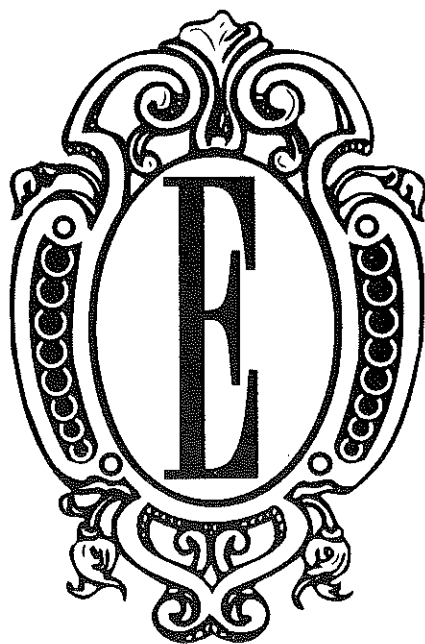


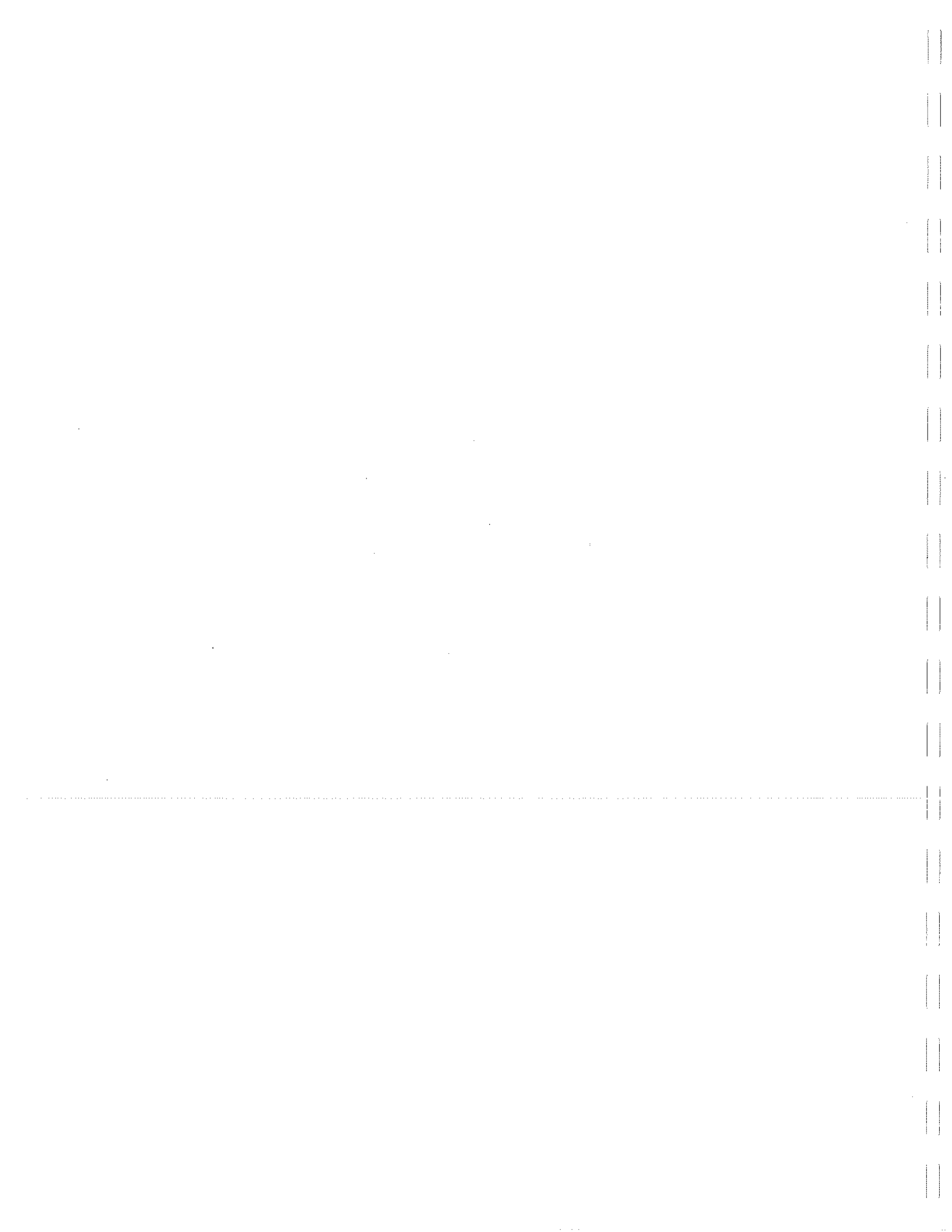
ETON TECHNICAL INSTITUTE

School Catalog



1996 - 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

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ACCREDITATION AND MEMBERSHIPS

