisite: BIO 101

MAT 103 College Algebra  
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. Prerequisite: MAT 099 or Placement Exam

MIC 101 Microbiology  
This course focuses on the study of microbiological concepts and techniques central to the health professions. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity and virulence in relation to microbes.

NUT 101 Nutrition  
This course is an introduction to general nutrition with an emphasis on the principles relating to human health. The course provides students with an understanding of the basics of the science of nutrition at various stages of the life cycle. Food sources of energy, nutrients and their consequences to health will be explored. Terminology and scientific resources pertinent to the nutrition field will be introduced.

PSY 102 Developmental Psychology  
This course centers on the scientific study of psychological changes across the lifespan (birth, infancy, childhood, adolescence, and adulthood). Students will examine the development of motor skills and other psycho-physiological processes; cognitive development involving areas such as problem solving, moral understanding, and conceptual understanding; language acquisition; social, personality, and emotional development; and self-concept and identity formation. Development will be considered from the biological, cognitive, and psychosocial perspectives.

NUR 101 Introduction to Nursing  
This course provides a historical overview of how nursing developed and how it has transformed into contemporary roles in an ever changing health care delivery system. Students are introduced to basic concepts of the nursing profession, the role of provider of care and the basic physiologic and higher level needs of man. This course is designed to provide a foundation for all subsequent nursing courses. There is specific emphasis on the non-clinical aspects of nursing. Prerequisite: ENG 101 and BIO 101

NUR 102 Fundamentals of Nursing  
This course will focus on the concepts, skills, and attitudes fundamental to professional nursing practice within a framework of clinical decision-making. The course provides opportunities to develop the competencies necessary to assist individuals in meeting their health care needs, with emphasis on safe, legal, and ethical issues pertaining to the nursing process. The course will emphasize critical thinking, the establishment of a culturally-sensitive therapeutic nurse-patient relationship, the development of the student’s beginning comprehension of the patient’s physiologic and psychological responses to health and illness, and an understanding of the patient’s Self-Care
Deficits at various points on the health-illness continuum. At the conclusion of this course, students will demonstrate competency in performing basic nursing skills for individuals with common health alterations. Prerequisite: NUR 101

NUR 103 Health Assessment 2 Semester Credits
This course focuses on the development of interviewing skills and physical examination skills to provide the learner with a systematic method for collecting data using the nursing process. Students will learn the psychomotor skills necessary to complete physical, psychosocial, and spiritual assessments. The learner will apply these skills to collect a comprehensive database, demonstrate a complete physical examination, and create a plan of care. This course will begin with a discussion of optimal self-care behaviors through Self-Care Agency, then focus on deviations from those behaviors with assessment results for the healthy individual used as a reference point. The importance of assessment of cultural aspects of health will be emphasized. Students will have lab experiences in the Nursing Learning Laboratory where health assessment skills can be practiced. Students will utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses, and documenting findings appropriate to the practice of nursing. Prerequisite: NUR 101

NUR 104 Pharmacology I 3 Semester Credits
This course is designed to provide students with a basic foundation in clinical pharmacology on which to build. Key concepts in clinical decision making and medication safety are discussed. The course emphasizes pharmacological concepts, drug-body interactions, and nursing care measures to ensure safe and efficacious medication administration and patient education.

NUR 105 Pharmacology II 2 Semester Credits
This course builds on the previous course, Pharmacology I, and provides more advanced concepts in clinical pharmacology to further develop a foundation for clinical decision-making and medication safety. Emphasis is placed on advanced medication therapy, medication administration in patients with multiple morbidities, specialty medications, and medication administration across the lifespan and with special patient populations. Prerequisite: NUR 101

NUR 106 Concepts in Gerontology 2 Semester Credits
The focus of this course is to assist students in knowledge and application of key concepts of gerontology. There is specific emphasis on normal again processes as well as integration of holistic concepts, evidence-based practice, and challenges in the care of an aging population. Relevance of Self Care Deficit Theory concepts to the aging process will be emphasized. Prerequisite: NUR 101

NUR 107 Nursing Theory and Evidenced-Based Practice 3 Semester Credits
This course emphasizes research and evidence-based competencies necessary to critically critique nursing research studies. Learning assessments focus on best practice in research utilization informing nursing practice decisions, based on the evidence, and incorporating research findings into professional nursing practice. Application and utilization of technology in the research process is explored. Prerequisite: ENG 101 and 102

