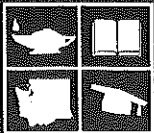


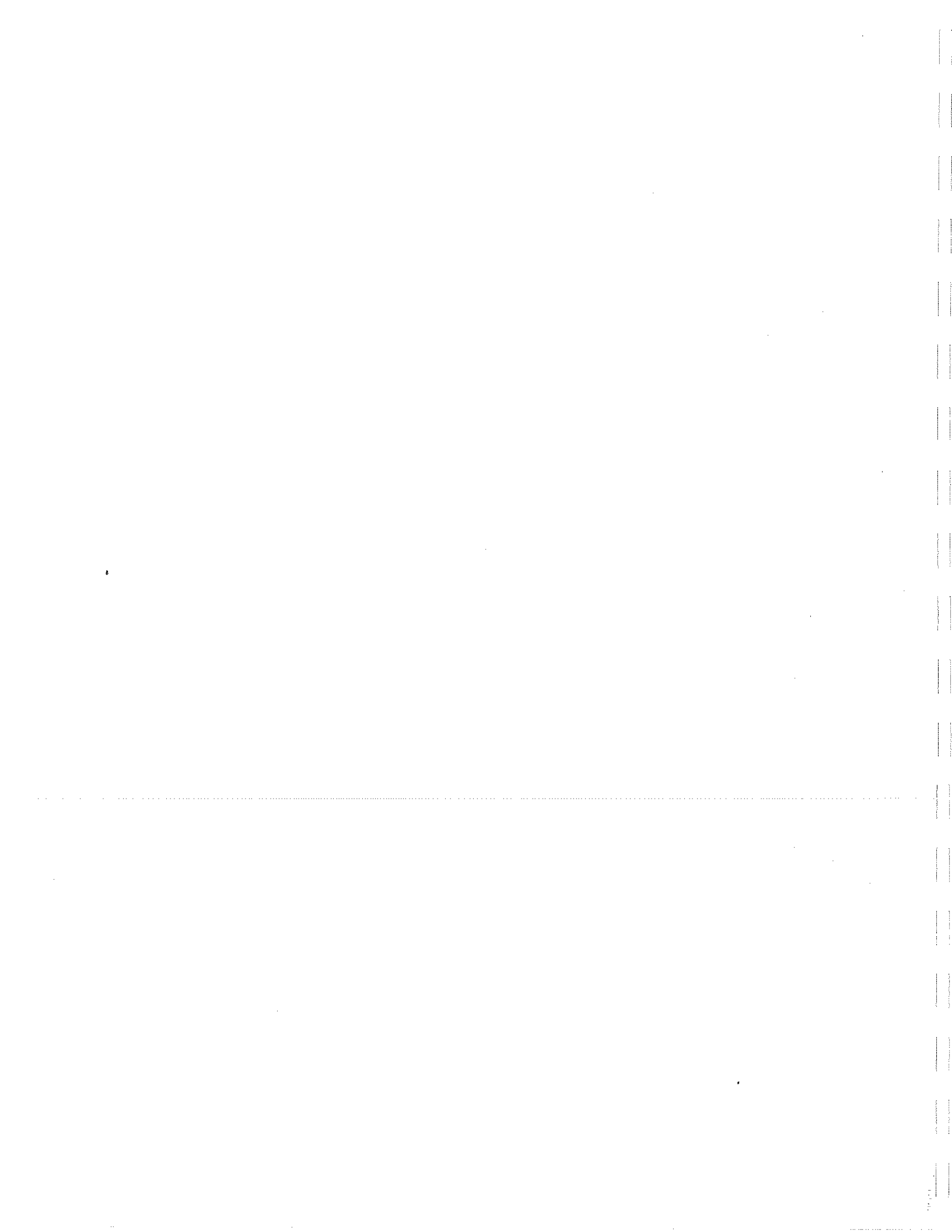
TECHNICAL
ETON
INSTITUTE

School Catalog

1995 - 1997
Volume xi

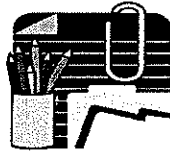


A Tradition of Quality Career Training Since 1922



ETON

Technical Institute



School Catalog

1995-1997

A Tradition Of Quality Career Training Since 1922

THIS SCHOOL IS LICENSED UNDER
CHAPTER 28C.10 RCW;
INQUIRES OR COMPLAINTS REGARDING THIS
OR ANY OTHER PRIVATE VOCATIONAL SCHOOL
MAY BE MADE TO THE:
WASHINGTON WORKFORCE TRAINING BOARD,
BUILDING 17, AIRDUSTRIAL PARK. P.O. BOX 43105
OLYMPIA, WA 98504-3105. (206) 753-5673

ACCREDITATION AND MEMBERSHIPS

ETON TECHNICAL INSTITUTE
is accredited as a Business School by the
Accrediting Council for Independent
Colleges and Schools

The Institute is a member of:
Association of Independent Colleges and Schools
Pacific Northwest Business School Association
Silverdale Chamber of Commerce
Federal Way Chamber of Commerce
Everett Area Chamber of Commerce
U.S. Chamber of Commerce
National Business Education Association
Washington Federation
Private Vocational Schools

CATALOG

1995 - 1997

Volume XI

72 Years
of
Student Service

A MESSAGE FROM THE PRESIDENT

**“CAREER TRAINING IS NOT AN EXPENSE,
BUT AN INVESTMENT IN YOUR FUTURE
WHICH PAYS DIVIDENDS FOR A
LIFETIME”.**

The most important purpose of Eton Technical Institute is to assist individuals in achieving more useful, meaningful, and happier lives. Eton Technical Institute has a seventy-two year tradition of assisting individuals in the accomplishment of their career goals.

We look back with pride at the many thousands of men and women who have attended Eton Technical Institute and have gone on to be successful in their chosen fields. Since the college's founding, our trademark has been *Academic Excellence With Individual Attention*.

An essential for secure living today is quality career preparation. *Decisions Today Produce the Outcome for Tomorrow*. In the life of each Eton Technical Institute graduate, successful training and employment can lead directly to self-development, security and happiness.

Look through this catalog carefully to examine the specialized training programs designed to prepare you for a successful career in the field of your choice.

Our pledge is to strive for excellence in career training and to continue to match the talents of our graduates with the many and varied employment opportunities in today's workplace. We look forward to helping you.



Thomas A. Jones
President

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THE COLLEGE

PHILOSOPHY AND OBJECTIVES

The mission of Eton Technical Institute is to provide quality, job-relevant career training designed to prepare men and women of all ages to enter, prosper in, and meet the needs of the employment community. We believe that this preparation of student to participate in the working community is an important and vital service to society.

Specifically, our objectives are:

1. To provide career training for qualified students without regard to age, race, sex, disability, color, or creed.
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in entry level positions.
3. To prepare men and women for opportunities in the dental, medical, pharmacy and business fields and to develop in them a sense of responsibility and loyalty to their employers.
4. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards set forth by the Washington State Department of Education, the Accrediting Commission for Independent Colleges and Schools, and the various college associations of which we are a member.
5. To help our graduates become contributing members of their communities.
6. To provide placement assistance to all graduates throughout their careers.

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. Upon their retirement, Mr. Joseph W. Edmonds purchased BBC and took the trade name/(dba) Eton Business College.

With the assumption of the new name, a new era was initialed for this old, respected school. A branch campus was opened in Seattle in July, 1985. In June, 1986, Puget Sound Institute of Technology was acquired with extensions in Everett, Federal Way and Seattle; 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 in Everett in May, 1987. In May, 1987 the trade name (dba) Eton Business College was changed to ETON TECHNICAL INSTITUTE to more clearly show the multifaceted 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 allied health areas.

ADMINISTRATION/LEGAL CONTROL

BOARD OF DIRECTORS

Joseph W. Edmonds	Chairman of the Board
Thomas A. Jones	CEO/President
Debra Thibodeaux	Director/Vice President, Administration
Ronda Owens	Director/Vice President, Admissions

CORPORATE ADMINISTRATION

Thomas A. Jones	President
Debra Thibodeaux	Vice President, Administration
Ronda Owens	Vice President, Admissions
John Rohner	Controller
Brad Ellermeier	Quality Assurance
Jeanette McClellan	Director of Financial Aid
Judy Tillett	Accounts Receivable Manager
Jill Amundson	Registrar Director
Jeff Norman	Benefits Administrator
	Accounts Payable Mgr.

ADMINISTRATIVE SUPPORT

PORT ORCHARD CAMPUS

Dennis West	Executive Director
Ann Marie Gibbs	Academic Services

FEDERAL WAY CAMPUS

Betty Heck	Executive Director
Kathy Wagner	Academic Services

EVERETT CAMPUS

Jessica Chandler	Executive Director
Jeanine Knowlton	Academic Services

PROFESSIONAL ALLIED HEALTH SUPPORT

Lawrence P. McCormick	Consulting Dentist
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OWNERSHIP

Eton Technical Institute is owned by Bremerton Business College, Inc., whose primary stockholder is Joseph W. Edmonds. Other stockholders are Thomas A. Jones, Debra Thibodeaux, Ronda Owens, John Rohner and Brad Ellermeier.

ACCREDITATION

ETON TECHNICAL INSTITUTE is accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS) and the Accrediting Bureau of Health Education Schools for Medical Assistant Education Programs (ABHES).

ACICS has been designated by the Secretary of Education as a national institutional accrediting agency for postsecondary and collegiate institutions pursuant to Public Law 82-500 and subsequent legislation including the Higher Education Act of 1965 as amended.

ABHES is listed as a nationally recognized accrediting agency by the U.S. Department of Education to accredit private and proprietary postsecondary health education institutions and specialized programs for medical assistant, in the private sector, and medical laboratory technician programs, in the public and private sectors.

Accreditation assures students (1) that the college is recognized as a qualified institution of higher learning with approved programs of study which meet recognized academic standards; (2) that it employs a professional staff; (3) that it has adequate facilities and equipment; and (4) that it has stability and permanence in the educational community.

The college does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.

The Director of each campus will be happy to discuss present accreditation approvals and issues with individual students.

Approved for the training of veterans.
Approved by the United States Department of Justice, Immigration and Naturalization, Division for Training of Foreign Students.

APPROVALS

Recognized as an eligible institution by the United States Department of Education for Federal Assistance Programs.

Recognized for training by:

- BOEING
- Washington State Department of Vocational Rehabilitation

“Our business in life is not to get ahead of others but to get ahead of ourselves - to break our own records, to outstrip our yesterday by our today.”