ETON TECHNICAL INSTITUTE

is accredited as a Business School by
ACICS Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
202-336-6780

The Medical Assistant Program is accredited by
ABHES Accrediting Bureau of Health Education Schools
2700 South Quincy Street, Suite 210
Arlington, Virginia 22206
703-998-1200

Eton Technical Institute is a member of:
Silverdale Chamber of Commerce
Federal Way Chamber of Commerce
Everett Chamber of Commerce
U.S. Chamber of Commerce

NASFAA National Association of Student Financial Aid Administrators
WASFAA Western Association of Student Financial Aid Administrators
WFPVS Washington Federation of Private Vocational Schools

THIS SCHOOL IS LICENSED UNDER

CHAPTER 28C.10 RCW;
Inquiries or complaints regarding this or any other
Private Vocational School
may be made to:
Workforce Training and Education Coordinating Board
Building 17, Airdustrial Park, P.O. Box 43105
Olympia, WA 98504-3105 (360) 753-5662

ACCREDITATION

A C I C S

Accrediting Commission for Independent Colleges and Schools

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

A B H E S

Accrediting Bureau of Health Education Schools Medical Assistant Education Program

ABHES is a nationally recognized accrediting agency by the U.S. Department of Education to accredit proprietary postsecondary institutes that specialize in health related programs.

Accreditation ensures students that: the college is recognized as a qualified institute of higher learning with approved programs of study that meet recognized academic standards; it employs a professional staff; it has adequate facilities and equipment; and that it has stability and permanence in the educational community.

The college does not imply, promise, or guarantee that it will maintain 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 the students. The Executive Director of each campus will be happy to discuss present accreditation approvals and issues with individual students.

ADVISORY BOARD

Eton Technical Institute's objective for an advisory board is to assure that our educational activities are congruent with the communities business needs. Eton conducts two advisory board meetings a year. Different businesses within the community are invited to the campuses to advise, counsel, and share information with staff members, students, and other interested parties. The advisory board's duties are to evaluate curriculum, procedures, policies, and facilities with the objective to promulgate curriculum that will offer resourceful, organized subjects that support the students' and business communities' occupational objectives.

APPROVED BY:

United States Department of Education

United States Department of Justice, Immigration and Naturalization Division

Washington State Board of Pharmacy

Washington Workforce Training and Education Coordinating Board



The most important purpose of Eton Technical Institute is to assist individuals in achieving more successful, 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 women and men who have attended Eton Technical Institute and have gone on to be successful in their chosen fields. Since the college's founding in 1922, our trademark has been *academic excellence with individual attention.*

Quality career preparation is essential in today's business environment because *your decisions today will produce tomorrows outcome.* Look through our catalog and find the specialized training program that will enhance your future.

With the employment opportunities that are available in todays allied health and business professions; let Eton match your talents with our quality career training and get you started on your way to being the next successful graduate of Eton Technical Institute.

Thomas A. Jones
President

MESSAGE FROM THE PRESIDENT

MISSION STATEMENT

Eton Technical Institute is an independent, private, diploma granting, college of business and allied health, dedicated to preparing students for success in a career.

SPECIFIC OBJECTIVES

To provide job-relevant career training to all qualified students.

To provide the community with specialized personnel for employment in entry-level positions.

To maintain our faculty, equipment, and teaching methods within the standards set forth by the Washington State Department of Education, the Accrediting Commission for Independent Colleges and Schools, and the various college associations and regulating agencies.

To encourage our students to become contributing members of their communities.

To provide placement assistance to all graduates throughout their career, in the field for which they were trained.

To continually provide professional development training to faculty and staff members.

HISTORY

1922 ~ 1997 *academic excellence with individual attention*

In 1922, ETON TECHNICAL INSTITUTE was founded by W.B. Barger, and established as Bremerton Business College to serve the Bremerton and the Kitsap Peninsula area.

In 1962, Bremerton Business College was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985.

In 1985, Mr. Joseph W. Edmonds, purchased Bremerton Business College and took the trade name, doing business as, Eton Business College. In July of 1985, Eton Business College opened a campus in Seattle. The following June, 1986, Puget Sound Institute of Technology was acquired with extensions in Everett, Federal Way and Seattle.

In June, 1986, the main campus of Eton moved to new facilities in Port Orchard, where the school spent its first 64 years. In July, 1986, Travel Central was purchased. In September, 1986, the second campus opened in Federal Way. In May, 1987, the third campus opened in Everett.

