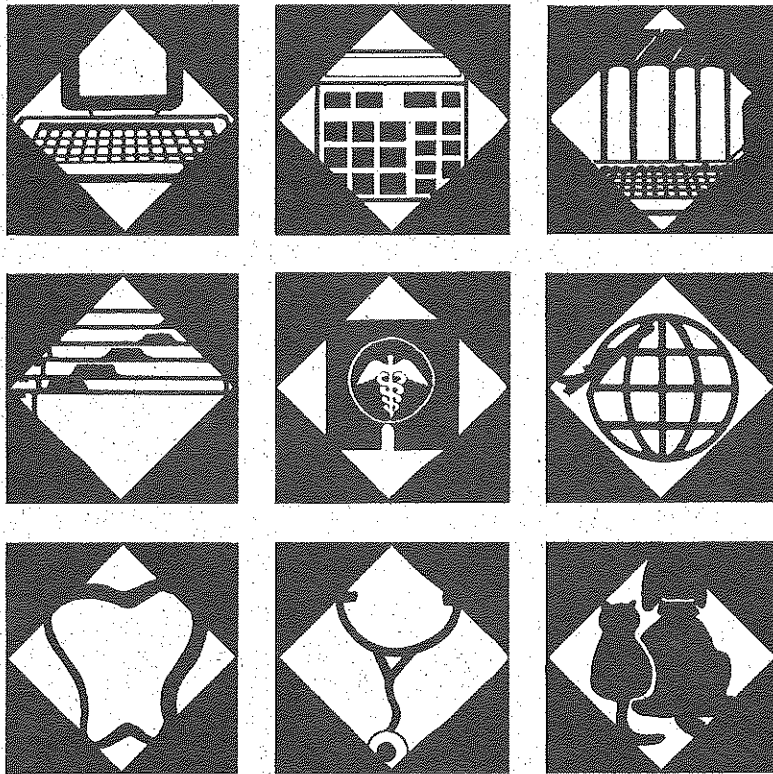


TECHNICAL INSTITUTE

---



*“Your Future Is Our Business”*

**CATALOG 1989-90**

**Volume VI**

**68 Years of Student Service**

**Port Orchard  
Main Campus**

(206) 479-3866  
3649 Frontage Rd.  
Port Orchard, WA  
98366

**Federal Way  
Branch Campus**

(206) 941-5800  
31919 Sixth Ave. S.  
Federal Way, WA  
98003

**Everett  
Branch Campus**

(206) 353-4888  
209 Casino Rd.  
Everett, WA  
98204

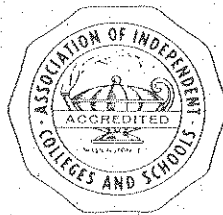
THIS SCHOOL IS LICENSED UNDER CHAPTER 28C.10 RCW. INQUIRIES REGARDING THIS OR ANY OTHER PRIVATE SCHOOL MAY BE MADE TO THE WASHINGTON STATE BOARD FOR VOCATIONAL EDUCATION, BUILDING 17, AIRINDUSTRIAL PARK, MS LS-10, OLYMPIA, WA 98504 (206) 753-5673.

## **ACCREDITATION AND MEMBERSHIPS**

Eton Technical Institute is accredited as a business school by the Accrediting Commission of the Association of Independent Colleges and Schools, which is a nationally recognized accrediting agency by the U.S. Department of Education.

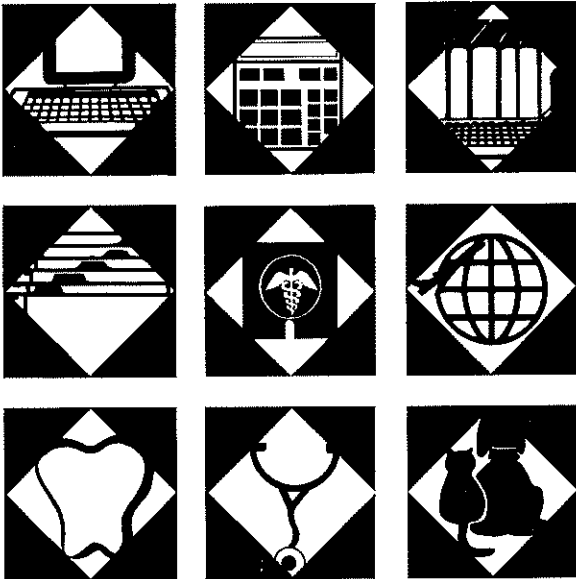
The Institute is a member of:

- Association of Independent Colleges and Schools
- Accrediting Bureau of Health Education Schools
- Pacific Northwest Business School Association
- Washington Federation of Private Vocational Schools
- Better Business Bureau
- Bremerton Chamber of Commerce
- Federal Way Chamber of Commerce
- Everett Chamber of Commerce
- U.S. Chamber of Commerce



# CATALOG CONTENTS

---



President's Message .....	1
Philosophy and Objectives .....	2
Faculty and Administration .....	3
School Calendar .....	4
History .....	5
Admissions .....	6
Academic Schedule .....	7
Registration .....	7
Transfer Credit .....	8
Challenge Examinations .....	8
Tuition and Registration Fee .....	9
Tuition Refund Policy .....	9
Student Financial Aid .....	10
Student and Graduate Services .....	12
Academics .....	13
Records Release Policy .....	14
Student Life .....	16
Programs of Study .....	19
Facilities and Equipment .....	33
Course Descriptions, Business .....	34
Course Descriptions, Allied Health/Technical .....	36
Eton Technical Institute Calendar .....	See Catalog Insert

## **ETON—YOUR MARK OF EXCELLENCE ... from the President**

---

**A**s an Eton graduate you will gain a powerful advantage . . . distinction. Eton's high standards of education may not be for everyone. If you share our commitment to excellence, the Eton distinction is for you.

What sets Eton apart is not only our modern facilities, superior programs and small classes, though we are proud of our excellence in these areas; what really makes the key difference is our attitude. We care about our students and their success. Our students come first. It is this attitude that should make your choice much easier.

**Career training is not an expense, but an investment**, which pays dividends for many years. Financial hardship should not prevent you from pursuing your career goals. Student aid programs at Eton are available to most applicants who have a desire for success and personal independence.

We look forward to helping you.

Donald C. Jones  
President

## PHILOSOPHY

---

**E**ton schools are community-oriented vocational training resources that strive to meet the community's job-market needs for selected Business and Healthcare Career entry-level positions.

Our primary objective is to provide qualified students with the specific theory, hands-on skills, and job search techniques to acquire career positions in their chosen vocational fields.

To meet our objectives, we continually research the requirements of the current job markets, regularly assess our curriculum and staff; and provide a positive learning environment conducive to developing a strong sense of confidence and self-esteem. In addition, each campus is served by a professional Placement Director committed to fulfilling our goal of placing every graduate into the field for which they are trained.

It is our firm belief that our strong ties to students, graduates, and to the community that we serve will play an important role in the eventual success of all.

## **FACULTY AND ADMINISTRATION**

---

A list of the Faculty for each campus is available in a catalog supplement enclosed in the front of this catalog.

Eton Technical Institute faculty members are carefully selected for their academic qualifications and work experience relevant to the subject matter they are teaching. The School is justifiably proud of its faculty, which represents many years of practical experience and academic qualifications. Each faculty member shares a common dedication to assisting individual students in their career goals.

Bremerton Business College, Inc., (d/b/a Eton Technical Institute) is a corporation established under the laws of the State of Washington. The Corporate address is 3649 Frontage Rd., Port Orchard, WA 98366. Mr. Joseph W. Edmonds is the majority stockholder.

### **BOARD OF DIRECTORS**

Donald C. Jones	—President/Chairman of the Board
Joseph W. Edmonds	—Director
John E. Jinhong	—Secretary
Larry Snyder	—Director

### **CORPORATE ADMINISTRATION**

Donald C. Jones	—President, CEO and Chairman of the Board
Gwen E. Gardner	—Vice President/Finance
Adam Berger	—Vice President/Marketing
Laura Remington, M.S.	—Director of Education
Sally Watson	—Director of Financial Aid

### **SCHOOL ADMINISTRATION**

Donald C. Jones	—President
Adam Berger	—Director of Port Orchard Main Campus
Suzanne Kurz, B.A.	—Director of Federal Way Branch Campus
Peggy Olason, C.M.A., R.M.A	—Director of Everett Branch Campus

# **SCHOOL CALENDAR**

---

## **SCHOOL CLOSURES AND VACATIONS**

12/17/88 - 01/01/89	— Christmas Vacation
01/16/89	— Martin Luther King, Jr. Birthday
02/20/89	— President's Day
04/07/89	— Instructor In-Service Day
05/29/89	— Memorial Day
07/03/89 - 07/07/89	— Summer Vacation
09/04/89	— Instructor In-Service Day
11/11/89	— Veteran's Day
11/23/89	— Thanksgiving
12/16/89 - 01/01/90	— Christmas Vacation
01/12/90	— Instructor In-Service Day
01/15/90	— Martin Luther King, Jr. Birthday
02/19/90	— President's Day
04/06/90	— Instructor In-Service Day
05/28/90	— Memorial Day
07/02/90 - 07/06/90	— Summer Vacation
09/03/90 - 09/07/90	— In-Service Training
11/12/90	— Veteran's Day
11/22/90 - 11/23/90	— Thanksgiving
12/19/90 - 01/01/91	— Christmas Vacation

# HISTORY

---

Eton Technical Institute is an old school with a new name. The School was founded in 1922 by W.B. Barger, and was established as Bremerton Business College to serve Bremerton and the Kitsap Peninsula. In 1962, BBC was acquired by George C. and Lois Aloha Bates, who owned and operated the School until their retirement in 1985. Mr. Joseph W. Edmonds purchased BBC upon their retirement and took the trade name (d/b/a) of Eton Business College.

With the assumption of the new name, a new era was initiated for this old, respected school. A branch campus was opened in Seattle in July 1985. In June 1986, Puget Sound Institute of Technology, with extensions in Everett, Federal Way and Seattle, was acquired and it was added to the program offerings at the Seattle and Bremerton locations.