STEWART B. JOHNSON

ACADEMIC CALENDAR

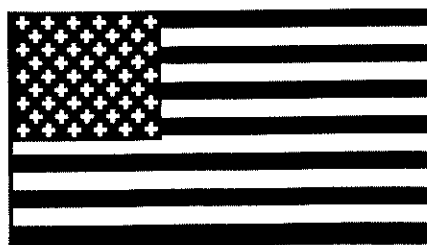
PROGRAM START AND END DATES

1995 - 1997

MA/DA Start Dates	MA/DA End Dates	CBM/HOM/PhA Start Dates	CBM/HOM End Dates	PhA End Dates
11-07-94	09-11-95	11-28-94	08-25-95	10-05-95
01-03-95	10-23-95	01-23-95	10-06-95	11-16-95
02-13-95	12-04-95	03-06-95	11-17-95	01-11-95
03-27-95	01-15-96	04-24-95	01-12-96	02-22-96
05-15-96	03-08-96	06-05-95	02-23-96	04-11-96
06-26-95	04-22-96	07-17-95	04-12-96	05-23-96
08-07-95	06-10-96	08-28-95	05-24-96	07-03-96
09-18-95	07-22-96	10-09-95	07-05-96	08-15-96
10-30-95	09-21-96	11-20-95	08-16-96	09-26-96
12-11-95	10-14-96	01-15-96	09-27-96	11-07-96
02-05-96	11-18-96	02-26-96	11-08-96	12-19-96
03-18-96	12-30-96	04-15-96	12-20-96	02-13-97
05-06-96	02-24-97	05-28-96	02-14-97	03-27-97
06-17-96	04-07-97	07-08-96	03-28-97	05-15-97
07-29-96	05-26-97	08-19-96	05-16-97	06-26-97
09-09-96	07-07-97	09-30-96	06-27-97	08-07-97
10-21-96	08-18-97	11-12-96	08-08-97	09-18-97
12-02-96	09-29-97	01-06-97	09-19-97	10-30-97
01-27-97	11-10-97	02-18-97	10-31-97	12-11-97
03-10-97	12-22-97	04-07-97	12-12-97	
		05-19-97		
		06-30-97		
		08-11-97		
		09-22-97		
		11-03-97		
		12-15-97		

CALENDAR OF HOLIDAYS

	<u>1995</u>	<u>1996</u>	<u>1997</u>
New Year's Day	01-02-95	01-01-96	01-01-97
Martin Luther King Day	01-16-95	01-15-96	01-20-97
President's Day	02-20-95	02-19-96	02-17-97
Teacher-in-Service	03- 10 ³¹ -95	03-08-96	03-07-97
Spring Break	04-03/04-07	04-01/04-05	03-24/03-28
Memorial Day	05-29-95	05-27-96	05-26-97
Teacher-in-Service	06-09-95	06-14-96	06-13-97
Independence Day	07-03/07-04	07-04/07-05	07-04-97
Teacher-in-service	08-18-95	-	-
Labor Day	09-04-95	09-02-96	09-01-97
Teacher-in-Service	-	09-27-96	09-19-97
Columbus Day	10-09-95	10-14-96	10-13-97
Veteran's Day	11-13-95	11-11-96	11-11-97
Thanksgiving	11-23/11-24	11-28/11-29	11-27/11-30
Teacher-in-Service	12-01-95	12-13-96	12-12-97
Christmas Holiday	12-18/1-1-96	12-23/1-2-97	12-22/1-2-98



ADMISSION

ADMISSIONS PROCEDURE

The applicant should request an appointment for a personal interview with an admissions officer of the college in order to gain a better understanding of career areas, training programs, and the institution and to view its facilities and equipment.

Following the personal interview, the applicant must take a college entrance evaluation. The evaluation is designed to ensure that the applicant has the proper educational background to pursue a college-level career training program.

The student must then complete an application for admission and an enrollment agreement.

The student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities, and application of himself/herself to the requirements of the college.

GENERAL ADMISSION POLICY

Admission to Eton Technical Institute may require a satisfactory score on the admissions evaluation and does require either graduation from high school or the equivalent, a G.E.D.

High school transcripts or G.E.D. certificates are required of all applicants seeking admission as regular students in all programs. An applicant with a GED must provide a copy of his/her GED within five days of their class start date. Should the student fail to provide this document they can be withdrawn from the school.

“The best preparation for tomorrow is to do tomorrow’s work superbly well.”

SIR WILLIAM OSLER

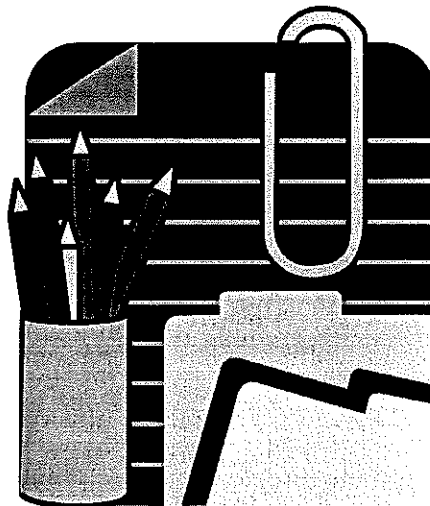
ADMISSION INQUIRIES

Inquires concerning admission should be made by calling or writing the college.

Admissions Department
Eton Technical Institute
3649 Frontage Rd.
Port Orchard, WA 98366
(360) 479-3866

Admissions Department
Eton Technical Institute
31919 6th Ave. S.
Federal Way, WA 98003
(206) 941-5800

Admissions Department
Eton Technical Institute
209 E. Casino Road
Everett, WA 98208
(206) 353-4888



HEALTH OFFICE MANAGEMENT



A career in the medical field is a dynamic and rewarding opportunity. The Health Office Management program trains students in medical business office skills to assist the patients and to act as a liaison between doctor and patient.

PROGRAM OUTLINE

Diploma Program - 36 credits required for graduation.

Time: 36 weeks.

COURSES	CREDITS
H110 Patient Relations.....	2.4
H113 Computer Applications.....	2.4
H112 Keyboarding.....	1.2
H210 Anatomy, Procedures & Terminology.....	2.4
H213 Computer Applications*.....	2.4
H212 Keyboarding.....	1.2
H310 Health Accounting.....	2.4
H313 Computer Applications*.....	2.4
H312 Ten Key/Math.....	1.2
H410 Written Communication.....	2.4
H413 Computer Applications*.....	2.4
H412 Keyboarding.....	1.2
H510 Health Office Management.....	2.4
H413 Computer Applications*.....	2.4
H412 Keyboarding.....	1.2
H610 Insurance and Coding.....	2.4
H613 Computer Applications*.....	2.4
H612 Keyboarding.....	1.2
TOTAL CREDITS:	36

* Each student proceeds through the directed computer application programs. A grade is given after successful completion of the competencies for each application.

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

Sequence is not implied. Order is for listing purposes only.

COMPUTERIZED BUSINESS MANAGEMENT



With increasing automation in the office of the 1990's, it has become vitally important for an individual to obtain skills necessary to operate a microcomputer. The Computerized Business Management program provides the student with updated secretarial training in addition to valuable microcomputer skills.

PROGRAM OUTLINE

Diploma Program - 36 credits required for graduation.

Time: 36 weeks.

COURSES	CREDITS
B111 Business Correspondence.....	1.2
B112 Introduction to Payroll and Taxes.....	1.2
B185 Keyboarding.....	1.2
C110 Introduction to DOS/Word Processing.....	2.4
B211 Accounting Fundamentals.....	2.4
B285 Keyboarding.....	1.2
C210 Spreadsheet I	2.4
B311 Modern Business.....	1.2
B312 Business English.....	1.2
B385 Keyboarding.....	1.2
B310 Desktop Publishing.....	2.4
B411 Professional Career Development.....	2.4
B485 Keyboarding.....	1.2
C410 Introduction to DOS/Windowing.....	2.4
B511 Office Procedures.....	1.2
B512 Business Math.....	1.2
B585 Ten-Key.....	1.2
C510 Database Management.....	2.4
B685 Keyboarding.....	1.2
B611 Human Resources.....	1.2
C610 Spreadsheet II.....	2.4
B612 Customer Service.....	1.2
TOTAL CREDITS:	36

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

Sequence is not implied. Order is for listing purposes only.

DENTAL ASSISTANT



The Dental Assistant is trained in procedures which have become indispensable to the dental care field. The Dental Assistant uses his/her skills to assist the dentist in most aspects of dental care.

PROGRAM OUTLINE

Diploma Program - 36.6 credits.

Time: 40 weeks.

COURSES	CREDITS
DA111 Dental Structure and Development.....	1.2
DA112 Tooth Morphology.....	1.2
DA113 The Special Needs Patient.....	1.2
DA114 Clinic I.....	2.4
DA211 Operative Dentistry.....	1.2
DA212 Instrumentation.....	1.2
DA213 Office Administration.....	1.2
DA214 Clinic II.....	2.4
DA311 Fixed Prosthodontics.....	1.2
DA312 Removable Prosthodontics.....	1.2
DA313 Ethics and the Law.....	1.2
DA314 Clinic III.....	2.4
DA411 Prevention and Periodontics.....	1.2
DA412 OSHA.....	1.2
DA413 Office Dynamics.....	1.2
DA414 Clinic IV.....	2.4
DA511 Radiology.....	1.6
DA512 Emergencies in the Dental Office.....	0.8
DA513 Professional Development.....	1.2
DA514 Clinic V.....	2.4
DA611 Endodontics/Orthodontics	1.2
DA612 Oral Surgery and Pain Control.....	1.2
DA613 AIDS./Hepatitis.....	1.2
DA614 Clinic VI.....	2.4
DA711 Externship.....	0.6
DA Field Work Elective.....	0.0
TOTAL CREDITS:	36.6

The number of weeks may vary depending on an individual's schedule.
Training in CPR is scheduled on a regular basis.

MEDICAL ASSISTANT



The Medical Assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in patient care.

PROGRAM OUTLINE:

Diploma Program - 36.6 credits

Time: 40 weeks

COURSES		CREDITS
MA111	Reproductive.....	1.2
MA112	Life Stages.....	1.2
MA113	Office Standards.....	1.2
MA114	MA Clinic I.....	2.4
MA211	Cardiovascular.....	1.6
MA212	Hematology.....	0.8
MA213	Career Development/Medical Specialties.....	1.2
MA214	MA Clinic II.....	2.4
MA 311	Musculoskeletal.....	1.6
MA312	Integumentary.....	0.8
MA313	Business Administration.....	1.2
MA314	MA Clinic III.....	2.4
MA411	The Digestive System/Nutrition.....	1.6
MA412	Endocrinology.....	0.8
MA413	OSHA/AIDS.....	1.2
MA414	MA Clinic IV.....	2.4
MA511	Neurology.....	1.6
MA512	Special Senses.....	0.8
MA513	Pharmacology.....	1.2
MA514	MA Clinic V.....	2.4
MA611	Immunology/Infectious Diseases.....	1.2
MA612	Respiratory/Urinary.....	1.2
MA613	Medical Emergencies & Safety.....	1.2
MA614	MA Clinic VI.....	2.4
MA715	Externship.....	0.6
TOTAL CREDITS:		36.6

The number of weeks may vary depending on an individual's schedule.
CPR training and guest speakers are scheduled periodically during the six modules.

PHARMACY ASSISTANT



A Pharmacy Assistant is trained in the clinical procedures, laboratory tests and abbreviations. Graduates of the program are qualified with all phases of prescription and medication processing.