NUR 201 Adult Health I 6 Semester Credits
Using the foundation of Self-Care Deficit Theory and the nursing process, the course focus is on the chronic problems of adult patients associated with common, non-emergent disorders. The acute
aspects of these diseases are also discussed. Selected general medical-surgical settings will be used for clinical practice in the management of patients in which students will learn nursing interventions appropriate to their care. Students will have an opportunity to demonstrate effective interpersonal communication skills with patients, families, and members of the healthcare team. Pharmacology principles and rationale are expected during supervised medication administration. Individualization of patient care is developed through the formation and implementation of patient-centered care plans. The student is expected to function progressively as a contributing member of the nursing team while caring for assigned clients with needs of varying complexity in the acute care setting. Nutrition, pharmacology, communication, and cultural concepts are integrated with the nursing process and Self-Care Deficit Theory to form the foundation of comprehensive care planning. 

Prerequisite: NUR 102

NUR 202 Adult Health II 6 Semester Credits
This course is the second of a two-course sequence in which the focus is on acute problems with associated emergent disorders and their effect on the adult patient. Chronic, long-term impact associated with these disorders is also addressed. The use of effective interpersonal communication skills with patients, their families, and members of the health care team is expected. Pharmacology principles and rationale continue to be applied during supervised medication administration. Students will develop and implement patient-centered care plans. The student is expected to function progressively as a contributing member of the nursing team while caring for assigned clients with needs of moderate complexity in the acute setting. Clinical assignments will be made that will provide an opportunity for students to enhance critical thinking and priority setting skills. Nutrition, pharmacology, communication, and cultural concepts are integrated with the nursing process and Self-Care Deficit Theory to form the foundation of comprehensive care planning. 

Prerequisite: NUR 201

NUR 203 Psychiatric-Mental Health Nursing 3 Semester Credits
This course is designed to familiarize students with fundamental concepts in nursing care of patients with selected psychiatric-mental health disorders. There is emphasis on nursing process and foundations of evidence-based clinical decision in providing developmentally appropriate, culturally sensitive care in a variety of health care delivery settings. Concepts from Self Care Deficient Theory will be examined for relevance to the care of psychiatric patients. 

Prerequisite: NUR 102

NUR 204 Obstetrical Nursing 3 Semester Credits
This course is designed to familiarize students with the normal physiologic processes for nursing care and actions in the care of the childbearing woman, the newborn, and the family. There is specific emphasis on scientific bases for maternal child nursing, nursing process in nursing care, communication in providing safe and effective care with inter-professional collaboration, integration of evidence-based practice, education of the child-bearing family, critical thinking, and the impact of cultural diversity related to childbearing families. 

Prerequisite: NUR 102

NUR 205 Pediatric Nursing 3 Semester Credits
This course emphasizes the major concepts of acute and chronic care for the pediatric patient in diverse and ever changing health care delivery setting. There is emphasis on communication with patients, families, peers, and other members of the inter-professional health care delivery team in a variety of health care delivery settings in care of pediatric patients with selected acute and chronic health care conditions focusing on developmental milestones. 

Prerequisite: NUR 102
**NUR 206 Concept Synthesis Capstone**  
**3 Semester Credits**
The theoretical component of this course will reinforce and complement prior knowledge developed throughout the nursing curriculum. Students will utilize the nursing process and critical thinking skills to review previously acquired nursing concepts. Students will participate in an NCLEX review that will assist them in preparing for the NCLEX-RN licensure exam. The course focuses on a review of content using a variety of methods with an emphasis on the case study approach. Emphasis is placed on test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content specific to professional nursing practice. The HESI Exit Exam will be administered to allow students to assess their areas of strength and weakness as they prepare for the NCLEX-RN exam. Results will permit students to develop a remediation plan specific to their needs. *Prerequisite: NUR 202*

**NUR 207 Senior Clinical Practicum**  
**6 Semester Credits**
This course is designed to provide senior nursing students with an opportunity to apply nursing concepts across the curriculum in a culminating practicum during which they function with a nurse preceptor in a designated clinical setting. The overarching goal is to provide students an opportunity to critically think and apply nursing concepts as they transition from the student nurse role to nursing practice. The course provides a foundation for the novice nurse entering practice and there is specific emphasis on the leadership role as it pertains to safe delegation of nursing care and managing multiple patients within a health care system utilizing health care informatics and technology to shape and inform decision making. There is opportunity to examine and assess nursing competency and skills needed to function and communicate as a practicing nurse in a safe, effective, and cost-efficient manner with guidance and oversight by a nurse. *Prerequisite: NUR 202*
**Associate of Applied Science in Medical Assistant (MA-AAS)**