In June 1986, the main campus of Eton moved to new facilities in Port Orchard, just a few miles from downtown Bremerton where the School spent its first 64 years. In July, 1986, Travel Central, the oldest travel school in the Pacific Northwest, was purchased and it too was added to the growing Eton programs. A second branch of Eton Business College was started in Federal Way in September, 1986, with a third at Everett in May, 1987.

In May, 1987, the trade name (d/b/a) was changed to Eton Technical Institute to more clearly show the multi-faceted offerings of the institution. All courses that had been under the Puget Sound Institute of Technology were then included as Eton Technical Institute offerings. Eton Technical Institute currently has three locations in the Puget Sound area each offering quality programs in both business and technical areas.



# **ADMISSIONS**

---

Eton Technical Institute maintains admissions representatives to help applicants feel welcome and to answer their personal questions. The more informed applicants become, the easier their choice of Eton advantages becomes.

An applicant's first step is to confirm Eton advantages for his or her self. Eton wants applicants to feel comfortable, unpressured and confident in their choice. Applicants should telephone the admissions office to schedule a personal appointment.

Port Orchard Main Campus Admissions: 479-3866

Federal Way Branch Campus Admissions: 941-5800

Everett Branch Campus Admissions: 353-4888

## **Non-Discrimination Policy**

All programs are conducted without discrimination on the basis of race, color, creed, sex, ethnic origin, age or handicap. This applies to the selection of students, classrooms, affiliation of instructors, staff members, student placement, and all other aspects of the organization and administration of program.

## **Handicapped Students**

Eton Technical Institute does not presently have specially trained instructors for handicapped persons. However, our elevators are equipped with braille floor numerals and are sufficient to accommodate ambulatory persons. Both the men and women's restrooms are designed to accommodate handicapped persons. Wide hallways, spacious classrooms and relatively small classes all combine to make attendance at any campus by handicapped students a convenience. There are no known interior structural barriers on any of our campuses.

## **Entrance Requirements**

Applicants for admission to Eton Technical Institute must be high school graduates or the equivalent (GED), or be beyond the age of compulsory school attendance and be able to benefit from the training. "Ability to benefit" will be determined through an interview with the instructor and the Director, and evaluation testing. Final determination will be made by the school Director. Students accepted under "ability to benefit" will be placed on "CONDITIONAL STANDING" for the first four weeks of training. Progress will be reviewed weekly and tutoring will be scheduled as necessary. During this period the student must maintain a 2.0 (70%) grade point average, 85% attendance, and show satisfactory progress.

At the completion of the first month, the conditional student must have a progress review with the instructor and the Director. The Director will make the final decisions as to the student's continuation.

# **ACADEMIC SCHEDULE**

---

Full-time instruction is normally available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The school conducts classes comprised of ten sessions of 50 minutes each, with a break of five minutes between sessions. Students may leave following their last scheduled class.

Classes are kept small at Eton to provide students with frequent access to instructors. Lecture classes normally have up to 20-25 students. Laboratory classes are generally smaller, depending upon the need for student-teacher interaction.

## **REGISTRATION**

---

Pre-registration for currently enrolled students occurs during student advising on the last regular day of the preceding term. Registration for entering students is conducted through the Admissions Office.

### **Change of Program Study**

Students may change their declared program of study through the office of student services. In such cases, the School Refund Policy shall be applied to the student's obligation in the original program of study. The student then will assume an additional financial obligation for the new program of study adjusted for whatever coursework may be applicable to the graduation requirement of the new program.

### **Full-Time Requirements**

Full-time students must be enrolled in at least 12 credit hours to be considered full-time. A student enrolled in less than 12 credit hours is termed a part-time student. A student enrolled in less than 6 credit hours is not eligible for federal financial aid funding.

### **Student Advising**

Each student is assigned a faculty advisor. Faculty advisors regularly meet with students and maintain posted office hours. In addition, one day of each academic term is reserved for student registration and advising. On this date all currently enrolled students meet with their individual faculty advisors. This occasion includes registration for the next term.

### **Involuntary Termination**

This action withdraws immediately a student's attendance privilege. Such action is imposed at the discretion of the School for rules and procedures violations or continued unsatisfactory grades or attendance. The school Refund Policy will apply to student's previous attendance.

### **Voluntary Termination**

This process occurs at the student's discretion, whereby he or she notifies the School in writing.

## **TRANSFER CREDIT**

---

Transfer credits may be accepted for courses required within a student's program of study. Transfer credits may be awarded at the discretion of Eton Technical Institute, after reviewing a student's official transcript of previous post-secondary education. Transfer credit is normally recognized from accredited institutions indicating passing course work.

Eton Technical Institute does not claim that credits from Eton are directly transferable to any other institution. Transferability of credits is at the discretion of the accepting institution.

## **CHALLENGE EXAMINATIONS**

---

Applicants for admission may challenge individual courses required for graduation through the challenge exam process. Examinations will be administered by the faculty on a pass/fail standard. Passing grades earn a grade of "CR" on a student's transcript. A student cannot repeat a challenge examination.

## **TUITION AND REGISTRATION FEE**

---

Tuition and registration fee are provided in the School Supplement. The supplement provided in this manner is to supply applicants with the most up-to-date information available. Currently enrolled students are protected against changes in tuition and fees which may occur during their period of instruction.

## **TUITION REFUND POLICY**

- (1) All monies, including the initial registration fee, will be refunded to applicants deemed ineligible or unsuited for admission.
- (2) An applicant may cancel his enrollment at any time before the commencement of his classes by contacting the School.
  - (a) All monies paid by an applicant will be refunded if applicant cancels by midnight of the third day (excluding Sunday & holidays) after signing an enrollment agreement and making an initial payment.
  - (b) An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid to the School or its representatives minus a registration fee of \$100.00.
- (3) A student termination will be considered to have occurred not later than thirty calendar days after the last date of actual attendance at the School unless earlier written notice of termination is received by the School, in which case termination will be the date of receipt of written notice. All refunds will be computed from the last date of attendance.
  - (a) *Withdrawal after commencement of classes by the student:*

During the first week of classes, the School shall refund 90% of tuition obligation, with a maximum student obligation of \$300.00; thereafter, During the next three weeks of classes, the School shall refund 80% of tuition obligation, thereafter,  
During the first 25% of the course, the School shall refund 75% of tuition obligation; thereafter,  
During the second 25% of the course, the School shall refund 50% of tuition obligation. Upon completion of 50% of the course, the entire course tuition is earned and there shall be no refund of tuition.
  - (b) In the case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the School shall make a settlement which is reasonable and fair to both.
- (4) All money due the applicant/student shall be refunded within thirty (30) days after the date of termination.
- (5) In any case of unavoidable cancellation of classes by the School, a pro rata refund will be made of any fees or tuition prepaid by the student.
- (6) If a school fails to fulfill its obligation to complete any program of instruction after training of students has begun, the students enrolled are entitled to a refund of all tuition and fees paid. Any monies due the applicant or student shall be refunded within 10 days of receipt of notice of cancellation or termination.

## **STUDENT FINANCIAL AID**

---

**E**ton Technical Institute believes every student who desires to continue his or her education should be able to do so, and Eton will assist in every possible way. Students may participate in a variety of financial assistance programs depending upon their eligibility. A personal visit to the financial aid office is the best way to secure student eligibility information.

**PELL GRANT.** The application for determination of eligibility may be obtained from the financial aid office. This program is a grant and does not require repayment.

**SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT.** Funds are made available to assist a limited number of needy undergraduate students with their educational costs. The selection of recipients and the determination of the amount of the award is made by the Financial Aid office. No repayment is required.

**COLLEGE WORK-STUDY.** This program provides jobs to earn money for school. The amount of award is based on need and availability of funds.

**STAFFORD LOAN.** Eligible students may borrow up to \$2,625 under this program. Repayment of the loan begins six months after the student discontinues full-time attendance, at a rate of \$50 per month.

**PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) - SUPPLEMENTAL LOAN FOR STUDENTS (SLS).** Parents of dependent students may borrow up to \$4,000. Independent students who do not qualify for other aid may borrow up to \$4,000. Repayment begins immediately.

**CONVENTIONAL BANK LOAN.** If there is a need to borrow funds in order to attend school, the student and family should first look to their own bank or credit union for such a loan.

**TIME PAYMENT PLANS.** Eton Technical Institute offers the opportunity for students to make monthly or quarterly payments within the duration of their program of study, at no interest charge.

**IN-HOUSE WORK-STUDY.** This program provides jobs for students at the campus. Hours worked are credited toward the student's tuition balance. Award is based on financial need at the discretion of the Campus Director.

### **Refunds Due Students**

Any refunds due to a student will be made within 30 days of overpayment on a student's account.

### **Refunds Due Title IV Programs**

The rationale for the school's disbursement policy of Title IV monies is to keep the debt burden on the student as light as possible. The School will always try to refund monies to reduce loan amounts first; and then refund monies to the various other programs in the following order:

- A. Guaranteed Student Loan
- B. PLUS Loan
- C. Supplemental Educational Opportunity Grant (SEOG)
- D. Pell Grant
- E. Private Grants and Scholarships
- F. Student

---

No funding source may receive more than it contributed towards the cost of the student's education.

All loan refunds will be made directly to the lender-bank in the name of the student.

### **Overpayment of Student**

In the event a student is given a cash (check) refund and it is later determined that such refund is an overpayment by virtue of the student having discontinued his or her course of study, having fallen below a half-time student status, having submitted erroneous information in order to qualify for financial aid, etc., or as a result of an error made by the School, the student will be required to return such overpayment to the School. The School may turn the matter over to a collection agency, if necessary, including the U.S. Department of Education where the overpayment involves funds advanced by certain federally regulated programs.

When a student refunds an overpayment to the School the disbursement of that refunded overpayment will be in the same order as set forth under **REFUNDS DUE TITLE IV PROGRAMS**, above, and in accordance with federal regulations governing overpayments made to students.