PROGRAM OUTLINE:

Diploma Program - 51.2 credits

Time: 42 weeks

COURSES		CREDITS
PH141	A&P I.....	1.2
PH142	Pharmacy Law I.....	1.0
PH143	Pharmacology/Drug Classifications I.....	1.2
PH144	Prescriptions/Medication Orders Pharmaceutical Calculations.....	1.1
PH145	Pharmacy Applications.....	2.5
PH146	Introduction to Pharmacy Practice.....	0.2
PH241	A&P II.....	1.0
PH242	Pharmacy Law II.....	1.0
PH243	Pharmacology/Drug Classifications II.....	1.2
PH244	Computer Applications/Software.....	0.5
PH245	Pharmacy Applications II.....	2.5
PH246	Pharmacology/General Principles.....	1.2
PH341	A&P III.....	0.9
PH342	Pharmacy Law III.....	1.0
PH343	Pharmacology/Drug Classifications III.....	1.2
PH344	Materials Management.....	1.2
PH345	Pharmacy Applications III.....	2.5
PH346	Drug References/Resources.....	0.3
PH441	A&P IV.....	1.0
PH442	Pharmacy Law IV.....	1.0
PH443	Pharmacology/Drug Classifications.....	1.2
PH444	Parenteral Admixture Services.....	1.1
PH445	Pharmacy Applications IV.....	2.5
PH446	Clerical Procedures.....	0.4
PH541	A&P IV.....	0.9
PH542	Pharmacy Law.....	0.3
PH543	Pharmacology.....	1.2
PH544	Drug Distribution Systems.....	1.5
PH545	Pharmacy Applications V.....	2.5
PH546	Human Relations/Communication Skills.....	0.7

PH641	A&P VI.....	0.9
PH642	Pharmacy Law IV.....	1.0
PH643	Pharmacology/Drug Classifications IV.....	1.2
PH644	Pharmacy Specialties/Career Development.....	0.6
PH645	Pharmacy Applications VI.....	2.5
PH646	Manufacturing/Repackaging.....	1.0
PH700	Externship/Hospital Practice.....	4.0
PH710	Externship/Retail Practice.....	4.0
TOTAL CREDITS:.....		51.2



DESCRIPTION OF COURSES

IN THE DESCRIPTIONS WHICH FOLLOW, THE COURSE NUMBER AND TITLE ARE FOLLOWED BY THE CREDIT UNITS IN PARENTHESES.

COMPUTERIZED BUSINESS MANAGEMENT

B111 Business Correspondence (1.2)

The focus of this class is on written communication for business. Students learn to correctly format letters, memos and reports, and develop techniques for good writing skills through practice.

B112 Introduction to Payroll and Taxes (1.2)

This introductory payroll class is designed to give students practical experience in preparing the payroll for a small business. Students will learn payroll procedures involving Social Security information, employees' earnings records, and time calculations. Also included are the basic rules of current tax laws.

B185 Keyboarding (1.2)

This course will teach the student basic keyboarding skills. The focus is on learning the keyboard alphabet by touch with accuracy. Numbers and symbols will also be introduced.

B211 Accounting Fundamentals (2.4)

This class defines accounting objectives and their relation to business. Students learn the rules of debits and credits and the accounting cycle which includes

journalizing, posting to the ledger, worksheet preparation, and adjusting and closing entries. Also included are preparation of bank reconciliation statements, petty cash, and maintenance of payables and receivables.

B285 Keyboarding (1.2)

Computers are essential tools in today's workplace and accurate and efficient keyboarding is the key. Skill at keyboard operations is the focus of this class and development of these skills takes practice and application.

B311 Modern Business (1.2)

Students will learn about the world of business including such topics as business ownership, laws and regulations, human relations, management of human resources, economics and marketing.

B312 Business English (1.2)

This class offers an easy and straight forward approach to the mastery of standard English skills. It includes a review of business grammar, proper word usage, punctuation and capitalization enabling the students to use communication skills necessary for success in the business world.

B385 Keyboarding (1.2)

Speed and accuracy are developed in this class through practice and production of basic business letters, memos, rough drafts and timings.

B411 Professional Career Development (2.4)

This class addresses the needs of the individual student in preparing for employment in a new career. The student will conduct a personal inventory of skills, define preferences in the work environment, set realistic goals, and apply techniques for managing growth. Additional class topics include interviewing skills, professional dress and attitudes, personal finance, time management, self-esteem and self-motivation.

B485 Keyboarding (1.2)

The purpose of this class is to improve the student's keyboarding skills with an emphasis on accuracy and technique. Students will practice speed, skill and accuracy.

B511 Office Procedures (1.2)

Designed as a capstone class for all administrative assistants, this class includes human relations in the office, handling paper flow, and dealing with clients as well as productivity and organization in the workplace.

B512 Business Math (1.2)

This class covers the fundamentals of business mathematics with emphasis on fractions, decimals, and percentages. Practical processes used in business, e.g. calculating trade discounts, banking records, basic payroll, and markups are studied.

B585 Ten Key (1.2)

Students learn the proper positioning and ten-key techniques while renewing and

practicing various math applications. The emphasis is on accuracy and speed. Training on electronic typewriter for tabs/margins and familiarization with this type of office equipment.

C110 Introduction to DOS/Word-processing (2.4)

Disk Operating System (DOS) is reviewed before each computer class to reinforce proficiency with DOS.

This hands-on class provides each student with a solid foundation in word processing. The student will learn to create, store, retrieve, edit, and print documents using WordPerfect - a software package that is widely used in the business community. Problem solving is emphasized in this class to give students the skills to keep up with this rapidly changing field.

C210 Introduction to Spreadsheet (2.4)

This hands-on class offers an introduction to electronic spreadsheets utilizing the software package LOTUS 1-2-3. Students will learn the fundamentals of building business spreadsheets including screen layout and editing, developing formulas, using functions and macro menus, creating and using simple displays and graphs.

C310 Desktop Publishing (2.4)

Desktop Publishing takes word processing one step further. By the use of style sheets, design and enhanced font capabilities, a student can create documents with the "typeset" look. Newsletters, flyers, announcements and other publications can be designed with a professional appearance that surpasses the basic wordprocessor document. The student creates his/her own "portfolio".

C410 Introduction to DOS/Windowing (2.4)

Disk Operating System (DOS) is reviewed before each computer class to reinforce proficiency with DOS.

Windows is a very popular program and is used on DOS based computers. This course introduces and explores this new tool.

C510 Database Management (2.4)

With the advent of the computer, we can now collect, sort and process information as never before. This class introduces the student to this powerful tool; and he/she learns how to organize, create, and retrieve data files.

C610 Spreadsheet (2.4)

Student will be introduced to spreadsheet using the Windows environment. Additional skills using graphs, charts and tables will be developed.

B611 Human Resources (1.2)

This course deals with personnel issues within the business environment, including the need for teamwork in both vertical and horizontal relationships. Standards and laws regulating human resources are emphasized.

B612 Customer Services

Students will learn to deal with all types of clients, including customer relations, collections, credit questions, greeting and screening clients.

B685 Keyboarding (1.2)

Keyboarding skills emphasis will be the focus of this course. The concurrent emphasis will be on increasing speed and accuracy for graduation requirements.

HEALTH OFFICE MANAGEMENT

H110 Patient Relations (2.4)

This class emphasizes the importance of the healthcare receptionist. It defines the responsibilities and duties to the patient, develops skill in documentation of treatment and visits, explores reception skills, and schedules and discusses emergencies in a healthcare facility. Special emphasis is placed on understanding medication orders.

H112 Keyboarding (1.2)

This course will teach the student basic keyboarding skills. The focus is on learning the keyboard alphabet by touch with accuracy. Numbers and symbols will also be introduced.

H210 Anatomy, Procedures and Terminology (2.4)

Accuracy is critical in the medical field. This class teaches the student the vocabulary, the spelling and precise definitions needed for accurately recording patient history, medications, procedures and treatments. It also provides the student with a basic understanding of the anatomy and diagnostic procedure needed to accurately record patient data, medications and treatment.

H212 Keyboarding (1.2)

Computers are essential tools in today's workplace and accurate and efficient keyboarding is the key. Skill at keyboard operations is the focus of this course and development of these skills takes practice and application.

H310 Health Accounting (2.4)

The financial transactions of a medical or dental office frequently are the responsibility of the front office personnel. This class is designed to acquaint the student with the techniques needed to maintain financial records. Pegboarding, a commonly used "write-it-once" system for processing financial records, is taught and practiced. Bookkeeping, banking, and payroll procedures are included.

H312 Ten Key/Math (1.2)

This class reviews the basic math principles used in modern business, with special emphasis on decimal and percentage processes. Skill in the use of the electronic calculator is developed.

H410 Written Communication (2.4)

Designed to assist each student communicate more effectively, this course reviews English structure and correct written formats used in today's business. Spelling, terminology, punctuation and abbreviations are included in this course.

H412 Keyboarding (1.2)

The emphasis in this course is on accuracy and speed. Training will also be done on the electric typewriter for tabs/margins and familiarization with this type of office equipment.

H510 Health Office Management (2.4)

In today's office, organization is the key. The student learns techniques to handle such diversified items as billing, collections, equipment maintenance, inventory and supply, stress and time management and paper flow.

H512 Keyboarding (1.2)

Speed and accuracy are developed in this course through practice and application.

H610 Insurance and Coding (2.4)

This class is designed to clarify the processing of the many insurance forms used in today's health offices. Also, the student learns to handle third-party billing procedures and the insurance claims register.

H612 Keyboarding (1.2)

The purpose of this course is to improve the student's keyboarding skills with an emphasis on accuracy and technique.

Computer Applications H113, H213, H313, H413, H513, H613 (2.4)

Each student proceeds through teacher directed computer application programs. A grade is given after the successful completion of each segment. This rotation is sequenced as follows:

H001 Word-processing

This hands on course provides each student with a solid foundation in word processing. The student will learn to create, store, retrieve, edit and print documents using WordPerfect.

H002 Spreadsheets

The use of spreadsheets in our current business environment is common. This class introduces the student to the power of Lotus 1-2-3, including screen layout, creating, and editing, functions and formulas.

H003 Computer Coding Applications

This course uses a simulation software for insurance, billing, and collection coding. Students will become familiar with healthcare coding.

H004 Simulation Package

A final project incorporates a wide variety of tasks allowing the student to synthesize all aspects of the medical or dental front office.

H005 Medical Transcription

Medical transcription requires skills gained in word processing, written communications and keyboarding. This course is designed for the student to utilize the skills gained throughout the entire program.

DENTAL ASSISTANT

DA111 Dental Structure and Development (1.2)

Formation and development of teeth plus the relative head and neck anatomy are studied. Occlusion, major muscles of mastication are studied.

DA112 Tooth Morphology (1.2)

The focus of this class is recognizing and defining teeth, anatomy of the mouth, and a clear understanding of how tooth

surfaces are labeled and what the universal numbering system is and how it is used in dentistry.

DA113 The Special Needs Patient (1.2)

This course focuses on the dental assistant's ability to work with areas of special patient need. These include the child, the dental phobic patient, and the disabled patient.

DA114 Clinic I (2.4)

This lab will focus on charting examination appointments, documentation of procedures, review of basic assisting skills, oral hygiene skills and skills in working with children.

DA211 Operative Dentistry (1.2)

This class includes developing an understanding of basic restorative procedures and knowledge on how to assist the dentist during these procedures. This includes knowledge of materials, order of instruments, and operation of necessary equipment.

DA212 Dental Instrumentation (1.2)

This course defines the instrumentation and equipment used in dental procedures as well as teaching the student how to use them and maintain them properly. This course introduces the student to the concept of "four-handed" dentistry.

DA213 Office Administration (1.2)

This class offers the chairside assistant exploration of the office manager position. This knowledge supports the team approach in that it gives the dental assistant a greater appreciation of the office manager and also provides the assistant with the knowledge of forms, scheduling, and reception skills to

support the office manager when schedule would allow or need arise.

DA214 Clinic II (2.4)

The practice of “four-handed dentistry” requires attention, concentration, knowledge of instruments and materials, skill with procedures, and confidence. This course teaches and provides guidance for the practice of the many skills essential to being a successful dental assistant.

DA311 Fixed Prosthodontics (1.2)

The student studies the use of alginates, waxes, study-model impressions, and custom trays as they relate to crown and bridge work. The student learns how to work “four-handed” with the dentist, using the necessary equipment, instruments, materials, in crown and bridge preparation.

DA312 Removable Prosthodontics (1.2)

The student understands the effects of removable prosthodontics and their limitations. Full dentures, partials and flippers are studied, with a focus on how they are constructed and the assistant’s role with the patient who needs removable prosthodontics.