**Program Outline:**

The Medical Assistant Associate Degree Program prepares students to work as entry-level medical assistants in doctor’s offices, medical imaging laboratories, and hospitals. The program provides students with thorough and practical training in medical and laboratory procedures, as well as general medical knowledge and training in the area of medical office procedures. The general education portion of the program includes coursework in reading, writing, basic math, basic science, psychology, and speech. Emphasis in this portion of the program is placed on enhancing students’ academic and interpersonal skills.

The Medical Assistant Associate Degree program at Eastern International College in Belleville and Jersey City are not programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES) or the Commission on Accreditation for Allied Health Education Programs (CAAHEP). Programmatic accreditation is not required for employment in many cases, but its existence is a further indication that the program meets the standards of the profession, so it could enhance employment opportunities for graduates. The existence of programmatic accreditation can also allow graduates to sit for some credentialing exams upon graduation.

Since the Associate Degree in Medical Assisting is not programmatically accredited, graduates are not eligible to take the Certified Medical Assistant (CMA) examinations offered by the American Association of Medical Assistants (AAMA). However, graduates should be eligible to take the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT), the National Certified Medical Assistant (NCMA) certification exam offered by National Center for Competency Testing (NCCT), and certification examinations offered by National Healthcareer Association (NHA) upon graduation. Requirements for taking and passing certification examinations are not controlled by the College and are subject to change without notice. Therefore, Eastern International College cannot guarantee that graduates will be eligible to take these certification exams, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

*The program has a total of 65 semester credits, with 20 credits in general education and 45 credits in the program’s major courses. The curriculum outline is below:*

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>BIO 102</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 103</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
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<td>SPC 101</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
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Program Major Courses

<table>
<thead>
<tr>
<th>Course</th>
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<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>MAP 101</td>
<td>Medical Terminology</td>
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<tr>
<td>MAP 102</td>
<td>Medical Communications</td>
<td>3</td>
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<tr>
<td>MAP 103</td>
<td>Law and Ethics for Medical Professionals</td>
<td>3</td>
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<tr>
<td>MAP 104</td>
<td>Medical Office Administration</td>
<td>3</td>
</tr>
<tr>
<td>MAP 105</td>
<td>Fundamentals of Computer Technology</td>
<td>2</td>
</tr>
<tr>
<td>MAP 200</td>
<td>Laboratory Techniques I</td>
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<tr>
<td>MAP 201</td>
<td>Laboratory Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>MAP 202</td>
<td>Microbiology for Medical Professionals</td>
<td>3</td>
</tr>
<tr>
<td>MAP 203</td>
<td>Clinical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MAP 204</td>
<td>Electrocardiography with Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>MAP 205</td>
<td>Pharmacology for Allied Health Professionals</td>
<td>3</td>
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<tr>
<td>MAP 206</td>
<td>Advanced Clinical Procedures</td>
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<td>MAP 207</td>
<td>Electronic Medical Record Management</td>
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<td>MAP 210</td>
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</table>

Total Program Credits: 65 Length of Program: 2 years

Abbreviations:
- BIO – Biological Science
- MAT – Mathematics
- ENG – English
- PSY – Psychology
- SPC – Speech
- MAP – Medical Assistant Professional

Course Descriptions

**ENG 101 English Composition**  
3 Semester Credits
This course further introduces students to college-level writing and reading skills through critical reading, group analysis, formal essays, and research projects. Proper paragraph and essay structure is emphasized throughout the course. Prerequisites: ENG 098 and ENG 099 or passing of placement exams

**SPC 101 Interpersonal Communications**  
3 Semester Credits
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

**BIO 101 Anatomy and Physiology I**  
4 Semester Credits
This course explores the structure and function of the human body. It includes the study of cells and tissue, with focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.
BIO 102 Anatomy and Physiology II  
4 Semester Credits  
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. **Prerequisite: BIO 101**

MAT 103 College Algebra  
3 Semester Credits  
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. **Prerequisite: MAT 099 or Placement Exam**

PSY 101 General Psychology  
3 Semester Credits  
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

MAP 101 Medical Terminology  
3 Semester Credits  
This course is designed to provide in-depth knowledge and understanding of medical language used by health care professionals, including roots, prefixes, suffixes and word meanings. A systematic approach to the language of diseases, treatments and diagnostic procedures is presented. Common medical abbreviations used in the clinical setting are emphasized.