## **STUDENT AND GRADUATE SERVICES**

**E**ton Technical Institute provides graduate services. While no reputable institution can guarantee employment, Eton facilitates instruction in job selection and job search strategies, and coordinates student placement assistance activities. Emphasis is placed on developing interviewing skills and tips for success on the job. Graduate Services provides careful monitoring, encouragement and support for graduates seeking employment, and coordinates all alumni activities. Graduates may return for assistance at any time.

**GRADUATE REFRESHER SERVICES.** Any reputable institution cannot guarantee employment. Graduates may return to brush up their skills in a subject which they completed with Eton Technical Institute. Graduates may do so at no additional charge, except for any required textbooks.

**PART-TIME EMPLOYMENT.** Eton will assist all students who are interested in part-time work to locate employment opportunities while they are attending school.

Students should not expect the part-time jobs to be in their field of training and, since employment depends on the local job market, we cannot guarantee positions. The only restriction Eton places on part-time employment is that it not be detrimental to the student's scholastic progress.

**HOUSING.** Students who require housing while attending Eton will find a variety of living accommodations convenient to the School. Student Services Offices will provide students with housing information and assistance. The School assumes no responsibility for student housing.



# ACADEMICS

---

## Grading

Course grades are on a Quarter Credit Hour basis. Grading at Eton Technical Institute is based on examinations, daily work, and laboratory performance as evaluated by the instructor. Academic success is important at Eton and every attempt is made by the staff to assure that the student masters the material covered. Assistance is available through tutoring, study guides, and additional class time.

Eton Technical Institute adheres to the quarter credit hour practice for calculating credit for all courses based on the following formula:

---

$$\begin{aligned} 10 \text{ classroom hours} &= 1 \text{ quarter credit}^* \\ 20 \text{ laboratory hours} &= 1 \text{ quarter credit}^* \\ 32 \text{ externship hours} &= 1 \text{ quarter credit}^* \end{aligned}$$

- \* **CREDIT HOUR, QUARTER.** A minimum of 10 classroom lecture periods of not less than 50 minutes each and which assumes outside reading and/or preparation; 20 laboratory clock hours where classroom theory is applied and explored, manipulative skills are enhanced; 32 hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three.

Daily work covers attendance, cooperation, class participation, homework assignments, and daily or weekly quizzes. Practical performance is a key factor in evaluating student progress. Approximately 40 percent of the student's time is spent in class, and 60 percent in laboratory.

GRADE	PERCENTAGE	GPA
A	90 - 100%	3.4 - 4.0
B	80 - 89%	2.7 - 3.3
C	70 - 79%	2.0 - 2.6
D	60 - 69%	1.0 - 1.9
F	Below 60%	0.0 - .9

There are other marks which indicate student progress. These include "I" for "incomplete." An incomplete grade is assigned in such instances where coursework is anticipated to be completed within the following term. If the remaining coursework is not completed, an "I" grade automatically converts to 0.0. "CR" denotes "credit." The "CR" designation is used to indicate credit toward



graduation being awarded for a particular class. This credit may be a result of a student's successful Challenge Exam process at admission, or Transfer Credit accepted from another accredited institution. "NC" refers to "no credit." It is used in those instances where no credit is awarded. Academic records are available to individual students.

## **GRADUATION**

Graduation requirements include completion of all required coursework with a minimum passing grade of 2.0 and 85% attendance record. See the Programs of Study section for class and skill requirements.

## **TRANSCRIPTS**

Transcripts are derived from a student's academic records and indicate information for all courses completed, including course title and number, highest grade attained, credits earned, grade points earned, and the date of completion. The grade point average is computed from the transcript. Official transcripts bear the seal of the School and authorizing signature. Grade transcripts are available. There is no charge for the first copy. Additional copies are \$1.00.

## **CREDIT AND HOUR DEFINITIONS**

Eton Technical Institute adheres to the quarter credit hour practice for calculating credit for all courses. One instructional hour is defined as a class session of 50 minutes. Credits are assigned courses on the following basis:

10 Lecture hours = 1 Quarter Credit

20 Laboratory hours = 1 Quarter Credit

32 Externship hours = 1 Quarter Credit

The School reserves the right to suspend, cancel or postpone a class or classes in the event of an occurrence that unavoidably limits the use of school facilities (such as fire, flood, storm, war, strike, etc.). The School will advise students as soon as possible of the date of class resumption. In any case of unavoidable cancellation by the School a refund will be made of all fees or tuition prepaid by the student. Refunds due will be made within thirty (30) days of the date of cancellation and may not exceed the total amount paid by the student.

## **RECORDS RELEASE POLICY**

Students who fail to comply with Eton rules or regulations, return property owned by the School, pay debts owed to the School, or pay for damaged Eton property may not be allowed to: register, receive grade reports, transcripts, certificates or diplomas; have transcripts forwarded; and/or receive other services related to student records. When the student has cleared the obligation with the School, the "hold" of records shall be removed.

## **PRIVACY RIGHTS**

Section 438 of the Family Educational Rights and Privacy Act requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the institution must obtain the written consent of the student before releasing personally identifiable information about him or her to other than a specified list of persons or agencies; and that these rights extend to present and former students of the institution.

- (1) Education records generally include documents related to admissions, enrollment in classes, grades and related academic information.
- (2) The Director is the designated "records officer" of the institution.
- (3) Educational records will be made available for inspection and review, during normal office hours, to presently and formerly enrolled students within 45 days following completion and filing of a request form with the "records office."
- (4) If informal proceedings do not resolve the student's questions about the records, the student may submit a written request to the "records officer". The "records officer" will respond within 20 days of receipt of the petition.
- (5) The institution may release certain types of "directory information" unless the student notifies the "records officer" that certain or all information not be released without their consent. "Directory Information" at this institution includes:
  - (a) Student name and city of residence
  - (b) Date and place of birth
  - (c) Participation in recognized activities
  - (d) Dates of attendance
  - (e) Diplomas and awards received
  - (f) The most recent previous educational agency or institution attended.

"Directory Information" may be released unless the "records officer" is notified in writing by the student prior to the first day of instruction.

## **APPEAL PROCESS**

Appeals to the administration may be filed with the institution. The Director shall serve as the Chief Hearings Officer and all appeals shall be filed, to the Director's attention.

# STUDENT LIFE

---

## School Environment

Eton Technical Institute seeks to provide an environment which stimulates its students to prepare for the business and technical work place. Employers are encouraged to visit the school to interview students and to assess future employees. Therefore, it is important that the school presents a professional image. Students, faculty and staff are expected at all times to act and maintain standards of professional appearance. Students are encouraged to start developing and expanding their professional wardrobes. Dress standards are intended to reflect the minimum that would be required in the work place.

Attitude and cooperation between students, faculty and staff are equally important in maintaining a cheerful business atmosphere. Eton students conduct their affairs with courtesy, cooperation and mutual respect. Violations of the school rules and regulations are grounds for dismissal. Detailed procedures are available in the Student Handbook.

## Attendance

Attendance history is of primary importance to prospective employers. In recognition of this fact, the School requires students to maintain at least 85% attendance rate, which is required for graduation. If, during any academic term, a student's attendance falls below this rate, a student may be placed on probation. Leaves of absence may be granted for extraordinary reasons only. Students must apply to the Director in writing stating the reason for the leave of absence. The Director's decision is final. Extended leaves of absence may affect the student's continued eligibility for financial aid.

Unexcused class cuts and tardiness are accumulated to form hours and added to form absence days. These days are subtracted from certified attendance and recorded as unexcused absence days.

<b>Tardiness</b>	Entering class after the posted starting time of any class session.
<b>Class Cuts</b>	Unauthorized absence from class at any time other than a scheduled break period, or leaving class prior to the end of the period.
<b>Unexcused</b>	Any absence which has not been cleared by the administration or instructor. Eton assumes no responsibility for providing make-up assistance for work missed due to unexcused absence. Three or more days of unexcused absences may subject the student to probation or dismissal.

## **Disciplinary Action**

Students who violate the school's rules of conduct will be referred to the Director or the designated representative for determination of the situation. Students will have the right to review the facts disclosed and be given the opportunity to reply on their own behalf.

If the Director determines that action is necessary, the student may be placed on probation or terminated from classes. Probation is a period in which the student must improve the conditions that caused the disciplinary action. Termination removes the student from school permanently because of unacceptable scholastic achievement.

## **Dean's List**

Dean's List recognition is awarded to those students who maintain a 3.5 cumulative grade point average, have completed all classes attempted, have remained in good standing, and maintain an attendance rate of 90% or better. The Dean's List is posted on campus and noted on official transcripts.

## **Student Standing—Good Standing/Satisfactory Progress**

Eton requires a cumulative grade of 2.0 (70 percent) or better for graduation with a diploma. Students must also maintain "Satisfactory Progress" during their program of study. "Satisfactory Progress" requirements are as follows:

- (1) A cumulative attendance percentage of 85 percent or better is required for diploma.
- (2) Maintaining a minimum GPA. of 2.0 (70 percent).
- (3) Course work completed on schedule (for details, consult Student Handbook).
- (4) Competent practical-skill development (in relation to objectives prescribed by the curriculum, and student abilities).

Students who fail to meet these requirements will be placed on Conditional Standing or Probation. Students placed on probation must correct their deficiencies within thirty (30) days to remain in good standing. Failure to correct the conditions of probation removes the student from the status of "Good Standing" and is cause for dismissal from school. Such designation is at the sole discretion of the School, and results in the suspension of a student's financial aid eligibility. Loss of financial aid eligibility may be appealed to the Director. Unless corrective improvements are accomplished, involuntary termination automatically occurs. For further information, consult the Student Handbook.

### **Changes in Procedures**

Eton Technical Institute reserves the right to change the rules, program hours, fees, program content and other regulations which may affect its students. Changes are implemented under the authority of the President and apply not only to prospective students, but also to those who are currently enrolled at the School. The most up-to-date information is available in the Student Handbook. Changes in tuition rates will not affect currently enrolled students.