DA313 Ethics and the Law (1.2)

Within recent years, much attention has been given to the laws and regulations relating to dentistry. In this class, the student becomes aware of the current laws and learns the concept of risk management and the important role the assistant plays in this area.

DA314 Clinic III (2.4)

The student studies the types, functions, purposes, and materials of fixed prosthodontics. In this course students practice what they have learned about assisting the doctor when fixed and removable prosthodontics are accomplished in the clinic setting.

DA411 Prevention and Periodontics (1.2)

This course offers a basic understanding of what periodontal disease is, how it can be prevented, and how a nutritious diet and the right home care can reduce the patient risk. It will also review basic treatment for the patient with diseased gums and will cover specialized home care to avoid reoccurrence of periodontal disease.

DA412 OSHA (1.2)

This course teaches the principles of infection control and why it is important. It covers handling of infectious waste, accident prevention, hazardous material protocol, and how to put together a federally mandated MSDS book.

DA413 Office Dynamics (1.2)

This course focuses on employee relationships both with co-worker, and employer. Communication skills, stress management, anger management, and conflict resolution are some of the areas this class will explore.

DA414 Clinic IV (1.2)

The student will explore the instrumentation involved with the field of Periodontics and learn how these instrumentations are used chairside. They will learn how to complete a coronal polish and give oral hygiene instructions. They will learn the characteristics of healthy gums and how

to detect changes which might suggest the onset of periodontal disease.

DA511 Radiology (1.6)

The student will learn about radiation safety and how to protect themselves and patients from over exposure to radiation. This course will also focus on practical radiology skills expected of the chairside assistant, such as bitewings, full mouth Xrays, and periapical Xrays. The student will learn how to mount Xrays, access errors, and the difference of film sizes and their uses.

DA512 Emergencies in the Dental Office (0.8)

The students will learn how to identify normal and abnormal reactions to dental procedures. They will learn protocol for handling emergency, and life threatening situations. They will also learn what items are needed in the office first aid box, and what OSHA expects as documentation for any office emergency.

DA513 Professional Development (1.2)

This class assists each student to explore and develop the many facets of becoming a true dental professional. Such areas as preparation for employment, continuing education, professional associations, career goals, and special career options are covered.

DA514 Clinic IV (2.4)

The student will practice and gain needed experience in all areas of radiology, such as taking bitewings, PA's, full mouth Xrays, processing methods, duplicating films, labeling films appropriately, and mounting. The student will learn to take blood pressure and other vital signs and

document appropriately. They will also take health histories and learn what to watch for and the legal ramifications of health histories.

DA611 Endodontics and Orthodontics (1.2)

Endodontics and orthodontics are two very important specialty areas in the field of dentistry. The student will learn instrumentation, theory, and four handed dentistry techniques in both of these important areas.

DA612 Oral Surgery and Pain Control (1.2)

This course includes knowledge of the types of oral surgery performed in the dental office and in the oral surgery office. The student will learn the instrumentation used in oral surgery in the general dentist office, and how to assist the dentist in basic surgery procedures. The student will also be introduced to the medications used for surgery patients and the legalities behind the use of these medications.

DA613 AIDS and Hepatitis (1.2)

The student will study AIDS and Hepatitis and learn how the diseases are transmitted, the statistics of transmission to the health care worker, how to work on infected patients safely, and how to develop compassion and support for the infected patient.

DA614 Clinic V (2.4)

Skills relating to the various types of dental specialties are developed. This includes chairside development as well as instrumentation and needed materials.

DA711 Externship (0.6)

Upon successful completion of the classroom and clinical instruction, each student is required to complete an Externship. This is a very important part of the student' education as they apply what they have learned to the clinical office setting. The student is encouraged to see the extern as a chance to develop further skill level and thereby increase overall employability.

DA Field Work Experience Elective (0.0)

Those students who are in their 2nd MOD or higher with a GPA of 3.00 or above, an attendance average of 90% or higher, and who have started their hepatitis series, may choose to develop a field work relationship with a dentist in the community. This involves going on a weekly basis first to just observe in the clinic and then, as the student's skill increases, to start assisting in the office on a limited basis. This provides the student with a gradual progression of responsibility development in the clinical experience and prepares them for the extern experience. Students interested in this experience need to see their instructor for program guidelines and paperwork.

MEDICAL ASSISTANT

MA111 Reproductive (1.2)

The basic structures, functions, and pathological conditions of the male and female reproductive systems are studied.

MA112 Life Stages (1.2)

In this class the ever changing stages of life starting with fetal development and progressing through the pediatric years to adulthood are studied.

MA113 Office Standards and Ethics (1.2)

This class assists the student to clarify and observe the many legal and ethical standards set by modern medical practice.

MA114 MA Clinic I (2.4)

Applications of various tests and skills relating to the reproductive systems including urine pregnancy testing, pelvic exam preparation and sterile procedures are practiced. Injections, vitals and venipuncture.

MA211 Cardiovascular (1.6)

The main route by which nutrients are distributed to the body, waste products are removed from the cells, and the organs communicate with each other in the form of hormonal control is via the blood stream of the body. The circulatory system (both heart and vascular components) by which the blood is disseminated to the body is investigated.

MA212 Hematology (0.8)

The study of blood is emphasized here with discussion of the components and its use in testing.

MA213 Career Development/Medical Specialties (1.2)

By selecting the medical profession, the student has begun an exciting and expanding career. The Career Development class explores both the individual talents and the potentials within the profession. Students are encouraged to continue to expand their horizons in this vast field. Additionally, time is spent focusing on the unique aspects of different medical specialties.

MA214 MA Clinic II (2.4)

Skills practiced include phlebotomy, blood pressure readings, EKG testing, Sed Rate testing, glucose levels, mono spot testing, vitals, injections, venipuncture and other circulatory system lab procedures.

MA311 Musculoskeletal (1.6)

The body is supported by a bony structure called the skeleton and is given movement by a system of muscles. These two systems comprise the organ systems that are emphasized in this class.

MA312 Integumentary (0.8)

The body is supported by a sophisticated protective layer called the integumentary system which is studied in this class.

MA313 MA Business Administration (1.2)

The Medical Assistant is often called upon to perform front office duties. In this class the student learns basic procedures and skills for handling the paper flow from insurance coding to scheduling to billing.

MA314 MA Clinic III (2.4)

Procedures relating to the Skeletal, Muscular and Integumentary systems are practiced. Care of burns, dressing and bandaging of various musculoskeletal injury sites are practiced.

MA411 The Digestive System/Nutrition (1.6)

In order to fuel the body, an ongoing supply of food nutrients must be made available to the body. The digestive

system brings various foods and nutrients to the body where they are broken down into a usable form. The selection of appropriate dietary items to optimize the body's functional status is the study of nutrition.

MA412 Endocrine (0.8)

The hormones which act as regulators in the body and which depend upon the circulatory system to be transported through the body are included in this section.

MA413 OSHA/AIDS (1.2)

An introduction to the Federal and State regulations relating to blood-borne pathogens and other OSHA standards are studied as they relate to the role of the medical assistant. Also included is the seven-hour AIDS orientation which satisfies the State requirement for medical assistants.

MA414 MA Clinic IV (2.4)

Instrument ID, sterile trays, bandage, asepsis, injections, cold chemical disinfection and Hemocult are covered.

MA511 Neurology (1.6)

The nervous system, which acts as a communication and control center for the body and the special senses which are specializations of the nervous system, are presented.

MA512 Special Senses (0.8)

The following special senses will be studied: vision, hearing, taste, smell and balance.

MA513 Pharmacology (1.2)

Because of the profound impact the medications now available have upon the

practice of medicine, time is devoted to a study of the principles of pharmacology as it relates to the Medical Assistant. This course assists the MA with systems and procedures for handling the various medications.

MA514 MA Clinic V (2.4)

EKG, eye and ear irrigation and instillation are part of this important MOD.

MA611 Immunology/Infectious Diseases (1.2)

The defense of our body from a continuous barrage of potential disease-causing sources is the responsibility of the immune system. This process and the diseases that result from infecting agents is surveyed.

MA612 Respiratory/Urinary (1.2)

The respiratory structure facilitate the ongoing supply of needed oxygen for our body. The urinary system is saddled with the responsibility of eliminating nitrogen waste products as well as body homeostasis. These systems are studied.

MA613 Medical Emergencies/Safety (1.2)

In this unit the student is presented the basics of aseptics, sterilization, CPR, and first aid. Radiation safety is also discussed.

MA614 MA Clinic VI (2.4)

Procedures relating to the respiratory and urinary systems are featured in this MOD.

MA715 Externship (0.6)

Upon successful completion of the classroom and clinical instruction, each student is required to do an Externship. This program consists of actual experience in a medical facility supervised by qualified personnel.

PHARMACY ASSISTANT

PH141 A&P-I (1.2)

The focus of this course provides the student with an overview of the body systems with additional information on medical specialties and pharmacology. This course will provide a simple, nontechnical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be Basic Word Structure, Pharmacology, Terms pertaining to the body as a whole, and Suffixes.

PH142 Pharmacy Law-I (1.0)

In this course students will learn their responsibilities, requirements, and standards mandated by the Washington Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.

PH143 Pharmacology/Drug Classifications-I (1.2)

The student will be able to identify, generic and trade names and the more commonly used therapeutic drugs, drug categories, list adverse warning, side effects, indications and contraindications

and patient side effects. Each course will apply to a specific group of drugs.

PH144 Prescriptions/Medication Orders/Pharmaceutical Calculations (1.1)

Familiarization with all phases of prescription and medication processing is the goal of this course. This includes label and prescription requirements, profile management, manually filling prescriptions and medication orders, retrieving and interpretation of prescriptions. After a review of basic math skills, the course is intended to introduce the student to a variety of useful mathematical concepts, to develop problem solving skills. The student will exhibit knowledge of methodology, metric, apothecary and avoirdupois systems, unit conversions and equivalencies, flow rates, percentage solutions and ratio and proportions.

PH145 Pharmacy Applications-I (2.5)

This course provides each student with teacher directed practicum, skill applications and theory development relevant to current MOD.

PH146 Introduction to Pharmacy Practice (0.2)

The focus of this course will introduce the members of the health care team, the different branches of pharmacy practice, prescriptive authority and the individual roles and responsibilities of each member.

PH241 A&P-II (1.0)

This course will provide a simple, nontechnical explanation of medical terms with the description of anatomy, physiology and pathology. This allows

the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests and abbreviations pertinent to each system. Topics to be covered in this module will be Prefixes and the Male and Female Reproductive Systems.

PH242 Pharmacy Law-II (1.0)

In this course the students will learn their responsibilities, requirements, and standards mandated by the Washington Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.

PH243 Pharmacology/Drug Classifications-II (1.2)

The student will be able to identify, by generic and trade names and the more commonly used therapeutic drugs and drug categories, list adverse warning, side effects, indications and contraindications and patient side effects. Each course will apply to a specific group of drugs.

PH244 Prescriptions/Medication Orders/Pharmaceutical Calculations (0.5)

In this course the student has the opportunity to learn applications of software as they pertain to pharmacy practice. The practicum allows the student to become familiar with the use of the computer hardware. Skill at keyboard operations is the focus of this class and development of these skills takes practice and application.

PH245 Pharmacy Applications-II (2.5)

This course provides each student with teacher directed practicum, skill applications and theory development relevant to current MOD.

PH246 Pharmacology/General Principles (1.2)

This course provides an overview of pharmacology, including drug sources, dosage forms, drug standards, drug names and drug actions and reactions.