MAP 102 Medical Communications  
3 Semester Credits  
Students will learn how to communicate effectively in the medical setting while taking medical histories, discussing procedures and working with the next-of-kin. The proper way of communicating with the elderly, handicapped, pediatric and even disgruntled patients are examined. Communication skills utilized while working with members of the health care team are also discussed.

MAP 103 Law and Ethics for Medical Professional  
3 Semester Credits  
This course introduces students to the legal and ethical implications of working in medical facilities and the obligations of practitioners and office personnel to follow ethical standards and codes of conduct. Emphasis is placed on professionalism, the relationships between physicians and patients, professional liability, medical ethics, and the Health Insurance Portability & Accountability Act (HIPAA). The legality of the health record as legal document is also discussed.

MAP 104 Medical Office Administration  
3 Semester Credits  
This course covers the responsibilities held by the medical office personnel. Topics include an introduction to basic medical office skills, including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, professional correspondence, and business transactions. Students will learn to utilize the medical database, Medisoft, which allows the user to register patients and input office data. An introduction to bookkeeping and other
insurance and managed care claims will be provided. Medical transcription will be demonstrated and practiced on computer software. Theory and practice related to the ICD-9, ICD-10 and CPT-4 coding systems will be introduced.

**MAP 105 Fundamentals of Computer Technology**  
2 Semester Credits  
This course is designed to prepare the Medical Assistant student to use alphanumeric keyboarding. Students will increase their typing speed and improve their keyboarding with accuracy. Once the skills have been mastered, students will then use Microsoft Word to create business letters, memos, tables and other important documents needed to maintain health care businesses today.

**MAP 200 Laboratory Techniques I**  
3 Semester Credits  
This introduces students to aspects of the clinical laboratory sciences, such as laboratory organization, basic laboratory use, blood collection (phlebotomy), CBC (Hct, MCV, MCH, MCHC, HGB), safety, quality control, quality assurance and specimen collection. OSHA and CLIA regulations are stressed and applied to student’s performing basic laboratory skills in blood collection (phlebotomy) and microbiology.  
*Prerequisites: BIO 102, MAP 101 and MAP 203, Co-requisite: MAP 202*

**MAP 201 Laboratory Techniques II**  
3 Semester Credits  
This course is a continuation of Laboratory Techniques I. Blood collection (phlebotomy) is further studied. Chemistry and hematology testing are discussed. Blood typing, strep throat testing, and glucose determination, urinalysis, among others are performed in the laboratory.  
*Prerequisites: MAP 101, MAP 200, MAP 202 and MAP 203*

**MAP 202 Microbiology for Medical Professionals**  
3 Semester Credits  
This course provides students with knowledge of pathogenic microorganisms. Students are introduced to the biological foundations of viruses and bacteria that are required for their viability. The strategies that microbial pathogens employ to successfully infect humans and cause disease are described. Laboratory procedures including gram-staining sensitivity testing and use of microscope are employed.  
*Prerequisites: BIO 102, MAP 101; Co-requisite: MAP 200*

**MAP 203 Clinical Office Procedures**  
3 Semester Credits  
This course introduces students to the basic skills that are performed by the medical assistant. Emphasis is placed on patient-centered assessment, examination, discussions of intervention and treatment as directed by a physician, and patient preparation and positioning for physical examination. The course also includes vital signs, patient transfers, OSHA regulations, and charting. Anthropometric measurement and differentiation of signs and symptoms are also discussed.  
*Prerequisites: BIO 101, MAP 101; Co-requisite: BIO 102*

**MAP 204 Electrocardiography with Interpretation**  
3 Semester Credits  
The course covers anatomy and physiology of the cardiovascular system, cardiovascular diseases, electrophysiology, 12-Lead ECG and interpretation, ECG rhythms, conduction problems and pacemaker recognition. Students learn to set up an ECG machine, prepare patients
for testing, and conduct the ECG. Emphasis will also be placed on the relevance of the ECG interpretation in cardiovascular stages.