### **Books and Supplies**

Textbooks are covered in the cost of tuition and books are distributed to students when needed. Students are responsible for purchasing their own personal supplies (pens, pencils, note paper, etc.).

## **PROGRAMS OF STUDY**

---

### **BUSINESS DIVISION**

<b>Legal/Executive Secretary</b>	<b>20</b>
<b>Word Processing Secretary</b>	<b>21</b>
<b>Computerized Accounting</b>	<b>22</b>
<b>Data Entry Operator</b>	<b>23</b>
<b>Computerized Medical/Dental Office Assistant</b>	<b>24</b>
<b>Computerized Business Office Specialist 1</b>	<b>25</b>
<b>Computerized Business Office Specialist 2</b>	<b>26</b>
<b>Travel and Tourism</b>	<b>27</b>

### **ALLIED HEALTH/TECHNICAL DIVISION**

<b>Dental Assistant</b>	<b>30</b>
<b>Medical Assistant</b>	<b>31</b>
<b>Veterinary Assistant</b>	<b>32</b>



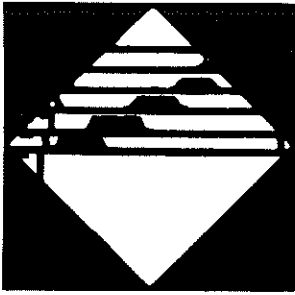
## LEGAL/EXECUTIVE SECRETARY

This program prepares graduates for entry-level employment as an executive or legal secretary with strong word processing and secretarial background, complemented by legal terminology and transcription expertise. Ability, accuracy, and a mature attitude are essential ingredients to success as a top secretary in today's executive office.

\* 700 Clock Hours  
 \* 380 Lecture / 320 Lab  
 \* 24 Weeks\*, 54 Credit Hours  
 \* Diploma Awarded Upon Completion

COURSE	TITLE	CREDIT HOURS
OT100	Introduction to Keyboarding	2
OT101	Keyboarding II	2
OT104	Introduction to Computers	2
OT105	Word Processing I	2
OT106	Word Processing II	2
BU122	Student Mastery Skills	2
BU160	Job Search	2
BU100	Business Communication/Usage	2
BU101	Business Communication/Sentence Structure	2
BU110	Business Mathematics	2
OT103	Document Production	2
BU102	Business Correspondence	2
OT120	Office Transcription	1
OT107	Word Processing Advanced	2
BU130	Office Procedures	2
BU131	Legal Office Procedures/Terminology	2
OT110	Information Processing I	2
OT111	Information Processing II	2
BU111	Administrative Accounting I	2
BU112	Administrative Accounting II	2
OT102	Keyboard Speed Building	2
BU150	Shorthand I	2
BU151	Shorthand II	2
BU152	Shorthand III	2
BU153	Shorthand IV	2
BU154	Shorthand V	1
OT121	Legal Transcription	1
BU141	Legal Documents	1
BU140	Business Law	2
	<b>Total Credit Hours</b>	<b>54</b>

\*The number of weeks may vary depending on an individual's schedule



## WORD PROCESSING SECRETARY

Graduates of this program are prepared for entry-level employment in general office secretarial environments requiring word processing and transcription proficiency. Secretarial graduates may look forward to a bright employment outlook offering personal satisfaction and upward mobility.

\* 500 Clock Hours  
 \* 280 Lecture / 220 Lab  
 \* 20 Weeks\*, 39 Credit Hours  
 \* Diploma Awarded Upon Completion

COURSE	TITLE	CREDIT HOURS
OT100	Introduction to Keyboarding	2
OT101	Keyboarding II	2
OT104	Introduction to Computers	2
OT105	Word Processing I	2
OT106	Word Processing II	2
BU122	Student Mastery Skills	2
BU160	Job Search	2
BU100	Business Communication/Usage	2
BU101	Business Communication/Sentence Structure	2
BU110	Business Mathematics	2
OT103	Document Production	2
BU102	Business Correspondence	2
OT120	Office Transcription	1
OT107	Word Processing Advanced	2
BU130	Office Procedures	2
OT110	Information Processing I	2
OT111	Information Processing II	2
BU111	Administrative Accounting I	2
BU112	Administrative Accounting II	2
OT102	Keyboard Speed Building	2
<b>Total Credit Hours</b>		<b>39</b>

\*The number of weeks may vary depending on an individual's schedule





## COMPUTERIZED ACCOUNTING

Graduates are prepared for entry-level positions in accounting departments requiring computerized accounting experience. Employment opportunities may be found in cost accounting, taxation and corporate accounting. The program provides thorough training in word processing, information processing and computerized accounting.

---

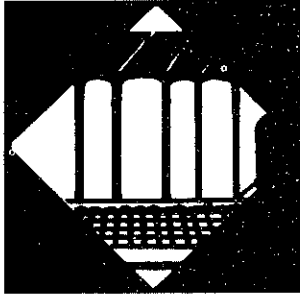
\* 510 Clock Hours  
 \* 270 Lecture / 240 Lab  
 \* 20 Weeks\*\*, 39 Credit Hours  
 \* Diploma Awarded Upon Completion

---

COURSE	TITLE	CREDIT HOURS
OT100	Introduction to Keyboarding	2
OT101	Keyboarding II	2
OT104	Introduction to Computers	2
OT105	Word Processing I	2
BU122	Student Mastery Skills	2
BU160	Job Search	2
BU100	Business Communication/Usage	2
BU101	Business Communication/Sentence Structure	2
BU110	Business Mathematics	2
OT110	Information Processing I	2
OT111	Information Processing II	2
BU140	Business Law	2
OT130	Data Entry Skills Development I	2
AC102	Accounting Math	2
AC111	Principles of Accounting I	2
AC112	Principles of Accounting II	2
AC113	Principles of Accounting III	1
AC120	Payroll	2
AC104	Computerized Accounting	2
AC130	Spread Sheet Accounting	2
	<b>Total Credit Hours</b>	<b>39</b>
OT102	*Keyboard Speed Building	2
	<b>Total Credit Hours</b>	<b>41</b>

\*Optional Course – Available to increase typing speed.

\*\*The number of weeks may vary depending on an individual's schedule



## DATA ENTRY OPERATOR

This program of study prepares graduates for entry-level employment in the general office environment requiring program or data entry skills. The main requirement for the data entry operator is the ability to type or key data rapidly and accurately. Emphasis is also placed on knowledge of the equipment and attention to detail.

---

\* 490 Clock Hours  
 \* 270 Lecture / 220 Lab  
 \* 20 Weeks\*\*, 38 Credit Hours

---

\* Diploma Awarded Upon Completion

---

COURSE	TITLE	CREDIT HOURS
OT100	Introduction to Keyboarding	2
OT101	Keyboarding II	2
OT104	Introduction to Computers	2
OT105	Word Processing I	2
OT106	Word Processing II	2
BU122	Student Mastery Skills	2
BU160	Job Search	2
BU100	Business Communication/Usage	2
BU101	Business Communication/Sentence Structure	2
BU110	Business Mathematics	2
OT103	Document Production	2
BU102	Business Correspondence	2
OT107	Word Processing Advanced	2
BU130	Office Procedures	2
OT110	Information Processing I	2
OT111	Information Processing II	2
BU140	Business Law	2
OT130	Data Entry Skills Development I	2
OT131	Data Entry Skills Development II	2
	<b>Total Credit Hours</b>	<b>38</b>
OT102	*Keyboard Speed Building	2
	<b>Total Credit Hours</b>	<b>40</b>

\*Optional Course – Available to increase typing speed.

\*\*The number of weeks may vary depending on an individual's schedule



## COMPUTERIZED MEDICAL/DENTAL OFFICE ASSISTANT

This course is designed to provide the basic skill training to enable the student to achieve entry-level employment and capability for future employment upgrading. Medical and dental offices are undergoing the transition from manual systems to computer programs to give them more efficiency and reduce overhead costs. This has created a need for an office assistant who is not only friendly and pleasant while

---

\* 730 Clock Hours  
 \* 310 Lecture / 260 Lab  
 \* 160 Externship

---

\* 28 Weeks\*\*, 49 Credit Hours

---

\* Diploma Awarded Upon Completion

---

dealing with patients, but who understands data processing and can operate a computer. The Computerized Medical/Dental Office Assistant may be responsible for functions that include, but are not limited to, word processing, bookkeeping, insurance billing, minor clinical assisting, and data entry.

### Entrance Requirements

Before starting classes, each student shall submit the results of a TB, VDRL, and Hepatitis B test, performed within six months prior to him or her starting classes, to the Admissions office.

COURSE	TITLE	CREDIT HOURS
OT100	Introduction to Keyboarding	2
OT101	Keyboarding II	2
OT104	Introduction to Computers	2
OT105	Word Processing I	2
OT106	Word Processing II	2
BU122	Student Mastery Skills	2
BU160	Job Search	2
BU100	Business Communication/Usage	2
BU101	Business Communication/Sentence Structure	2
BU110	Business Mathematics	2
BU102	Business Correspondence	2
OT110	Information Processing I	2
OT111	Information Processing II	2
BU111	Administrative Accounting I	2
CM140	Medical Coding and Insurance	1
CM100	Medical Terminology	6
CM130	Pegboarding for the Medical/Dental Office	1
CM120	Medical Transcription	2
CM110/111	Medical/Dental Office Procedures	4
CM112	Medical/Dental Clinical Procedures	2
CM700	Medical/Dental Externship	5
	<b>Total Credit Hours</b>	<b>49</b>
OT102	*Keyboard Speed Building	2
	<b>Total Credit Hours</b>	<b>51</b>

\*Optional Course – Available to increase typing speed.

\*\*The number of weeks may vary depending on an individual's schedule



## COMPUTERIZED BUSINESS OFFICE SPECIALIST 1

This program of study prepares the students to obtain entry-level employment in a diversity of business situations which require computer expertise. With the expansion of computerized office equipment, opportunities for specially trained and qualified office technology specialists have grown rapidly.