PH341 A&P-III (0.9)

This course will provide a simple, nontechnical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests and abbreviations pertinent to each system. Topics to be covered in this module will be Cardiovascular, Blood and the Digestive System.

PH342 Pharmacy Law-III (1.0)

In this course students will learn their responsibilities, requirements, and standards mandated by the Washington Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.

PH343 Pharmacology/Drug Classifications-III (1.2)

The student will be able to identify, by generic and trade names, the more commonly used therapeutic drugs and

drug categories, list adverse warnings, side effects, indications and contraindications and patient side effects. Each course will apply to a specific group of drugs.

PH 344 Prescriptions/Medication Orders/Pharmaceutical Calculations (1.2)

The focus of this course will be the management of pharmaceuticals, procurement, drug storage and control, packaging and repackaging requirements, recapture and disposal of medications. Quality control will be introduced in the unit.

PH345 Pharmacy Applications-III (2.5)

This course provides each student with teacher directed practicum, skill applications and theory development relevant to current MOD.

PH346 Pharmacology/General Principles (0.3)

This course will introduce the standard reference books used in pharmacy practice. We will also cover the different types of drug resources available and how databases are used in both retail and hospital settings. Professional literature will be introduced, what it is, where it can be found and how this will benefit the student.

PH441 A&P-IV (1.0)

This course will provide a simple, nontechnical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate drug action to the structure and function. The student will become familiar with the associated clinical procedures,

laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be the Respiratory System, Nervous System and the Lymphatic/Immune System.

PH442 Pharmacy Law-IV (1.0)

In this course the students will learn their responsibilities, requirements and standards mandated by the Washington Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.

PH443 Pharmacology/Drug Classifications-IV (1.2)

The student will be able to identify, by generic and trade names and the more commonly used therapeutic drugs and drug categories, list adverse warning, side effects, indications and contraindications and patient side effects. Each course will apply to a specific group of drugs.

PH444 Parenteral Admixture Services (1.1)

The students will learn the principles of asepsis as it applies to the preparation of intravenous drug administration systems and parenteral nutrition products. Topics include: Chemotherapy, amineoplastic preparations and safety precautions, types of I.V. administration sets, and associated equipment.

PH445 Pharmacy Applications-IV (2.5)

This course provides each student with teacher directed practicum, skill applications and theory development relevant to current MOD.

PH446 Clerical Procedures (0.4)

The focus of this course is on non-technical aspects of working in the pharmacy, including ten-key, typing, adding machines, inventory, third party billing, recordkeeping, and operation of a cash register and other office equipment.

PH541 A&P-V (0.9)

This course will provide a simple, nontechnical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be the Endocrine System, Skin and Oncology.

PH542 Pharmacy Safety/Universal Precautions (0.3)

Basic safety procedures are covered as they pertain to pharmacy practice, industrial safety and hygiene, CPR, infectious diseases, and OSHA standards.

PH543 Pharmacology/Drug Classifications-V (1.2)

The student will be able to identify, by generic and trade names and the more common therapeutic drugs and drug categories, list adverse warning, side effects, indications and contraindications and patient side effects. Each course will apply to a specific group of drugs.

PH544 Drug Distribution Systems (1.5)

This course presents the different types of medication distribution systems the

pharmacy assistant will be responsible for maintaining. Topics to include: unit dose, floor stock, boxes and lockers, etc.

PH545 Pharmacy Applications-V (2.5)

This course provides each student with teacher directed practicum, skill applications and theory development relevant to current MOD.

PH546 Human Relations /Communication Skills (0.7)

This course will focus on dealing with personal issues within the work environment, including the need for teamwork both in vertical and horizontal relationships. Emphasis is placed on telephone technique and verbal and written communication.

PH641 A&P-VI (0.9)

This course will provide a simple, nontechnical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be the Musculoskeletal System, the Sense Organs and Psychiatry.

PH642 Pharmacy Law-VI (1.0)

Students will learn their responsibilities, requirements, and standards mandated by the Washington Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.

PH643 Pharmacology/Drug Classifications-VI (1.2)

The student will be able to identify, by generic and trade names and the more commonly used therapeutic drugs and drug categories, list adverse warning, side effects, indications and contraindications and patient side effects. Each course will apply to a specific group of drugs.

PH644 Pharmacy Specialties/Career Development (0.6)

This class reviews the many specialties that make up the practice of pharmacy, while assisting the student to explore and develop the many facets of becoming a true professional. Included topics are: setting realistic goals, preparation for employment, development of team spirit and initiative, stress management, strategies for continued growth, and professional growth.

PH645 Pharmacy Applications-VI (2.5)

This course provides each student with teacher directed practicum, skill applications and theory development relevant to current MOD.

PH646 Manufacturing/Repackaging (1.0)

The focus of this course is the manufacturing techniques, regulations and equipment used in compounding pharmaceuticals.

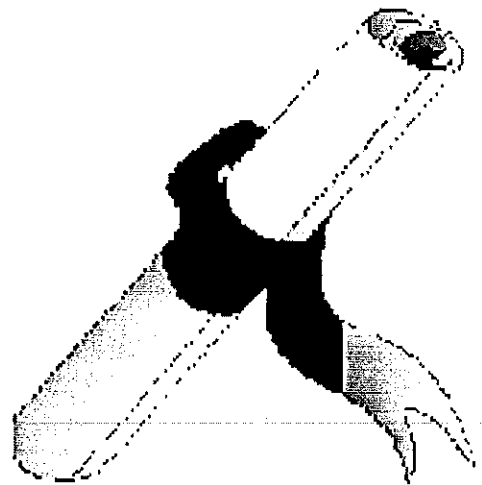
PH700 Externship - Hospital (4)

Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship at an assigned hospital pharmacy setting.

PH700 Externship - Retail (4)

Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship at an assigned retail pharmacy setting.

The fulfillment of your dreams lies within you and you alone. When you understand and accept this, then nothing or no one can deny you greatness. The power to succeed or fail is yours. And no one can take that away.



ACADEMICS

CURRICULUM

Eton Technical Institute curriculum is specialized to meet the needs of students who are job and career oriented. The men and women who attend Eton are interested in job-relevant training that will prepare them for professional careers and advancement opportunities. The curriculum is structured to specific employment opportunities in the medical, dental, pharmacy, and business fields.

FACULTY

Eton Technical Institute selects its faculty members for their academic qualifications and working backgrounds. Our faculty represents many years of practical experience to provide job-relevant training. An additional characteristic required of Eton faculty is a genuine interest in assisting students to achieve their career goals. The college faculty is listed in this catalog.

TERMINOLOGY

New Student:

A student who has not previously attended classes at Eton Technical Institute.

Re-entry Student:

A student who previously attended the college. To re-enter, the student must write a letter to the school's appeal board indicating the change in their status which would allow them to complete his/her program of study. Members of the appeal board are responsible for accepting or rejecting the student's appeal for re-entry; decisions of the appeal board are final. A student whose appeal is accepted must complete a re-entry interview with the Executive Director. A re-entry student must meet standards of satisfactory progress at the end of his/her first MOD back, in order to remain in school.

Full-time Student:

A student registered for at least six (6) credit units per MOD.

Enrolled Student:

A student who has been issued a schedule of classes in which space has been reserved for that student.

Program of Study:	A total set of course requirements which must be met to earn a diploma. Programs of study are listed under the “Career Training Programs” section of this catalog.
Course:	A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by title under the “Description of Courses” section of the catalog.
Academic Year:	An academic year at Eton Technical Institute is 36 weeks in length.
Quarter Credit Unit:	Eton Technical Institute adheres to the quarter credit hour practice for calculating credit for all courses. One instructional/lab credit hour is defined as a class session of fifty (50) minutes. Courses are assigned credits on the following basis: <div style="text-align: center;"> <p>20 Instruction/lab hours = 1 Quarter hour</p> <p>30 Externship hours = 1 Quarter hour</p> </div>
Residence Credit:	Is awarded for courses whose requirements are met while enrolled at Eton Technical Institute.
Exemption Credit:	Refers to credit units earned through a course exemption examination created and monitored at Eton Technical Institute. Students receive an E on their transcript and are awarded the number of credits allocated to the course. An E is equivalent to an A in calculating GPA.
Transfer Credit:	Refers to credit units earned through another institution and transferred to Eton Technical Institute.
Prerequisite:	Preparatory course which must be completed before a student is eligible to enroll in a subsequent course.
Module:	An academic period six weeks in length (MOD).
Probationary Status:	Conditional status which refers to students who are being monitored for failure to meet academic standards, conduct regulations, attendance standards or financial aid requirements.

Matriculated Status:

Students select a program of study upon their official admission to the college. When the student is officially admitted to the college to pursue a declared field of study that will lead to the awarding of a diploma, the student is considered matriculated.

Nonmatriculated Status:

Nonmatriculated students are those who do not wish to pursue a program leading toward a diploma at the college. Nonmatriculated students include students currently enrolled in another collegiate institution but who are enrolled in courses at Eton Technical Institute on a part-time basis or students who are enrolled in courses with no diploma objective. If the nonmatriculated student is admitted to matriculated status, all appropriate credits earned while on nonmatriculated status will automatically apply toward the requirements for a diploma.

**ACCEPTANCE OF
TRANSFER
CREDIT**

Course credits may be awarded to students who have previously and satisfactorily completed college courses with a "C" grade or better which are equivalent to those required by Eton Technical Institute curricula. Transfer credit units that are more than five years old are generally not accepted. The college reserves the right to accept or reject any or all credit units earned at another institution.

**COURSE
EXEMPTION**

Students with business skills, experience, or previous training may request and take exemption tests the first week of classes. If they pass any exemption exam with a minimum of 90 percent, they receive an E on their transcript and are awarded the number of credits allocated to the course. An E is equivalent to an A in calculating GPA.

ACADEMIC ADVISING

All students, prior to beginning classes, have a formal orientation with the college director and key departmental personnel. Students are informed of the policies and procedures set by the college and receive their schedules and textbooks. Students are assigned to extended orientation classes in their initial adjustment to the new training environment. If any questions and/or concerns arise, students are promptly referred to the Executive Director.

It is our philosophy that the student comes first. We provide as many opportunities as we can to help students grow and become an integral part of the business world.

Confidentiality of records is maintained under current legal standards.

SCHEDULE

Eton Technical Institute provides a unique, year-round approach to scheduling. Students attend regularly scheduled classes Monday through Friday .

HOLIDAYS/BREAKS

Some holidays and breaks occur between MODs therefore, they do not require the interruption of the teaching schedule. Student holidays observed by the college within MODs are shown on the "Academic Calendar" section of this catalog.

ATTENDANCE

A minimum of 80 % attendance is required of each student and is necessary for the successful completion of each program of study. Attendance records are reported daily for each class. Absences are reported regardless of reason. Lack of regular attendance may result in termination from school. Please refer to orientation handout for the college attendance policy for each program.

GRADING SYSTEM

Grades are earned in each course and are recorded on the student's permanent record. Evaluation of student achievement is made in relation to the attainment of the specific course. The instructor provides students with a syllabus detailing these objectives and the basis upon which grades are determined.

Students who fail a course are permitted to continue as long as they maintain satisfactory academic progress toward graduation. Any course failed must be repeated and passed unless it is an optional course for graduation. Grade definitions are as follows:

GRADE	MEANING	PERCENTAGE	GPA
A	Excellent	90-100	4.0
B	Good	80-89	3.0
C	Satisfactory	70-79	2.0
D	Passing (less than satisfactory)	60-69	1.0
E	Exempt		4.0
F	Unsatisfactory	Below 60	0.0

OTHER MARKS OF STUDENT PROGRESS

I-INCOMPLETE. Given to a student who does not complete all course requirements due to illness or legal difficulties. The extenuating circumstances must be documented for the student's academic file. An incomplete becomes an F after six weeks should the student not meet the requirements determined to convert the incomplete to a letter grade.



