

High School Shared Time

Eastwick College
AND THE HOHOKUS SCHOOL

www.eastwick.edu/sharedtime

About Our Shared Time Programs

Eastwick Education provides students the opportunity to receive daily occupational training as part of their junior and/or senior year of high school. Academic subjects are taken at the "home" high school and students are transported to the shared time programs for specialized occupational/vocational training. The students are in attendance Monday – Friday from 11:30 am to 2:00 pm. All transportation is provided by the home district.

Campus Locations

- Eastwick College - Hackensack | Healthcare Assistant, Culinary Arts
- HoHoKus School of Trade and Technical Sciences, Paterson | Trades, Computer/ Electronics Technology

Minimum Requirements

- Be enrolled as an 11th or 12th grader in high school. 9th and 10th graders may be considered on an individual basis.
- Have an acceptable academic, attendance, and behavior record.
- File an application signed by the parent/guardian and the high school case manager and/or guidance counselor and a copy of the current IEP and evaluations.
- Complete a personal interview with the Eastwick College/HoHoKus School administration, student and parent/guardian where the student's interest, motivation, and maturity will be judged.

Application Process

The student must complete a written application in conjunction with his/her case manager, and submit it with a copy of the current IEP or 504 Plan. Upon submission of the application, an intake interview will be scheduled with an administrator of the shared time programs, the student, case manager and parent/guardian (when possible).

Questions regarding the application process should be directed to Nick Coffaro, Director of Shared Time Programs, at 973-742-0009 or ncoffaro@hohokus.edu.

Academic Infusion Program

Each of the shared time programs features an integrated applied math and/or applied science component. Instruction is based on skills that have been identified as necessary for a success in a given vocational area. These are not comprehensive math or science courses, and are not designed to prepare for End-of-Course examinations or the High School Proficiency Tests.

Mathematics and/or science credits may be earned through the programs: however, it is up to the home district's discretion as to how the credits will be applied.

Math or science components infused within the courses: Integrated Mathematics in the Workplace, Science Concepts in the Technical Trades, Medical Mathematics, and Anatomy & Physiology, and Food Science.



Healthcare Assistant

This program prepares the student to work in a variety of healthcare fields, including medical front office, reception, and home health aide. Students are introduced to managed care, the patient encounter form, and common legal issues. They also learn to abstract information from patient records to complete a variety of medical documents. An introduction to the principles of anatomy and physiology is included to help students gain a better understanding of the body's vital systems, and the basics of medical terminology and word structure are covered.

In addition, all final semester students are prepared for the job interview process. Students practice completing job applications and participate in mock interviews. Speakers from home care agencies are brought in at the end of the semester to offer career advice.

Course Listing

Medical Front Desk | 175 Hours Theory, 50 Hours Lab

This course introduces the student to the administrative aspects of a medical front office and provides an introduction to anatomy and physiology lab. Students work with a simulated kit and are trained to schedule appointments, maintain records, and perform basic billing and coding.

Introduction to medical terminology is taught with the basics of root, prefix and suffix.
In addition, the course provides a foundation in mathematical principles necessary for the medical office.

Home Health Aide | 100 Hours Theory, 125 Hours Lab/Clinical

Students learn to develop care plans, assist with vital signs including temperature, pulse and respiration, and create detailed records of their findings. Topics covered include anatomy and physiology, bedside manner, ambulation, transfer techniques, interdisciplinary resident care, nutrition, feeding/dietary assistant, Alzheimer's training, safety, communication and proper use of resources emphasized throughout the program.

The basics of medical terminology and word structure are introduced and students develop a foundation in mathematical and science principles necessary for a career in healthcare.

Students are also prepared for the CPR/BLS certification; certification will be given to students who pass the written and required skills tests at the end of the semester.



Culinary Arts

The culinary arts program provides students with a solid foundation in culinary theory and a wide range of skills necessary to enter the food service industry. Emphasis is placed on current industry cooking and baking methods and techniques. Students get hands-on experience in the kitchen, including catering.

Course Listing

Culinary Arts I | 60 hours theory, 165 hours lab each semester

- Introduction to the field of culinary arts including knife skills, cooking techniques, kitchen equipment, culinary terms, food safety and sanitation
- Overview of careers and culinary history
- Food preparation and serving techniques
- Use of weights and measurements, and formula conversions

Culinary Arts II | 60 hours theory, 165 hours lab each semester

- Introduction to the principles and techniques of baked goods, breads, and pastries
- Basic skills in the areas of stocks, sauces, soups, meats, poultry, vegetables, and other areas of food preparation
- Introduction to the catering industry: food preparation, serving, and costs.