---

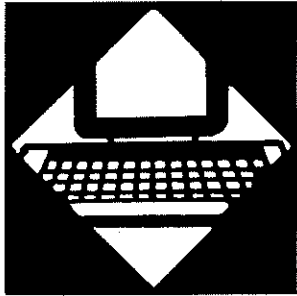
\* 510 Clock Hours  
 \* 270 Lecture / 240 Lab  
 \* 24 Weeks\*\*, 39 Credit Hours  
 \* Diploma Awarded Upon Completion

---

COURSE	TITLE	CREDIT HOURS
OT100	Introduction to Keyboarding	2
OT101	Keyboarding II	2
OT104	Introduction to Computers	2
OT105	Word Processing I	2
OT106	Word Processing II	2
BU122	Student Mastery Skills	2
BU160	Job Search	2
BU100	Business Communication/Usage	2
BU101	Business Communication/Sentence Structure	2
BU110	Business Mathematics	2
OT107	Word Processing Advanced	2
BU111	Administrative Accounting I	2
BU112	Administrative Accounting II	2
OT113	Computerized Operating Systems & Management	1
OT110	Information Processing I	2
OT111	Information Processing II	2
OT112	Lotus 123 C	2
OT114	DBase I	2
OT115	DBase II	2
OT116	Visualized Information Systems	2
	<b>Total Credit Hours</b>	<b>39</b>
OT102	*Keyboarding Speed Building	2
	<b>Total Credit Hours</b>	<b>41</b>

\*Optional Course – Available to increase typing speed.

\*\*The number of weeks may vary depending on an individual's schedule



## COMPUTERIZED BUSINESS OFFICE SPECIALIST 2

This program of study prepares the students to obtain entry-level employment in a diversity of business situations which require a strong computer background. This is an **evening** version made available to those who have a busy day schedule.

\* 300 Clock Hours

\* 300 Lecture

\* 24 Weeks\*\*, 30 Credit Hours

\* Diploma Awarded Upon Completion

COURSE	TITLE	CREDIT HOURS
OT100	Introduction to Keyboarding	1.2
OT101	Keyboarding II	1.6
OT104	Introduction to Computers	1.6
OT105	Word Processing I	1.6
OT106	Word Processing II	1.6
OT107	Word Processing III	1.6
BU100	Business Communication/Usage	1.0
BU101	Business Communication/Sentence Structure	1.6
AC111	Principles of Accounting I	1.6
AC112	Principles of Accounting II	1.6
AC113	Principles of Accounting III	1.6
OT113	Computerized Operating Systems & Management	1.0
OT110	Information Processing I	1.6
OT111	Information Processing II	1.6
OT112	Lotus 123 C	1.6
OT114	DBase I	1.6
OT115	DBase II	1.6
OT116	Visualized Information Systems	1.6
OT117	Computer Systems Applications	1.6
OT118	***Designed Applications	1.2
	<b>Total Credit Hours</b>	<b>30</b>
OT102	*Keyboarding Speed Building	2
	<b>Total Credit Hours</b>	<b>32</b>

\*Optional Course – Available to increase typing speed.

\*\*The number of weeks may vary depending on an individual's schedule

\*\*\*To be conducted on two special Saturdays at end of program.



## TRAVEL AND TOURISM

This program of study prepares graduates for entry-level positions in the travel industry with travel agencies, tour operations, airlines, cruise lines, hotels, reception operators, tourist offices, convention services, and car rental agencies. Emphasis is placed on technical knowledge, sales, and airline automation.

---

\* 310 Clock Hours  
 \* 70 Lecture/240 Lab  
 \* 12 Weeks, 19 Credit Hours  
 \* Diploma Awarded Upon Completion

---

COURSE	TITLE	CREDIT HOURS
TT101	Introduction to Travel/Geography	2
TT102	Travel Reference Materials	2
TT103	Domestic Ticketing and Tariffs	5
TT104	International Ticketing and Tariffs	2
DP130	Travel Automation	2
BU122	Student Mastery Skills	2
BU110	Business Mathematics	2
OT101	Introduction to Keyboarding	2
<b>Total Credit Hours</b>		<b>19</b>



Federal Way Campus

*Travel and Tourism  
 taught at all three  
 campuses*

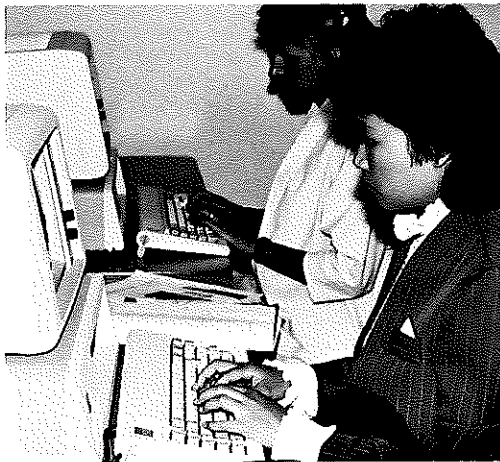


Everett Campus

# BUSINESS COURSES

---

*Be one of our successful graduates from one of our business programs.*



*Word Processing – Federal Way Campus*



*Typing Class – Port Orchard Campus*



*Computer Class – Everett Campus*

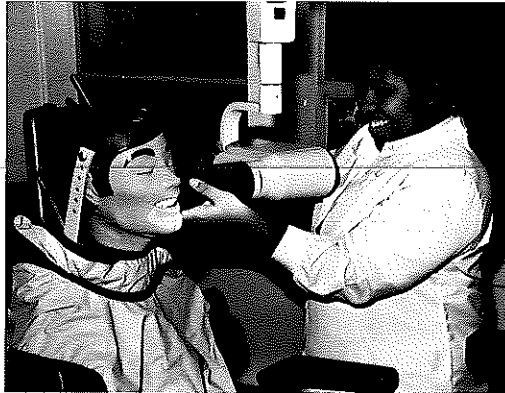


*Typing Class – Everett Campus*

# TECHNICAL COURSES

---

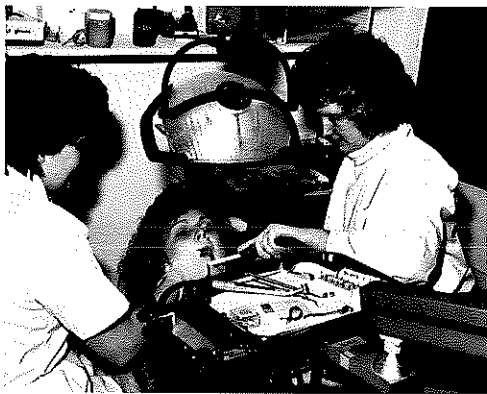
*Picture yourself as a qualified professional in one of our Technical Programs as shown.*



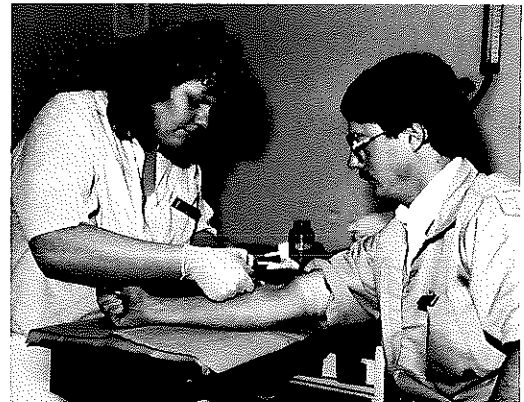
*Dental Assisting – Port Orchard Campus*



*Medical Assisting – Everett Campus*



*Dental Assisting – Federal Way Campus*



*Medical Assisting – Everett Campus*





## DENTAL ASSISTANT

Dental Assisting is a fascinating career field. This course will prepare the student for entry-level employment as a Dental Assistant and provide the background to facilitate career advancement. Graduates will fill several roles in the dental office. As an office assistant, duties may involve greeting the patient, answering the telephone, scheduling appointments, recordkeeping and other receptionist tasks.

---

\* 880 Clock Hours  
 \* 140 Lecture / 420 Lab  
 \* 320 Externship

---

\* 36 Weeks\*, 51 Credit Hours

---

\* Diploma Awarded Upon Completion

---

Chairside assisting requires becoming the dentist's second pair of hands. Seating the patient, passing instruments, and instruction in health care are part of this aspect of Dental Assisting. As a laboratory assistant, mixing materials and taking and developing X-rays are just a few of the interesting duties included.

The course is designed to provide ample opportunity to practice the various skills as well as understand the underlying theory. The Institute's dental operatories and laboratories allow the student to become familiar with the basic equipment and techniques.

Experience in a dental office will be obtained through the externship program where students work in the office of local dentists.

### Entrance Requirements

Before starting classes, each student shall submit the results of a TB, VDRL, and Hepatitis B test, performed within six months prior to him or her starting classes, to the Admissions office.

**Course Outline:** 36\* Weeks

COURSE	TITLE	CREDIT HOURS
DA101	<b>Anatomy and Physiology</b>	5
DA200	<b>Chairside Assisting</b>	5
DA300	<b>Crown and Bridge</b>	5
DA400	<b>Radiology: Landmarks and Errors; Tooth Morphology and History</b>	5
DA500	<b>Radiology: Procedures and Processing</b>	5
DA600	<b>Specialty Practice</b>	5
DA700	<b>Office Management and Medical Emergencies</b>	5
DA800	<b>Externship (Specialty)</b>	5
DA900	<b>Externship</b>	5
BU122	<b>Student Mastery Skills</b>	2
BU100	<b>Business Communication/Usage</b>	2
BU160	<b>Job Search</b>	2
	<b>Total Credit Hours</b>	<b>51</b>

\*The actual number of weeks may vary depending on the number of hours per week available for an individual's externship program.



## MEDICAL ASSISTANT

The Medical Assistant is the doctor's personal representative to the patients. She or he must possess tact, adroitness, and a desire to work with people. The Medical Assistant must be friendly, pleasant and polite, as she or he is responsible for the comfort and well-being of the patients. Medical Assisting may include, but is not limited to Doctor's Assistant, Laboratory Assistant, Medical Receptionist, and EKG Technician.