GRADE POINT AVERAGE

A student's cumulative grade point average (CGPA) is computed on courses exempted and on residence courses taken at the college. The CGPA is computed by dividing the total residence and exemption grade points accumulated by the total number of credits attempted in residence and exempted.

Any course, that is not an optional course for graduation, with a "D" or "F" grade must be repeated, and only the repeated grade is used to compute the student's grade point average.

ACADEMIC ASSISTANCE /TUTORING

All faculty members are available to provide additional academic help to students after classes each day. Individual tutoring in many of the basic courses is available to students at no cost.

OUTSTANDING SCHOLASTIC ACHIEVEMENT

Students who achieve a GPA of 3.5 to 4.0 and a 90-100% attendance are placed on the Dean's List at the end of each MOD.

Students who have achieved a cumulative GPA of 3.5 to 4.0 and maintain 90 % or above attendance percentage receive their diplomas, With Honors, upon graduation.

PROGRAM CHANGES

Program changes must be approved and processed by the Executive Director. In such cases, the school's refund policy shall be applied to the student's obligation, unless the change is made prior to the 3rd week of his/her first MOD. If the student changes during the three-week period a \$300 charge shall be assessed. 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 requirements of the new program.

STANDARDS OF SATISFACTORY PROGRESS

A student must maintain satisfactory academic progress in order to remain eligible to continue as a student of the college. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving financial assistance as outlined in the “Financial Assistance Information” section of this catalog.

Satisfactory academic progress standards incorporate three elements of required progress:

1. a qualitative measurement (minimum cumulative grade point average of 2.0 or better),
2. a quantitative measurement (minimum percentage of all credits attempted that have been successfully completed),
3. a maximum time frame in which to comply this program.

Additional satisfactory progress standards are as follows:

4. satisfactory attendance (minimum of 80% cumulative),
5. satisfactory conduct and employability traits (good work habits, attitudes, and actions not disruptive to the school and other students' progress),
6. skill development sufficient to result in employability.

Satisfactory academic progress is determined by measuring both the student's cumulative grade point average and the student's rate of progression toward completion of the academic program. The minimum CGPA requirements will be reviewed at the end of each MOD to determine if the student is progressing satisfactorily.

Credits Attempted That have Been Successfully Completed

In addition to CGPA requirements, a student must successfully complete seventy-five percent of the credits attempted to be considered to be maintaining satisfactorily academic progress. Credits attempted are defined as those credits for which students are enrolled during each MOD. The percentage completion requirements will be reviewed at the end of each MOD to determine if the student is progressing satisfactorily.

For determining progression toward completion, grades of F (failure), and I (incomplete) are counted as hours attempted but are not counted as hours successfully completed. However, when the I is replaced with a letter grade, the CGPA and satisfactorily progress determination will be recalculated based on that letter grade.

Maximum Time In Which to Complete the Program

A student may be allowed no more than 1.5 times the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting a maximum of 1.5 times the number of credits in their program of study.

Repeated Courses

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" in order to determine the required levels for CGPA and percentage of credits completed. The original credits are considered as not successfully completed.

At the end of each MOD, each student's cumulative grade point average (CGPA) is reviewed to determine whether the student is meeting the above requirements. Students will be placed on probation when the CGPA does not meet the above requirements of a minimum of 2.0 or better.

ACADEMIC PROBATION

"Life is like riding a bicycle. You don't fall off unless you stop pedaling."

CLAUDE PEPPER

The student will remain on academic probation as long as his or her CGPA remains in the probation range specified above. When the student's CGPA is higher than the probation range specified above, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic and financial eligibility.

Students on probation must participate in advising sessions as deemed necessary by the college as a condition of their probation. In addition, students whose probation status extends over multiple MODs may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to termination even though their CGPA may be above the suspension level.

ACADEMIC SUSPENSION

If the student's CGPA ever falls below the requirements for successful completion of credits attempted, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the college. Students whose percentage completion falls below the requirements specified above will be placed on academic suspension. It is important to note that this alone can result in being placed on academic suspension, even if the CGPA is above the suspension level.

Students who have been suspended may apply for readmittance to the college after one MOD. Students readmitted at this point are considered to be on probation but must bring their CGPA into the probation range by the end of the first MOD after being readmitted. If it is mathematically impossible for the student's CGPA to improve into the probationary range by the end of the first MOD after readmittance or if, it is highly improbable for the student's CGPA to improve into the probation range, the student will not be readmitted.

As with suspension for failure to meet CGPA requirements, students suspended for failure to meet percentage completion requirements may apply for readmittance after one MOD. Students readmitted at this point are considered to be on probation but must bring their percentage successfully completed above the suspension level by the end of the first MOD after being readmitted. If it is mathematically impossible for the student's percentage completed to improve above the suspension level by the end of the first MOD after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student's percentage completed to improve above the suspension level, the student must not be readmitted.

ACADEMIC DISMISSAL

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first MOD after readmittance will receive an academic dismissal, and the student must be withdrawn from the college.

APPEALS PROCEDURES

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

TRANSCRIPTS /RECORDS

A complete, permanent set of academic records is kept at Eton Technical Institute on all students. One copy of the transcript is provided free of charge; additional copies may be ordered through the registrar at a charge of \$3.00 each when the request is accompanied by a signed authorization to release the transcript.

Official transcripts of student records bear the official seal of the college and the signature of the registrar. Transcripts of students' previous education that have been submitted to Eton Technical Institute become property of the college and cannot be returned to the student. Eton Technical Institute does not issue or certify copies of transcripts from any other institution. The college will not release any information, documents, or transcripts if the student has any financial indebtedness to the college.

STUDENT RECORDS

In compliance with Public Law 93-380. "The Family Educational Rights and Privacy Act" of 1974, the college has adopted policies and procedures which permit students the opportunity to view their educational records upon request. Educational records mean those records, files, documents, and other material that contain information directly related to the student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person. The college will not permit access to or release of educational records without the written consent of the student.



TRANSFER OF ETON COLLEGE CREDITS

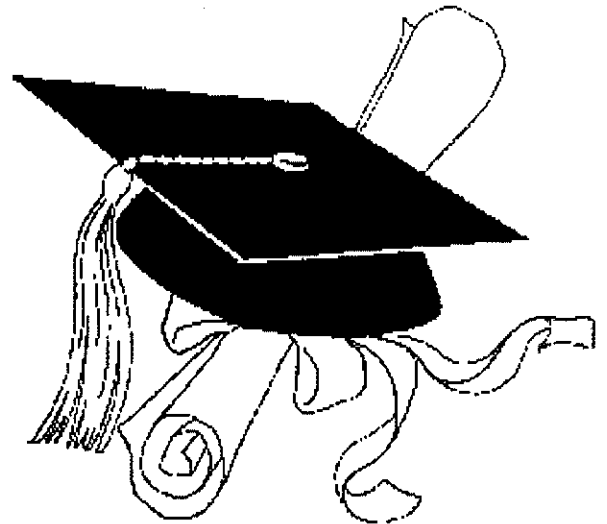
Acceptance of transfer credits from another institution is at the sole discretion of the receiving institution. Eton Technical Institute does not imply, promise, or guarantee transferability of credits earned here to another institution. The career training programs of the college are terminal in nature and are designed for the graduate's employment upon graduation.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

1. complete the required number of credits for their program of study with passing grades in all required courses,
2. earn a minimum of a 2.0 (C) cumulative grade point average (CGPA),
3. must maintain an average of 80 % attendance through the duration of their program of study.

The power to hold on in spite of everything, the power to endure - this is the winner's quality. Persistence is the ability to face defeat again and again without giving up . . . to push on in the face of great difficulty, knowing that victory can be yours. Persistence means taking pains to overcome any obstacle and to do what is necessary to reach your goals.



STUDENT RIGHTS AND RESPONSIBILITIES

STANDARDS OF ETHICAL PRACTICE AND NON- DISCRIMINATION

The college does not discriminate against anyone on the basis of age, sex, religion, race, national origin, or physical handicaps. The school will not enroll a student who, in the judgment of college personnel, cannot benefit from the training.

POLICY ON ACCOMODATION FOR HANDICAPPED

It is the policy of Eton Technical Institute to provide accessibility and reasonable accommodations for persons defined as handicapped in section 504 of the Rehabilitation Act of 1973. Specifically, the college provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as handicapped.

Handicapped students are responsible for contacting the Executive Director for an intake interview to assess their needs prior to the first MOD of enrollment at the college. Students are responsible for identifying themselves and their needs to each instructor no later than the first day of class each MOD and for notifying the Executive Director if any problems arise concerning their academic program.

Faculty members are responsible for becoming familiar with Section 504 of the Rehabilitation Act and for reasonably accommodating each identified handicapped student in each class on an individual basis.

SEXUAL HARASSMENT

Federal Law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee or a student on the basis of sex violates this Federal Law.

Sexual harassment of employees or students at Eton Technical Institute is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;

or

2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Individuals who feel that they have a complaint or a matter they wish to discuss may report the problem directly to the school's administrative officers, corporate officers, corporate counsel or owners.

DRUG ABUSE AND AWARENESS POLICY

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Eton Technical Institute prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

STUDENT CONDUCT

A mutual respect of individual rights must exist between students, faculty, and fellow students to ensure a positive learning atmosphere at Eton Technical Institute. Areas of individual student responsibility are as follows:

- Courtesy in the classroom and on all school premises.
- Attentive attitude in classroom.
- Respect of private property and property of fellow students, as well as the facilities and equipment of Eton.
- Adherence to established policies and regulations of the college.

Violation or failure to adhere to these standards may result in disciplinary action by the institution up to and including student's termination. Please refer to student handbook for more specific information about dismissal from school.

RESPONSIBILITY FOR PERSONAL PROPERTY

The college assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

STUDENT GRIEVANCE POLICY

In the event a student feels his/her rights have been violated, the following procedures should be followed:

1. The student must first try to resolve the issue with the college staff member involved.
2. If the matter is not resolved, the student should schedule a meeting with the Executive Director of the school or a Corporate Officer.

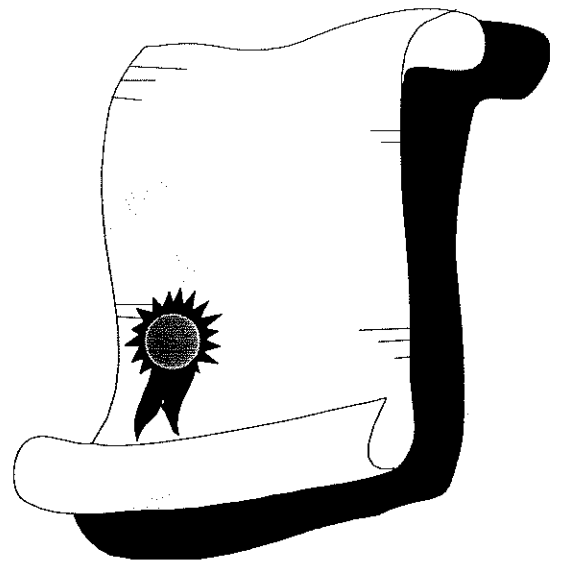
3. If the matter is still not resolved, the student should request an appeal hearing in writing through the Executive Director's or Corporate Officer's office. The appeals committee is selected by the Executive Director or Corporate Officer and is comprised of six (6) neutral persons from the faculty and administration, plus the Executive Director (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the Executive Director or Corporate Officer. The Executive Director will notify the student of the decision. This decision shall be final and binding.