Prerequisites: BIO 102 and MAP 101

MAP 205 Pharmacology for Allied Health Professionals 3 Semester Credits
This course is a basic introduction to the principles of pharmacology. Topics include classes of drugs and body systems, antiviral and antibiotic agents, drug nomenclature, drug routes, drug interaction and contraindications, and various types of injections. Basic dosage computations, system of measurements, and unit conversions are included.
Prerequisites: BIO 102, MAP 101

MAP 206 Advanced Clinical Procedures 4 Semester Credits
This course prepares students with advanced clinical skills required in a laboratory. These skills include pulmonary function testing; local application of heat and cold; parental administration; phlebotomy; gynecological examination positioning; emergency medical procedures related to heart attack, stroke, shock, bleeding, wounds and wound care, burns, seizures, pulmonary and gastrointestinal problems; preparing a patient for minor office surgery; and assisting for pediatric examinations and immunizations. Discussions and lab activities are coupled with simulations.
Prerequisites: MAP 200 and MAP 203

MAP 207 Electronic Medical Records Management 3 Semester Credits
This course introduces students to the basics of electronic medical records management practices using Medisoft through a hands-on approach. It includes an introduction to medical informatics, use of Medisoft in the medical office, entering patient and case information, transaction entry and claim management, electronic media claims, designing and printing reports, DRG, CPT, ICD-9-CMA Codes, ICD-10, claims, HIPAA Security Rule, HIPAA Transaction and Code Sets Rule, and establishing new practice database.

MAP 210 Medical Assistant Externship 6 Semester Credits
This externship course provides students with exposure to a healthcare setting that reflects material covered in phlebotomy, ECG, patient care techniques, vital signs, and billing and coding, medical communications, and office administration and electronic medical records management, among others. The clinical site includes a laboratory in a hospital and/or private office setting. The course will commence with a one-day classroom orientation session. During the orientation, students will be instructed on professional behavior expected in a lab, including attendance and dress code. They will also receive instructions on how to keep an hour’s log, case log, and the necessary evaluation forms.
Elective Courses

Students are permitted to take elective courses in any program of their choice, as long as the prerequisites are satisfied and upon approval of the Department Chairperson and Chairperson of General Education. Students may not receive Title IV funding for elective credits as based on their program outline and are advised to speak with the Financial Aid Office.
**ACADEMIC CALENDAR 2016**

### Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 12, 2016</td>
<td>Faculty Orientation</td>
</tr>
<tr>
<td>January 13, 2016</td>
<td>Orientation I (Belleville)</td>
</tr>
<tr>
<td>January 14, 2016</td>
<td>Orientation II (Jersey City)</td>
</tr>
<tr>
<td>January 19, 2016</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>February 3, 2016</td>
<td>Last Day to Add/Drop</td>
</tr>
<tr>
<td>February 15, 2016</td>
<td>President's Day</td>
</tr>
<tr>
<td>March 25, 2016</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>April 29, 2016</td>
<td>Last Day of the Semester</td>
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### Summer 2016

<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>May 3, 2016</td>
<td>Faculty Orientation</td>
</tr>
<tr>
<td>May 4, 2016</td>
<td>Orientation I (Belleville)</td>
</tr>
<tr>
<td>May 5, 2016</td>
<td>Orientation II (Jersey City)</td>
</tr>
<tr>
<td>May 9, 2016</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>May 26, 2016</td>
<td>Last Day to Add/Drop</td>
</tr>
<tr>
<td>May 30, 2016</td>
<td>Memorial Day-College Closed</td>
</tr>
<tr>
<td>July 4, 2015</td>
<td>College Closed for Independence Day</td>
</tr>
<tr>
<td>July 12, 2016</td>
<td>Last Day to Withdraw from Classes</td>
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<tr>
<td>August 24, 2016</td>
<td>Last Day of the Semester</td>
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### Fall 2016

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>August 30, 2016</td>
<td>Faculty Orientation</td>
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<tr>
<td>August 31, 2016</td>
<td>Orientation I (Belleville)</td>
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<tr>
<td>September 1, 2016</td>
<td>Orientation II (Jersey City)</td>
</tr>
<tr>
<td>September 6, 2016</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>September 23, 2016</td>
<td>Last Day to Add/Drop</td>
</tr>
<tr>
<td>November 11, 2016</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>November 24-25, 2016</td>
<td>Thanksgiving - College Closed</td>
</tr>
<tr>
<td>December 23, 2016</td>
<td>Last Day of the Semester</td>
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## COLLEGE HOLIDAYS 2016 (Campus will be closed)