- 
- \* 970 Clock Hours
  - \* 250 Lecture / 560 Lab
  - \* 160 Externship
- 
- \* 36 Weeks\*, 58 Credit Hours
- 
- \* Diploma Awarded Upon Completion
- 

However, the greatest need is for the Medical Assistant with training in a combination of clinical, office and laboratory duties, since the job duties often overlap. In many instances, one job may incorporate the duties of all of the general categories. The Medical Assistant course is designed to prepare graduates for entry-level employment as a Medical Assistant in any of the three general categories mentioned above or as a combination of all. The training received will also provide graduates with the basic training that will enhance their ability to move into more responsible and economically rewarding positions.

### Entrance Requirements

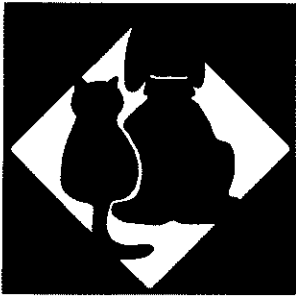
Before starting classes, each student shall submit the results of a TB, VDRL and Hepatitis B test, performed within six months prior to him or her starting classes, to the Admissions office.

### Course Outline: 36 Weeks

COURSE	TITLE	CREDIT HOURS
MA100	The Brain & Nervous Systems, Physical Therapy & Office Management	5
MA200	The Heart & Circulatory Systems, Hematology & Office Management	5
MA300	Digestive & Endocrine Systems, Nutrition & Diet, Office Management	5
MA400	Respiratory & Urinary Systems, Urinalysis & Office Management	5
MA500	The Human Body, Skin, Pharmacology & Office Management	5
MA600	Sense Organs, Microbiology, Surgical Preparations & Office Management	5
MA700	Musculoskeletal Systems, Radiology, Office Management	5
MA800	Human Reproduction, Vital Signs & Office Management & American Red Cross — Multimedia	5
MA900	Externship	5
BU122	Student Mastery Skills	2
OT100	Introduction to Keyboarding	2
BU110	Business Mathematics	2
BU101	Business Communication/Sentence Structure	2
OT105	Introduction to Word Processing I	2
OT141	Document Transcription	1
BU160	Job Search	2
<b>Total Credit Hours</b>		<b>58</b>

\*The actual number of weeks may vary depending on the number of hours per week available for an individual's externship program.

*Medical Assisting offered at all three campuses.*



## VETERINARY ASSISTANT

This relatively new and emerging field offers new challenges and rewards most every day. An education in an animal science career such as this will open a wide variety of employment opportunities in several related areas such as herd management, wildlife or zoo practice, dog grooming, laboratory animal research, pet store operation, and a host of others.

- 
- \* 854 Clock Hours
  - \* 140 Lecture / 490 Lab
  - \* 224 Externship
- 
- \* 28 Weeks\*, 45.5 Credit Hours
- 
- \* Diploma Awarded Upon Completion
- 

Though a sound academic background is provided, emphasis is placed on practical-skills development in this program. On-the-job experience is obtained through the student serving in a clinical practice and internships in the student's modules. Here the students will be spending part of their training working in a local animal facility or in other related animal health care facilities.

The Veterinary Assistant course provides the necessary training for graduates to obtain entry-level employment as a veterinary assistant with a veterinarian, in wildlife or zoological practice, pet store operation, and other associated operations. This comprehensive training also provides a strong foundation for career advancement.

\*Offered at the Everett campus only.

### Course Outline: 28 Weeks

COURSE	TITLE	CREDIT HOURS
VA101	<b>Anatomy, Physiology &amp; Medical Nursing</b>	6.5
VA102	<b>Endocrinology &amp; Reproductive System</b>	6.5
VA103	<b>Pharmacology, Behavior, Care &amp; Handling</b>	6.5
VA201	<b>Surgical Nursing/Anesthesiology &amp; Microbiology</b>	6.5
VA202	<b>Clinical Management/Parasitology</b>	6.5
VA203	<b>Large Animal Management/Radiology</b>	6.5
VA300	<b>Disease and Immunology/Hematology-Urology</b>	6.5
<b>Total Credit Hours</b>		<b>45.5</b>



*The Everett Branch Campus offers Veterinary Assisting instruction.*

# FACILITIES AND EQUIPMENT

## Port Orchard — Main Campus



The Main campus is located on a 5-acre site at 3649 Frontage Road, Port Orchard, Washington 98366. The 30,000 square foot facility was completely remodeled in June, 1986 and includes well-lighted classrooms, a student lounge, resource rooms, ample parking and recreation areas. The classroom equipment used for training includes IBM-PCs, and WYSE PCs (IBM-compatible), IBM Selectric and Actionwriter typewriters, and electronic calculators, along with medical and dental laboratories, exam equipment, and dental operation equipment, and operating and lab equipment.

## Everett Branch Campus



The Everett branch campus is the newest branch and the most contemporary facility of Eton Technical Institute. It is located at 209 Casino Road, Everett, WA 98204. Completely remodeled in

August 1988, this 10,350 square foot building sports modern and bright classrooms, and uses the same quality equipment for student training as the other Eton campuses; IBM-PCs, IBM-compatible

WYSE computers, IBM Selectrics and Actionwriters along with medical and dental labs and equipment. The campus is conveniently located for transportation and parking.

## Federal Way Branch Campus

The Federal Way branch campus is located on a spacious two-and-a-half acre campus at 31919 Sixth Ave. S. (right on 320th), Federal Way, WA 98003. The facility occupies 18,000 square feet. Federal Way Eton also uses the same quality equipment for student training as the other Eton campuses: IBM PCs, IBM-compatible WYSE computers, IBM Selectrics and Actionwriters, along



with medical lab and exam equipment, dental operator and lab equipment. There are also large, general-purpose classrooms and

student relaxation areas. The location has excellent areas for bus or car and angle parking is available.

# COURSE DESCRIPTIONS

## BUSINESS

---

### **AC102 Accounting Math**

(1 credit of lecture and 1 credit of lab/30 hours)  
The basic math required for accounting students, including algebraic expression and formula development.

---

### **AC104 Computerized Accounting**

(1 credit of lecture and 1 credit of lab/30 hours)  
Using existing programs, student learns input techniques for computerized accounting.

---

### **AC111 Principles of Accounting I**

(2 credits of lecture/20 hours)  
Overview of the basic principles and procedures in financial accounting. Emphasis is placed on notes payable and receivable, interest and the valuation of inventory

---

### **AC112 Principles of Accounting II**

(2 credits of lecture/20 hours)  
Continuation of the principles learned in AC111. Emphasis is on fixed assets, business taxes, complex financial statements and accrual accounting.

---

### **AC113 Principles of Accounting III**

(1 credit of lab/20 hours)  
Continuation of the basic principles and procedures involved in financial accounting including sales and accounts. Emphasis is placed on accounting procedures required for partnerships and corporations.

---

### **AC120 Payroll Procedures**

(1 credit of lecture and 1 credit of lab/30 hours)  
Overview of payroll procedures. Federal and state taxes and regulations are covered, including accounting for all payroll transactions. Manual and computerized applications are applied.

---

### **AC130 Spreadsheet Accounting**

(1 credit of lecture and 1 credit of lab/30 hours)  
Using a spreadsheet, the student develops his or her own computer accounting programs.

---

### **BU100 Business Communication/Usage**

(2 credits of lecture/20 hours)  
Review of English as it is used in the business environment. Emphasis is on common errors and practical usage.

---

### **BU101 Business Communication/Sentence Structure**

(2 credits of lecture/20 hours)  
Review of business terminology, punctuation, and sentence structure. Common business formats are included.

---

### **BU102 Business Correspondence**

(2 credits of lecture/20 hours)  
Development of ability to write effective business correspondence: memos letters, and reports. Concise, effective communication is stressed.

---

### **BU110 Business Mathematics**

(1 credit of lecture and 1 credit of lab/30 hours)  
Coverage of mathematics used in business situations. Emphasis is placed on review of basic math functions and their applications. The electronic calculator by touch control is introduced.

---

### **BU111 Administrative Accounting I**

(2 credits of lecture/20 hours)  
Introduction to basic accounting procedures used in the office environment. Coverage of the journal and financial statements.

---

### **BU112 Administrative Accounting II**

(2 credits of lecture/20 hours)  
Continuation of BU111 to include skills and application of the basic accounting procedures. Application of funda-

mental business mathematics such as bank reconciliations, interest calculations, discounts, sales tax and commissions.

---

### **BU122 Student Mastery Skills**

(2 credits of lecture/20 hours)  
Orientation to the school environment. Verbal presentations, study techniques, problem solving, goal setting, time management, attitude, professionalism, personal appearance and other management concerns are covered.

---

### **BU130 Office Procedures/Records Management**

(2 credits of lecture/20 hours)  
On overview of procedures used in the business environment. This course concentrates on the role of the secretary in the professional setting with office equipment, duties, and general office responsibilities. Records management systems are discussed.

---

### **BU131 Legal Office Procedures/Terminology**

(1 credit of lecture and 1 credit of lab/30 hours)  
The special role of the secretary in the legal office - duties, confidentiality, terminology, and various types of legal documents.

---

### **BU140 Business Law**

(2 credits of lecture/20 hours)  
Introduction to basic business law and the legal system. Emphasis is placed on contracts and the sale and transfer of property.

---

### **BU141 Legal Documents**

(1 credit of lab/20 hours)  
Office simulation projects for legal secretarial positions. Terminology and legal document formats are covered.

---

### **BU150 Principles of Shorthand I**

(2 credits of lecture/20 hours)  
The student is introduced to the basic principles of the alphabetic shorthand method, rules, and beginning dictation. Theory of speedwriting is stressed.

---

### **BU151 Shorthand Theory II**

(2 credits of lecture/20 hours)  
Theory of speedwriting shorthand is completed. Brief forms are introduced and speed drills are initiated.

---

### **BU152 Shorthand Theory III**

(2 credits of lecture/20 hours)  
Student is introduced to transcribing material from dictation to final document. The dictated material begins at 60 wpm. Speed and accuracy are primary concerns.