HONOR SOCIETY AWARDS

Recognition is given to Eton Technical Institute students who achieve excellence in knowledge and skill development, leadership, dependability, service and individual responsibility. Students who consistently demonstrate these traits are nominated for membership into the National Vocational-Technical Honor Society, an organization honoring students who have proven outstanding competency in their chosen program.

*"Nothing is at last sacred but
the integrity of your own mind."*

EMERSON



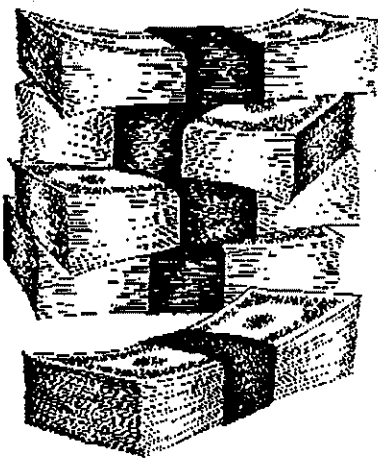
FINANCIAL AID

STUDENT FINANCIAL AID

It is the goal of Eton Technical Institute to assist an eligible student in procuring financial aid that enables the student to attend college. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Student Assistance. For Eton this includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Stafford Loans (subsidized and unsubsidized), and Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the cost of education rests on the individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.



“The golden opportunity you are seeking is in yourself. It is not in your environment; it is not in luck or chance, or the help of others; it is in yourself alone.”

ORISON SWELT MARDEN

CONSUMER INFORMATION

Most of the information discrimination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available at each branch campus, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis;
- Have a high school diploma or G.E.D.;
- Be a U.S. Citizen or national or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Not owe a refund on a Pell Grant, SEOG or state grant previously received from any college;
- Not be in default on any Title IV loan previously received from any college;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if a male born after December 31, 1959;
- Sign a Statement of Educational Purpose.
- Have a valid social security number.

APPLICATION

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Financial Aid Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC).

NEED AND COST OF TUITION

Financial Aid from federal programs is not guaranteed from one year to the next. Each student must reapply each award year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new college to find out what steps to take.

Once the application is completed, the information will be used in formulas that calculate need to help determine eligibility. When combined with other aid and resources, a student aid package may not exceed the cost of education.

In addition to tuition and books, detailed below are educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal, room and board and transportation.

The amount of personal expenses allowed all students is \$140 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable costs for students without dependents who live with their parents is \$249 per month. The allowable costs for students without dependents who do not live with their parents is \$487 per month.

Transportation costs are calculated applying the following formula or by use of an average cost. The calculation for determining transportation costs is the number of one-way trips per week x the number of miles traveled one way x 4.33 weeks per month x .28 cents per mile.

SATISFACTORY ACADEMIC PROGRESS

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the college.

Satisfactory academic progress for purpose of determining continued federal financial assistance is determined by applying the cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the "Standards of Satisfactory Progress" section of this catalog. Students who have been academically suspended or dismissed are no longer active students of the college and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance. For further information see page 40.

BORROWER RIGHTS AND RESPONSI- BILITIES

The borrower has a right to:

- written information on loan obligations, including loan consolidation and refinancing and information;
- a copy of the promissory note, and return of the note when the note is paid in full;
- before repayment, information on interest rates, fees, the balance owed on loans, and a loan payment schedule;
- notification, if the loan is sold or transferred to another loan servicer;
- federal interest benefits, if qualified;
- a grace period, if applicable, and an explanation of what that means;
- prepayment of the loan without penalty;
- deferment, if the borrower qualifies; and
- request forbearance.

The borrower has the responsibility to:

- repay the loan in accordance with the repayment schedule, and notify both the college and the lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
- notify the lender if he or she graduates, withdraws from college, drops below half-time status, transfers to another college, or changes name, address or Social Security number;
- notify the lender if he or she fails to enroll for the period covered by the loan;
- notify the college of a change of address; and
- attend an exit interview before leaving college.

VERIFICATION

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. Eton Technical Institute verifies all selected applicants (with the exception of the Unsubsidized Stafford and PLUS programs). The selected applicant and spouse must submit, at minimum, U.S. Tax(s) if filed and a verification worksheet. The dependent student must also submit the parent's tax return(s).

POLICIES AND PROCEDURES FOR VERIFICATION

1. All selected applicants will be verified.
2. Selected applicants must submit required verification within 30 days from the date he/she was notified.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making the cash payment at the end of the deadline, he/she will be dismissed from the college. The student may re-enter the college only when he/she can provide the documentation.
5. The Financial Aid Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.

6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for documentation submission.
7. The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.
8. Students will be informed of their responsibilities regarding the verification application information, including the college's deadline for completion of any action required.
9. Students will be notified by mail or in person if the results of verification change the student's schedule award.
10. The college will assist the students in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of the Title IV aid will be made prior to the completion of information.

FINANCIAL AID TRANSCRIPTS

Federal regulation requires that Federal Stafford funds cannot be released nor can a Federal PLUS loan application be certified until financial aid transcripts have been received from all colleges an applicant previously attended. A financial aid transcript is necessary even if the student did not receive any aid.

TUITION AND METHODS OF PAYMENT

TUITION AND FEES

The college quotes standard tuition prices for each program offered. Arrangements for payment of tuition and fees must be made in advance of the first day of class. The college charges the student's tuition account for tuition at the beginning of the student's first academic year. Tuition and fees are provided in the catalog. An increase in tuition or fees is provided in a current insert which will be considered part of this catalog. Inserts are added to supply students with the most up-to-date information available.

There is no additional charge to out-of-state students.

BOOKS AND SUPPLIES

For each program of study the cost of books is included in the tuition charge. These charges are included in the catalog or its insert. Incidentals such as typing paper, pencils, pens, and steno pads are not charged; therefore, must be purchased by the student.

TRANSPORTA- TION/ROOM AND BOARD

In addition to the typical tuition, fees, books and admissions fee, students should budget \$40 to \$150 per month for transportation to and from school.

The college does not provide room and board.

GENERAL FINANCIAL AID PROGRAMS

All Title IV financial aid funds received by the institution will be credited to the student's account with the exception of requirements set forth in Section 682.604 of the current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

SELECTION OF ELIGIBLE APPLICANTS

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

FEDERAL PELL GRANT

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for the Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of grant that is available to the student will depend on the Expected Family Contribution (EFC).

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the financial aid office of the college. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's Expected Family Contribution (EFC).

This grant is available to students with exceptional financial need, with priority given to Federal Pell Grant recipients.

In determining student eligibility, the college will base the selection on procedures designed to make SEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive the grant, depend on the availability of funds from the U.S. Department of Education.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)



FEDERAL STAFFORD LOANS

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union or savings and loan association. The loan must be used to pay for direct educational expenses. The Department of Education allows for two types of Federal Stafford Loans: Subsidized and Unsubsidized.

SUBSIDIZED FEDERAL STAFFORD LOANS

Students may qualify for a "Subsidized Federal Stafford Loan", which is based on financial need: cost of education **minus** estimated family contribution **equal** financial need. The term "subsidized" means the Federal Government pays the interest on the loan while the student is in school therefore subsidizes or supports these loans.

Under the Subsidized Federal Loan Program a student may borrow up to \$2625 per academic year. The Federal Subsidized Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last day of attendance. During this period the interest is paid by the Federal Government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender selected by the student.

For students borrowing for the first time on or after July 1, 1988, the interest rate is variable, but not higher than 8.25 percent for the first four years of repayment and 10 percent thereafter. For students who borrowed Stafford at an interest rate of 7 percent or 9 percent, that interest rate remains applicable as long as there is an outstanding balance on these loans. There is a 3 percent origination fee which will be deducted from each disbursement of the loan. This fee must be repaid.

UNSUBSIDIZED FEDERAL STAFFORD LOANS

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992 who do not qualify, in whole or in part, for Subsidized Federal Stafford Loans. The term "unsubsidized" means that the interest is not paid for the student during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exception of the description below.

The Government does not pay interest on the students behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest; make monthly or quarterly payments to the lender or; the student and the lender may agree to capitalization of the accrued interest.

FEDERAL PLUS LOANS

The Federal PLUS Loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may not borrow more than the cost of education less other financial aid received, for each dependent student. There is a 4 percent origination fee that may be deducted from the loan principle. The nterest rate is variable but has a maximum of 9 percent.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted deferment by the lender. Although, the minimum payment amount is \$50 per month with at least five years but no more than ten years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the college's financial aid office or from a lender selected by the parents.

For deferment information contact the Financial Aid Office.

CONVENTIONAL BANK LOANS

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 a loan.

TIME PAYMENT PLANS

Eton Technical Institute offers the opportunity for students to make interest-free monthly or module payments to the college over the period of their training program as long as the student is able to pay the full amount of the plan on or before their last date of attendance.

NATIONAL LOAN SERVICING CENTER (NLSC)

Eton Technical Institute has established an agreement with an outside servicing agent who will honor a promissory note up to the amount of \$2000. The student must make monthly payments of \$50 toward the balance of this note. The student will be required to continue these payments until the note is paid in full.

FINANCIAL POLICY STATEMENT

Eton Technical Institute reserves the right to terminate student's enrollment if they fail to meet their financial obligations. The college also reserves the right to withhold all official documents such as transcripts, grades, diplomas and degrees until all charges have been paid.

ENTRANCE AND EXIT INTERVIEW AND LOAN COUNSELING

The Department of Education requires that any students receiving a Federal Stafford Loan be notified concerning their loans. The college counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the financial aid office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received while attending at the college, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the financial aid office, an exit interview will be mailed.

REFUND DISTRIBUTION POLICY

Refunds are distributed according to the following refund distribution policy which will be applied to all students who receive Title IV funds and withdraw with a refund due:

1. Federal Supplemental Loan
2. Federal Unsubsidized Loan
3. Federal Subsidized Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Federal, State, Private Programs
8. Student

If the student has more than one loan and the refund would greatly reduce or pay completely one of the loans, the refund is paid to that loan. The amount refunded to any program may not be greater than the amount the student received from that fund.

Student will be notified of any refunds due to a lender on their behalf through the Exit Interview counseling. Refunds to any of the Title IV or State Programs will be paid within thirty days of the date the institution determines the student has withdrawn or the date that the student gives written notice of his/her withdrawal.

TUITION REFUND POLICY

Eton's refund policy is based on the **Higher Education Reauthorization Act of 1992 (102-325)** which stipulates the use of a statutory prorata refund through the initial 60% of the program length; OR the refund policy of the State of Washington or the school's accrediting agency (Accrediting Council of Independent Colleges and Schools [ACICS]) whichever is determined to be more favorable to the student.

1. If an applicant is not accepted, all moneys paid by the applicant will be refunded.
2. An applicant or student may terminate enrollment by giving written notice to school.
3. If termination occurs more than five (5) business days after enrollment and prior to student's attendance, all moneys paid shall be refunded.
4. If termination occurs more than five (5) days after enrollment, but prior to student's attendance, only the nonrefundable fee will be retained.
5. In the event that a student shall terminate attendance prior to the scheduled completion date, the student shall in no case be obligated for more tuition than listed below in the School Refund Policy Table. The policy shall apply to all terminations, for any reason, by either party.