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>December 24, 2015 – January 1, 2016</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 18, 2016</td>
<td>Martin Luther King Jr. Day</td>
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<tr>
<td>February 15, 2016</td>
<td>President's Day</td>
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<td>May 30, 2016</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4, 2016</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 5, 2016</td>
<td>Labor Day</td>
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<tr>
<td>November 24-25, 2016</td>
<td>Thanksgiving Break</td>
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<tr>
<td>December 24, 2016 – January 2, 2017</td>
<td>Winter Break</td>
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</table>
TUITION AND FEES

Tuition and fees are determined by the Board of Directors of the College and are subject to change without notice.

Diagnostic Medical Sonography- B.S. Degree Program 2016

<table>
<thead>
<tr>
<th>Tuition and Fees Per Semester</th>
<th></th>
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<tbody>
<tr>
<td>Application Fee (One-Time)</td>
<td>$125.00</td>
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<tr>
<td>Registration Fee (One-Time)</td>
<td>$50.00</td>
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<tr>
<td>Full-time student (12-17 semester credits) Per Term</td>
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<tr>
<td>Part-time student, per credit ( up to 11 and above 17 semester credits)</td>
<td>$620.00</td>
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<td>Laboratory Usage and Supplies Fees Per Term</td>
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Dental Hygiene – AAS Degree Program 2016

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<tr>
<td>Application (One-Time)</td>
<td>$125.00</td>
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<tr>
<td>Registration Fee (One-Time)</td>
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<tr>
<td>Full-time student (12-17 semester credits) Per Term</td>
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<td>Part-time student, per credit ( up to 11 and above 17 semester credits)</td>
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Cardiovascular Technology – AAS Degree Program 2016

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<td>Registration Fee (One-Time)</td>
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<tr>
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Diagnostic Medical Sonography – AAS Degree Program 2016

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<td>Part-time student, per credit ( up to 11 and above 17 semester credits)</td>
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### Nursing – AAS Degree Program 2016

#### Tuition and Fees Per Semester

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<td>Part-time student, per credit (up to 11 and above 17 semester credits)</td>
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<td>Laboratory Usage and Supplies Fees Per Term</td>
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### Medical Assistant – AAS Degree Program 2016

#### Tuition and Fees Per Semester

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**Fee for first semester only; fee for subsequent semesters is $150.00**
COLLEGE PERSONNEL

Board of Directors
Philip Balis, M.B.A.
Donald Grunewald, D.B.A.
Ann Marie Graff, Ph.D.
Bashir Mohsen, M.S.
Mustafa A. Mustafa, Ph.D.
Lt. Col. Bob Tilli, Jr., M.S.

Executive Administration
Bashir Mohsen, M.S., CEO and President
Mustafa A. Mustafa, Ph.D., Vice President for Academic Affairs, Jersey City Campus Director

Senior Administration
Soha Elshick, L.L.B., Assistant to President
Julius Wangwang, Ed.D, Dean of Education (Belleville)
Kimberly McDonald, M.P.A, Dean of Education (Jersey City)

Assessment, Accreditation, Compliance
Melda N. Yildiz, Ed.D. Director of Assessment, Accreditation, Compliance

Admissions
Ruth Zayas, Admissions Director
Vanessa Chance, Admissions Representative
Monique Goodman, B.S., Admissions Representative
Hector Hernandez, B.S., Admissions Representative
Francis Maldonaldo, Admissions Representative
Rozel Bepari, Admissions Representative

Placement and Career Services
John D. Hunter, Sr., B.S., Corporate Director of Career Services

Accounting
Agnieszka Drupka, B.S., Accountant

Financial Aid
Kinga Gizynska, M.S., Director of Financial Aid
Christine Gutierrez, Financial Aid Officer
Ashley Kende, Financial Aid Officer
Default Management
Evelyn Pimentel, A.A.S., Default Management

Library
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Jing Yang, M.L.S., Library Director, Jersey City

Information Technology Services
Marcus Jean, B.B.A., Information Technology

Registrar/Bursar
Shaline Sookdeo, Registrar/Bursar
Irena Kotlicka, B.A., Registrar

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Donna, Nucera, MS.Ed.

Evening Coordinator
Shahida Qureshi, MD, Evening Coordinator for Jersey City
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Marketing
Stephanie Bassanini, B.A., Social Media, Marketing
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Reception
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