---

### **BU153 Shorthand IV**

(1 credit of lecture and 1 credit of lab/30 hours)  
Emphasis is on building speed to 90 wpm using unfamiliar material. Students are tested at each level for proficiency. Professional, mailable documents are mandatory.

---

### **BU154 Shorthand V**

(1 credit of lab/20 hours)  
Students are tested for proficiency, professional mailable documents, and speed. One hundred words per minute are required upon completion of this course.

---

### **BU160 Job Search Strategies**

(2 credits of lecture/20 hours)  
Preparation for the job search. Resumes, personal data sheet and letter of application are prepared. Strategies for locating job openings, effective interviewing and follow-up are stressed.

---

### **CM100 Medical/Dental Terminology**

(6 credits of lecture/60 hours)  
Elements of medical and dental terminology will be taught, as well as how to combine these elements to form commonly-used medical and dental terms. The student will

learn how to recognize words as well as how to spell them and look them up in a medical dictionary. Major anatomical systems and features will be taught, with emphasis on spelling and recognition.

---

**CM110 & 111 Medical/Dental Office Procedures I & II**

(2 credits of lecture and 2 credits of lab/60 hours)

This course will cover the broad range of office skills needed in a medical and/or dental office. Some of the topics covered include making appointments, billing, recordkeeping, confidentiality, filing, completing insurance forms, as well as working with patients and other staff.

---

**CM112 Medical/Dental Clinical Procedures**

(1 credit of lecture and 1 credit of lab/30 hours)

The students will be given training in basic clinical procedures so that they can help out in the absence of clinical staff. This course will include asepsis, first aid, CPR, vital signs, charting, commonly-used instruments and basic room and tray preparation.

---

**CM120 Medical Transcription**

(2 credits of lab/40 hours)

Machine transcription is specialized by the use of simulated medical office assignments.

---

**CM130 Pegboarding For The Medical/Dental Office**

(1 credit of lab/20 hours)

Basic pegboarding procedures are learned and applied as they are used in a medical/dental office.

---

**CM140 Medical Coding and Insurance**

(1 credit of lecture/10 hours)

This course presents to the student the basic procedures for completing and submitting medical/dental insurance forms. Students will also be trained in locating procedure codes and diagnosis codes in the reference manuals.

---

**CM700 Medical/Dental Externship**

(5 credits of extern/160 hours)

The student will be placed in a site that will allow practice in using the skills gained in the coursework. The externship is 160 hours. The student will be supervised and evaluated by an appropriate person at the extern site, as well as maintaining periodic contact with the faculty.

---

**OT100 Introduction to Keyboarding**

(1 credit of lecture and 1 credit of lab/30 hours)

The keyboard is introduced, section by section, with emphasis on correct typing techniques. The touch system is stressed in rhythm and accuracy exercises. Machine manipulations and control is obtained to accomplish basic formatting.

---

**OT101 Keyboarding II**

(1 credit of lecture and 1 credit of lab/30 hours)

Keyboard speed and accuracy are increased through diagnostic and control exercises. Additional skills are learned stressing increased production rates. Basic editing is introduced.

---

**OT102 Keyboard Speed Building**

(1 credit of lecture and 1 credit of lab/30 hours)

A concentrated study of the keyboard and speed drills. This course is available to build speed and accuracy.

---

**OT103 Document Production**

(1 credit of lecture and 1 credit of lab/30 hours)

General office correspondence including forms, letters, memorandums and tables are learned. Production of mailable copy is stressed. Typing edited material as well as editing and proofreading skills are developed.

---

**OT104 Introduction to Computers**

(2 credits of lecture/20 hours)

An introduction to the computer: history, terminology, limitations, capabilities, and operating systems commands. Parts of the computer are identified.

---

**OT105 Introduction to Word Processing I**

(1 credit of lecture and 1 credit of lab/30 hours)

Presents basic principles of word processing software. Designed as a first course for students planning to enter employment requiring an understanding of automated word processing.

---

**OT106 Word Processing II**

(1 credit of lecture and 1 credit of lab/30 hours)

Automated word processing concentrating on Word-Perfect, covering entrance commands to desktop capabilities.

---

**OT107 Advanced Word Processing III**

(1 credit of lecture and 1 credit of lab/30 hours)

Production rate is increased through simulated projects. Simulations provide practical experience with word processing functions typical of various business tasks.

---

**OT110 Information Processing I**

(1 credit of lecture and 1 credit of lab/30 hours)

Lotus, database, and general spreadsheets are introduced to the student. The course includes computer systems, input, output, storage, functions, programming concepts, structures, data files, and data base systems.

---

**OT111 Information Processing II**

(1 credit of lecture and 1 credit of lab/30 hours)

Lotus, data base, and computer science principles as applied to the business office environment are reviewed. The Lotus program is studied in more depth.

---

**OT112 Lotus 1-2-3 C**

(Day - 1 credit of lecture and 1 credit of lab/30 hours)

(Evening - 1.6 credits of lecture/16 hours)

The Lotus program is study in depth: the development of macros, a refined study of dbase, and a higher level of mathematical functions.

---

**OT113 Computer Operating Systems**

(1 credit lecture/10 hours)

The universal computer language is learned: commands, functions, abilities, and general computer usage.

---

**OT114 DBase I**

(Day - 1 credit of lecture and 1 credit of lab/30 hours)

(Evening - 1.6 credits of lecture/16 hours)

An introduction and development of the Dbase program from the command menu, its functions, abilities, and general use.

---

**OT115 DBase II/DataBase Management**

(Day - 1 credit of lecture and 1 credit of lab/30 hours)

(Evening - 1.6 credits of lecture/16 hours)

This course consists of entering, maintaining, and developing a program by using the Dbase language.

---

**OT116 Visualized Information Systems**

(Day - 1 credit of lecture and 1 credit of lab/30 hours)

(Evening - 1.6 credits of lecture/16 hours)

An introduction to the world of page layout including inter-office paper to newsletters and production of simple prospectives.

---

**OT117 Computer Systems Applications**

(1.6 credits of lecture/16 hours)

A course designed to present applications pertinent to the development of management information systems and to facilitate efficient use of problem solving using Lotus spreadsheets.

---

**OT118 Designed Applications\***

(1.2 credits/12 hours)

This is the implementation of materials learned in the CBOS course to solve accounting application problems.

\*Designed Applications - This course will be conducted toward the end of the program on two special Saturdays.

---

**OT120 Office Transcription**

(1 credit of lab/20 hours)

Student is introduced to mechanical dictation equipment

and becomes familiar with the machine, its operation and control by transcribing a series of documents.

---

**OT121 Legal Transcription**

(1 credit of lab/20 hours)

Machine transcription and legal terminology is presented in simulated office assignments. Legal documents, forms, and correspondence are emphasized.

---

**OT130 Data Entry Skills Development I**

(1 credit of lecture and 1 credit of lab/30 hours)

Introduction to data processing which includes the basic

concepts of data processing. Classwork provides problem solving activities that allows opportunity to determine priorities and develop dexterity and accuracy.

---

**OT131 Data Entry Skills Development II**

(1 credit of lecture and 1 credit of lab/30 hours)

Keyboard dexterity and accuracy further developed and applied on the micro-computer. Familiarity with common data entry procedures is emphasized as well as timings designed for achieving higher speeds.

---

## COURSE DESCRIPTIONS ALLIED HEALTH / TECHNICAL

---

---

### DENTAL ASSISTANT

**\*DA100 Anatomy and Physiology**

(2 credits of lecture and 3 credits of lab/80 hours)

Basic anatomy of the head and neck, relating muscles, bone, heart, nerves and cells to the skull. Terminology is an integral part of this module.

\*LAB PROCEDURES involve performing intra/extra oral exams, butritional analysis. Including sterilization techniques.

---

**\*DA200 Chairside Assisting**

(2 credits of lecture and 3 credits of lab/80 hours)

Includes general four-handed assisting duties, tray set-ups, procedures, and instrument identification and transfer. Students also study various charting methods and cariology. Terminology is an integral part of this module.

\*LAB PROCEDURES include preparing and dismissing patient, charting restorations at chairside, performing chairside duties, mixing and placing medicaments, topical and local injection sites, handpiece maintenance, oral hygiene instructions, coronal polish, fluoridation.

---

**\*DA300 Crown and Bridge**

(2 credits of lecture and 3 credits of lab/80 hours)

Covers removable and fixed oral prosthesis and its fabrication. Involves manipulation of many types of dental materials. Terminology is an integral part of this module.

\*LAB PROCEDURES include impressions and bite, fabricating study models and custom trays, crown and bridge procedures and temporary crown construction.

---

**\*DA400 Radiology: Landmarks and Errors; Tooth Morphology and Histology**

(2 credits of lecture and 3 credits of lab/80 hours)

Students study landmarks of various dental radiographs and radiographic errors of processing, placement and exposing. Students also study growth and development of individual teeth. Terminology is an integral part of this module.

\*LAB PROCEDURES include identifying radiographic landmarks and errors from various radiographs.

---

**\*DA500 Radiology: Procedures and Processing**

(2 credits of lecture and 3 credits of lab/80 hours)

Students will study the history of radiology, techniques of film placement, and exposure. Equipment and darkroom operation and maintenance, patient and operator safety, and measurements of radiation. Terminology is an integral part of this module.

\*LAB PROCEDURES include charting restorations at chairside, identifying radiographic landmarks, and errors from various radiographs.

---

**\*DA600 Specialty Practice**

(2 credits of lecture and 3 credits of lab/80 hours)

Students study specific assisting procedures used in specialty practices. Fields covered include Endodontics, Oral Surgery, Periodontics, Pedodontics, and Orthodontics.

Terminology is an integral part of this module.

\*LAB PROCEDURES include Endodontic and Oral Surgery tray setcharting and placing perio packs.

---

**\*DA700 Office Management and Medical Emergencies**

(2 credits of lecture and 3 credits of lab/80 hours)

Students study aspects of management of the front desk, telephone techniques, scheduling appointments, insurance, filing, and management of office visitors. Including medical emergencies and conditions, pharmacology and psychology. Terminology is an integral part of this module.