SCHOOL/ACICS REFUND POLICY TABLE

<u>Attendance</u>	<u>Tuition Charged</u>
First Week	10% or the lesser of \$300
Second, Third and Fourth Week	20% of Tuition Obligation
Fifth to Ninth Week	25% of Tuition Obligation
Tenth to Eighteenth Week	50% of Tuition Obligation
Nineteenth Week and Greater	100% of Tuition Obligation

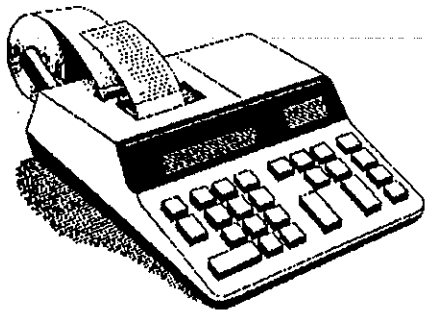
6. Eton Technical Institute will always calculate the school refund policy. A “pro-rata” refund policy will be calculated if the student receives a Title IV disbursement, is a first time enrollment at Eton Technical Institute and withdraws on or prior to 60% of their charged enrollment period. A pro-rata refund is defined as the percentage of weeks that remain (out of 36 weeks in the academic year) on the last recorded day of attendance by the student. This percentage will be rounded down to the nearest ten percent.
7. Credits earned are not the criterion in implementing this policy. Rather it is the actual period of attendance (first to last dates of attendance).
8. For training programs of less than nine months, the refund policy will be based on the number of weeks in the training program.
9. All refunds will be made within 30 days of the date the institution determines the student has withdrawn or within 30 days that the student gives written notice of his/her withdrawal.

***“I am a great believer in luck,
and I find the harder I work,
the more I have of it.”***

STEPHEN LEACOCK

**STATUTORY PRO-RATA REFUND POLICY
TABLE**

Weeks Attended	Full Weeks Remaining	Tuition Refund
1	35	90%
2	34	90%
3	33	90%
4	32	80%
5	31	80%
6	30	80%
7	29	80%
8	28	70%
9	27	70%
10	26	70%
11	25	60%
12	24	60%
13	23	60%
14	22	60%
15	21	50%
16	20	50%
17	19	50%
18	18	50%
19	17	40%
20	16	40%
21	15	40%



GRADUATE SERVICES

GRADUATE PLACEMENT ASSISTANCE

Eton Technical Institute has earned a reputation for excellence among the business and professional communities it serves. We treasure this reputation most highly, both for the respect it affords our graduates and for the opportunities it offers them.

For the duration of a student's training program Eton emphasizes the employability of a student in the business world. Great care is taken to train our students to possess those skills necessary for entry-level positions in their career fields.

Employers offer entry-level positions in all types of business, dental, medical, and pharmacy fields affording a variety of employment opportunities. The initial placement is very important, and great care is taken to match a student's talents and interests with a position in which he/she can succeed. We at Eton Technical Institute are committed to the success of our students and strive to assist them in securing a position.

It is required that the student contact the director of graduate services well before graduation. However, as full cooperation from the graduate is required, the director of graduate services has the right to refuse to continue to serve any graduate who will not cooperate in either proper personal appearance or in keeping appointments for interviews.

No guarantee of employment is made or implied. Eton is not obligated for placement service to non-diploma students.

If a graduate wishes to make a job change, our graduate services are available throughout their careers. Graduates may also have access to placement services at each of our branch campuses, located in Federal Way, Everett and Port Orchard through our Graduate Services Department. Contact may be made with any of the schools through the Executive Director's Office.

REFRESHER COURSES

Diploma graduates of our college have another advantage. They may take refresher courses without tuition charge at any time beginning six months after graduation. For those who have left the job market, changed jobs, or want to brush up, this advantage can be both valuable and rewarding. This privilege is enjoyed by every Eton Technical Institute graduate at *no extra tuition cost*.

*“You have exactly what you need to
fullfill your purpose here. Your
wings are shaped perfectly.
Begin to fly.”*

BARBARA DEANGELIS

ETON

Technical Institute

Catalog Inserts

1995-1997

STAFF AND FACULTY

FEDERAL WAY CAMPUS

Betty Heck, B.A.	Executive Director
University of Washington	
Kathleen Wagner	Academic Services
Rietta Williams	Graduate Services
Cheryl Bradley	Registrar
Janet O'Connell, CMA	MA Program
Brymon College	Coordinator
Bernadette Bly, R.A.H.A., Colorado	
Certified Technical Instructor	
Elizabeth Corder, Ph.A	
Clover Park Vo Tech	
Tamara Ivan, B.A.	
University of South Carolina	
Michelle Saucier, B.S.	
University of Nebraska	
Dean Stephens, B.A.	
Chapman College, Ca	
Lawrence McCormick, D.D.S.	
University of Washington	
German Alicea, Dental Assistant	
U.S. Navy program	
LaDonna Brindos, Medical Assistant	
Alisa Loosveldt, Medical Assistant	
Diane Lilly, Dental Assistant	
Jessie Chabez, B.A.	
Riges University, Denver, CO	
HOM Instructor	

EVERETT CAMPUS

Jessica Chandler, B.S. Executive Director
Ohio State University

Jeanine Knowlton Academic Services

Megan Ryder Graduate Services

Jennifer Green Registrar

Theresa Anderson Program Coordinator

Dental Assistant
Occupational Skills Center
Highline School District

Deborah Bedford, Medical Assistant
Western College

Darcy Coon, Pharmacy Assistant Level A
North Seattle Community College

Gholamali Fazelinia, M.S.
California Polytechnic State University

Luciano Figueroa, B.S.
George Washington University

Jaqueline L. Kulbel, Medical Assistant
Mills College

Susan Murphy, Dental Assistant
Sam Houston State University

Lawrence McCormick D.D.S. Consulting Dentist
University of Washington

Lisa Slanger, Dental Assistant
Sno-Isle Vocational Skills Center

Gerry Landes, Medical Assistant, A.A.
Highline Community College

Janet Hawse, B.A.
University of Washington

Hector Perez, B.S.
University of the Sacred Heart

Sandra Carlile, Pharmacy Assistant, Level A
Shoreline Community College

**PORT ORCHARD
CAMPUS**

Dennis West, B.A. Executive Director
Washington State University

Anne Marie Gibbs Academic Services

Linda Lindgren, B.S. Graduate Services
Southern Illinois University

Nadine Bartolotta Registrar

Arleen Bates, Medical Assistant Certificate
Clover Park Vocational Technical Institute

Kathy Chase, C.D.A.
Naval School of Dental Assisting and
Technology

Bobbie Clark, B.A, M.S.
Boston University

Lisa Cook, Medical Assistant
Apollo College

Annette Conner, Pharmacy Assistant
Clover Park Vo Tech

Sarah Paull, A.D.N.
Olympic Community College

Glenda Swanson, B.A.
Western State College

Esther Albertus, B.A.
Simpson College

Frank Mahaffey, Dental Assistant
Naval School of Dental Assisting and
Technology

Lawrence McCormick, D.D.S. Consulting Dentist
University of Washington

Mike Meberg, B.S.
Southern Illinois University

Sylvia Quinones, B.A.
University of Washington

Kim Dalhoner, Medical Assistant
Navasl School of Health Sciences

ETON TECHNICAL INSTITUTE PRICE LIST

PRICE LIST AS OF 12-5-94

MA and DA

36 Weeks 22 Hours 36.6 Credits

Tuition	7853
Reg. Fee	100
<u>Lab Fee</u>	<u>475</u>
Total	8428

CBM

36 Weeks 22 Hours 36 Credits

Tuition	7400
<u>Reg. Fee</u>	<u>100</u>
Total:	7500

HOM

36 Weeks 22 Hours 36 Credits

Tuition	7400
<u>Reg. Fee</u>	<u>100</u>
Total	7500

PA

42 Weeks 24 Hours 51.2 Credits

Tuition	8130
Reg. Fee	100
<u>Lab Fee</u>	<u>100</u>
Total	8330

479-3866

Port Orchard

3649 Frontage Rd.

941-5800

Federal Way

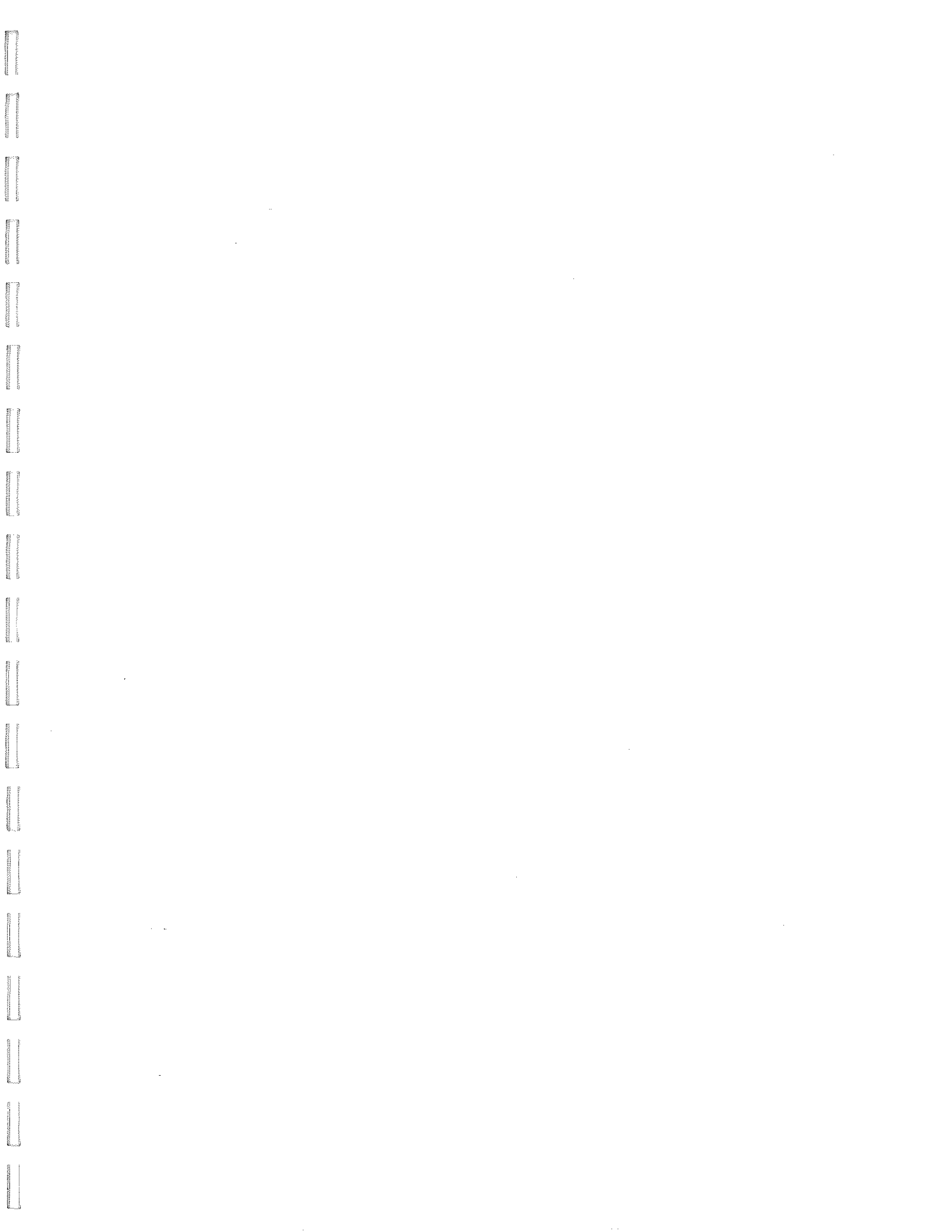
31919 Sixth Ave. S.

353-4888

Everett

209 E. Casino Rd.

A Tradition Of Quality Career Training Since 1922



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