Culinary Arts III | 60 hours theory, 165 hours lab each semester

- Introduction to the management concerns of food costs.
- Introduction to the hospitality field and careers related to the industry.
- Exploration of American Regional, Italian, Chinese, and other ethnic cuisines

The students will also complete an integrated food science course.



Trades

With the trade industry going strong, an education in the field can provide a number of career opportunities; in fact, construction is one of the fastest growing industries according to the Department of Labor. This program provides students training in a variety of trade fields including plumbing, electrical, electronics, carpentry, welding, and machine and automotive service. Students study two components each year they are in attendance.

Course Listing

Carpentry with Workplace Math | 60 Hours Theory, 165 Hours Lab/Shop

This course focuses on the fundamentals of building projects in accordance with blueprints and building codes. Safety and compliance with regulations and codes are an integral part of the curriculum. The use of hand tools, chisels, planes, saws and drills will be taught. In addition, students will develop a foundation in mathematical principles necessary for the building trades and carpentry.

There are two components within the carpentry course:
Structural Carpentry - framing, roofing, door and window installation, and finishing carpentry.
Wood Technology - basic woodworking projects building benches, cabinets, bookshelves, picture frames, and bird houses.

Building/Home Maintenance with Workplace Mathematics | 60 Hours Theory, 165 Hours Lab/Shop

The overall fundamentals of building and home maintenance will be covered, with an emphasis on safety procedures and troubleshooting techniques.

Students will learn maintenance and repair for the home in plumbing, electric, carpentry, heating/cooling, and general maintenance of commercial buildings. The course also includes fundamental techniques for interior and exterior decorating, as well as basic mathematics and career awareness.

Electrical Technology and Repair with Science | 60 Hours Theory, 165 Hours Lab/Shop

The course provides instruction in the fundamentals of basic alternating and direct current electrical theory. Residential/commercial building construction and maintenance are reviewed, including proper safety procedures. Wiring techniques, grounding principles, meters, and electrical instrumentation will be highlighted. Electrical system concepts are discussed and the science of electricity is covered in detail.

The course also provides a study of alternative energy concepts, including solar, wind, and hydroelectric power. Digital electronics theory and concepts have been added to the program in order to advance student awareness of the latest technologies and applications.

Machine Shop/Precision Sheet Metal with Mathematics | 60 Hours Theory, 165 Hours Lab/Shop

Upon successful completion of this course, the student will have gained a broad understanding of the principles of machine shop and precision sheet metal. In class the student will learn: safety, mathematics, blueprint reading, measuring devices, machine tool technology, and careers in manufacturing. In the shop the student will learn: safety, set-up and operation of hand tools, bench work, saws, drill press, lathes, millers, and sheet metal machinery.

Residential Plumbing with Workplace Math | 60 Hours Theory, 165 Hours Lab/Shop

The fundamentals of plumbing theory will be taught, with an emphasis on safety procedures and troubleshooting techniques. Students will learn maintenance, repair, and replacement of all residential plumbing fixtures, building and plumbing codes, print reading, and the proper use of plumbing tools. The course covers the basic mathematics needed to be a plumber.

Automotive Service Training | 60 Hours Theory, 165 Hours Lab/Shop each semester

This course prepares students for a career in automotive technology, instructing them in shop safety and procedures, and the proper use of tools and diagnostic equipment. The students also gain knowledge and skills in automotive service and repair, parts supply, and after-market product installation. Students learn the theory and practice behind basic service engine repair, engine performance, electrical systems, brakes systems, suspensions and steering in shop. Completing this program will prepare students to take the national American Service Excellence (ASE) test.

Welding and Metal Theory with Science | 60 Hours Theory, 165 Hours Lab/Shop

The course covers the theory, fundamentals of operation, equipment used, and techniques recommended for all the welding and cutting processes currently being used commercially. General shop safety, safety attitudes, and specific welding shop safety are covered throughout the curriculum. Blueprint reading, mathematics for welders and the science of gases are also covered.



Computer/Electronics Technology

Basic and Advanced Electronics /Computer Technology | 60 Hours Theory, 165 Hours Lab/Shop each semester

This course covers the principles of Direct Current and Alternating Current. All basic electrical circuit laws are explained. Included are resistor, capacitor, and inductor basics and the effects they have on voltage, current, and power when used in various combinations of circuitry. Students are introduced to the basics of series, parallel and series/parallel circuits, magnetism and electromagnetism, as well as the basics of solid-state electronics.

Computer concepts and theory are introduced, including the use of computers, repair of computer and software to perform circuit design simulation.



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