\*LAB PROCEDURES include taking blood pressures, pulse, respiration, and medical/dental health history.

---

**DA800 Externship (Specialty)**

(5 credits/160 hours)

Student is placed in an approved, supervised externship site, facility which includes duties applicable to the course of study in the previous seven modules. Periodic on-site visits by faculty are scheduled. Student evaluated at the end of 80 hours and again at 160 hours by externship site supervisor.

---

**\*DA900 Externship**

(5 credits/160 hours)

Student is placed in an approved facility which includes duties applicable to the course in the previous eight modules. Externship — 160 hours. Student is under supervision on extern site. On site periodic visits by faculty are scheduled. Student evaluated at the end of 80 hours and again at 160 hours by externship site supervisor.

\*This module also includes the selection of a required elective.

---

### MEDICAL ASSISTANT

**MA100 The Brain & Nervous Systems, Physical Therapy & Office Management**

(2 credits of lecture and 3 credits of lab/80 hours)

Anatomy and physiology includes the structure, function and pathology of the brain and nervous systems of the human body with emphasis on related terminology. The clinical portion of this module deals with the application of various modalities used in physical therapy. Medical office management covers telephone communications (receiving, evaluating, recording various communications.)

---

**MA200 Heart and Circulatory Systems, Hematology & Office Management**

(2 credits of lecture and 3 credits of lab/80 hours)

Anatomy and physiology includes the study of the structure, function of the heart and circulatory systems with emphasis on related terminology as an integral part of this module. The clinical portion of this module introduces the students to the many facets of hematologic tests which are performed in the physician's office as well as the components of blood and legalities involved with handling of

blood. Also covered: adjustment and maintenance of the electrocardiograph machine; preparation of patient; recording a 12 lead EKG and mounting the recording. Medical office management covers the patient's medical record, charting, the forms available and their care and keeping.

#### **MA300 Digestive & Endocrine Systems, Nutrition & Diet, Office Management**

(2 credits of lecture and 3 credits of lab/80 hours)  
Anatomy and physiology includes the study of structure, function and pathology of the digestive and endocrine systems in the human body, with related terminology an integral part of this module. The clinical portion includes the study of nutrition and various types of diet with emphasis on patient education. Medical office management covers records management – alphabetical filing, numerical or color coding, types of file folders, care and keeping, mail handling (types of incoming, processing, responding).

#### **MA400 Respiratory & Urinary Systems, Urinalysis & Office Management**

(2 credits of lecture and 3 credits of lab/80 hours)  
Anatomy and physiology includes the study of the structure, function and pathology of respiratory and urinary systems in the human body, with related terminology an integral part of this module. The clinical portion includes both physical and microscopic urinalysis. Medical office management covers schedule planning, setting appointments, smooth and efficient time management, handling the disruption of schedules.

#### **MA500 The Human Body, Skin, Pharmacology & Office Management**

(2 credits of lecture and 3 credits of lab/80 hours)  
Anatomy and physiology includes relating cell, tissue, and organs to structural units of the human body. Begins with the function of the cell organelle, through Mitosis/Meiosis, DNA technology to the four basic types of tissue. Relates the structure, function, and pathology of the skin, with emphasis on pathology and related terminology. The clinical portion of this module includes the study of medications, various methods of administration and the legalities involved. Medical office management includes the history of medicines and the medical profession, with emphasis on medical law and ethics, and the prevention of malpractice suits.

#### **MA600 Sense Organs, Microbiology, Surgical Preparations & Office Management**

(2 credits of lecture and 3 credits of lab/80 hours)  
Anatomy and physiology includes the study of the structure, function and pathology of the human sense organs as well as the study of structure, function and pathology of various microorganisms that affect the human body. An integral part of this module is related terminology. The clinical portion will deal with clinical testing and treatment of the eyes and ears; recognition, care and usage of instruments; surgical asepsis and patient preparation for various procedures. Medical office management covers preparation of health care forms as well as international CPT and ICD-9 coding systems.

#### **MA700 Musculoskeletal Systems, Radiology & Office Management**

(2 credits of lecture and 3 credits of lab/80 hours)  
Anatomy and physiology includes the study of the structure, function and pathology of the musculoskeletal systems, along with related terminology, as in integral part of this module. The clinical portion covers X-ray theory, X-ray safety, and the various positions as well as patient preparation for specific X-ray examinations. Medical office management covers reception area environment, ordering and care of supplies, office security.

#### **MA800 Human Reproduction, Vital Signs & Office Management**

(2 credits of lecture and 3 credits of lab/80 hours)  
Anatomy and physiology includes the structure, function and pathology of the human reproductive system with emphasis on a healthy pregnancy, labor and delivery. Related terminology is an integral part of this module. The clinical portion consists of vital signs and specialty examination procedures. Medical office management covers financial management: accounts payable, receivables, maintaining a ledger, banking procedures.

#### **MA900 Externship**

(5 credits of extern/160 hours)  
The student is placed in an approved facility that will include duties applicable to the course of study in the previous eight modules. The length of an externship is 160 hours, during which the student will be under supervision on the externship site. In-site visitations will be made by a member of the faculty, periodically. The student will be evaluated at the end of 80 hours and again at 160 hours by the supervisor of the externship site.

### **VETERINARY ASSISTANT**

#### **VA101 Anatomy, Physiology and Medical Nursing**

(2 credits lecture, 3.5 credits lab, 1 credit extern/122 hours)  
A study of anatomy and physiology dealing with cells and tissues, skeletal system/myology, nervous system, sensory system, and digestive system. The care of sick animals, administration of medications, first aid procedures, diseases of animals and neural disorders are also covered. Intern practicum.

#### **VA102 Endocrinology and Reproductive System**

(2 credits lecture, 3.5 credits lab, 1 credit extern/122 hours)  
This course deals with study of the endocrine system, related disorders and the male and female reproductive systems. Intern practicum.

#### **VA103 Pharmacology, Behavior, Care and Handling**

(2 credits lecture, 3.5 credits lab, 1 credit extern/122 hours)  
In this course, students develop a basis in understanding Veterinary Pharmacology, including use, dosage, and the normal and abnormal reactions to the drugs. Both large and small animal breeds are studied, covering the basics in small animal behavior, care, handling and nutrition. Intern practicum.

#### **VA201 Surgical Nursing/Anesthesiology, and Microbiology**

(2 credits lecture, 3.5 credits lab, 1 credit extern/122 hours)  
Pre- and post-operative care of animals, the basis of understanding of anesthesiology, along with the study of laboratory procedures used in routine bacteriology and mycology are covered in the course. Intern practicum.

#### **VA202 Clinical Management/Parasitology**

(2 credits lecture, 3.5 credits lab, 1 credit extern/122 hours)  
This course introduces the student to the front office procedures of the veterinary clinic. Students learn telephone protocol, client relations, inventory control and daily book-keeping transactions. Students also study large and small animal parasites; how to identify them; their life cycle; and how to prevent infestation. Intern practicum.

#### **VA102 Large Animal Management/Radiology**

(2 credits lecture, 3.5 credits lab, 1 credit extern/122 hours)  
In this course, students study basic farm and stable management, preventive health care and positioning, setting the X-ray machine and X-ray film developing. Intern practicum.

#### **VA300 Disease and Immunology/Hematology-Urology**

(2 credits lecture, 3.5 credits lab, 1 credit extern/122 hours)  
Students study the common diseases of large and small animals and methods of disease prevention and control. Routine clinical skills in hematology and urinalysis are also developed. Intern practicum.



# APPLICATION FOR ADMISSION

Application to ETON TECHNICAL INSTITUTE of  Port Orchard  Federal Way  Everett

Intended Program of Study: \_\_\_\_\_

Legal Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Employer, Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Male  Female  Child of deceased veteran?  Yes  No  Military veteran?  Yes  No

If not a U.S. citizen, what nation? \_\_\_\_\_ Type of Visa \_\_\_\_\_

Do you plan to attend  Full time  Part time  Days  Evenings  Both

Your High School, Address \_\_\_\_\_

Date of Graduation \_\_\_\_\_

If you are not a high school graduate, indicate highest grade completed Grade \_\_\_\_\_ Year \_\_\_\_\_

G.E.D. test taken  Yes  No When? \_\_\_\_\_

List names of all other high schools, special schools, and colleges with dates of attendance (transcripts needed)

School or College	City	State	From	To	Diploma/Degree
-------------------	------	-------	------	----	----------------


If presently enrolled in high school, list your senior year courses:


Father's Name \_\_\_\_\_ Father's Employer \_\_\_\_\_

Father's Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

Mother's Employer \_\_\_\_\_

Mother's Address (if different) \_\_\_\_\_

TO USE THIS FORM:

TEAR ALONG PERFORATION, FOLD ALONG LINES ON REVERSE AND FASTEN CLOSED. POSTAGE WILL BE PAID.

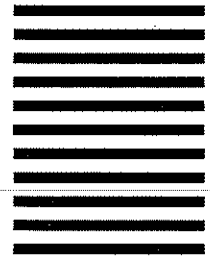


NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY CARD**  
FIRST CLASS PERMIT NO. 228 SEATTLE, WA

POSTAGE WILL BE PAID BY

ETON TECHNICAL INSTITUTE  
3649 FRONTAGE ROAD  
PORT ORCHARD, WA 98366



**Port Orchard  
Main Campus**

(206) 479-3866  
3649 Frontage Rd.  
Port Orchard, WA  
98366

**Federal Way  
Branch Campus**

(206) 941-5800  
31919 Sixth Ave. S.  
Federal Way, WA  
98003

**Everett  
Branch Campus**

(206) 353-4888  
209 Casino Rd.  
Everett, WA  
98204

Eton Technical Institute reserves the right to alter the curriculum, school calendar, faculty and school facilities, or to make such changes as it may deem best for the school or student body. Eton also reserves the right to add or eliminate any of the statements, rules, or regulations to be found in this catalog.

---

*Layout and Design by Carrie Groff  
Photography by John Tholen*