In 1987, Eton Business College was changed to ETON TECHNICAL INSTITUTE.

Today 1994, Eton has three campuses throughout the Puget Sound area that offer quality career training in allied health and business professions that you are looking for. We are located in Everett, 206-353-4888, Port Orchard, 360-479-3866, and in Federal Way, 206-941-5800.

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APPLICATION TO ADMISSIONS

Eton Technical Institute
3649 Frontage Road
Port Orchard, WA 98366
(360) 479-3866

Eton Technical Institute
31919 Sixth Avenue South
Federal Way, WA 98003
(206) 941-5800

Eton Technical Institute
209 East Casino Road
Everett, WA 98208
(206) 353-4888

ADMISSION PROCEDURES

The applicant should schedule a personal interview with an admissions representative of the college. This allows the student a better opportunity to understand the career programs available, the institution's procedures, and view the facilities and equipment.

Following the interview, the applicant completes a college entrance exam. The entrance exam confirms to the applicant their readiness to pursue a college-level career training program. The student should 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 to the college requirements.

ADMISSION REQUIREMENTS

1. Admission to Eton Technical Institute requires a satisfactory score on the entrance exam.
2. A high school diploma or an equivalent G.E.D., is required for all applicants.
3. A copy of all academic and financial aid transcripts, if applicable, are required in the students first module, by the first day of the second week, for the student to continue enrollment.
4. Applicants interested in the Medical and Dental Assistant programs are required to complete a Hepatitis B immunization series prior to field work and or externship.
5. Applicants interested in the Pharmacy Assistant program are required to complete a Washington State Patrol background check prior to start day. (Students can be admitted pending a delay in the background check, but reports that come back with drug or alcohol convictions, the student will be withdrawn and will not be readmitted.

PROGRAM START AND END DATES ACADEMIC CALENDAR

1995 - 1997

MA-DA Start Dates	MA-DA End Dates	COA-PhA Start Dates	COA End Dates	PhA End Dates
11-07-94	09-01-95	11-28-94	08-25-95	10-05-95
01-03-95	10-13-95	01-23-95	10-06-95	11-16-95
02-13-95	11-22-95	03-06-95	11-17-95	01-11-96
03-27-95	01-12-96	04-24-95	01-12-96	02-22-96
05-15-95	03-01-96	06-05-95	02-23-96	04-11-96
06-26-95	04-19-96	07-17-95	04-12-96	05-23-96
08-07-95	05-31-96	08-28-95	05-24-96	07-03-96
09-18-95	07-19-96	10-10-95	07-03-96	08-15-96
10-30-95	08-23-96	11-20-95	08-16-96	09-26-96
12-11-95	10-04-96	01-16-96	09-26-96	11-07-96
02-05-96	11-15-96	02-26-96	11-08-96	12-19-96
03-18-96	01-10-97	04-15-96	12-20-96	02-13-97
05-06-96	02-21-97	30005-28-96	02-14-97	04-03-97
06-17-96	04-11-97	40007-08-96	04-04-97	05-15-97
07-29-96	05-23-97	50008-19-96	05-16-97	06-26-97
09-09-96	07-03-97	60009-30-96	06-27-97	08-07-97
10-21-96	08-15-97	10011-12-96	08-08-97	09-18-97
12-02-96	09-26-97	20001-06-97	09-18-97	10-30-97
01-27-97	11-07-97	30002-18-97	10-31-97	12-11-97
03-10-97	12-19-97	40004-07-97	12-11-97	
		50005-19-97		
		60006-30-97		
		08-11-97		
		09-22-97		
		11-03-97		
		12-15-97		

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PROGRAM PRICE LIST

MEDICAL ASSISTANT~DENTAL ASSISTANT

Tuition	7853
Administrative Fee	100
Lab Fee	<u>475</u>
Total Program Cost	8428

PHARMACY ASSISTANT

Tuition	8130
Administrative Fee	100
Lab Fee	<u>100</u>
Total Program Cost	8330

COMPUTERIZED OFFICE ADMINISTRATION~BUSINESS~HEALTH

Tuition	7400
Administrative Fee	<u>100</u>
Total Program Cost	7500

MEDICAL ASSISTANT

The Medical Assistant student is trained in procedures that are indispensable in the medical occupation. The Medical Assistant employs their skills in the medical front office as well as their clinical and laboratory skills to support the physician in patient care.

PROGRAM OUTLINE

Diploma Program - 41.3 credits~Extern required~Time: 40 weeks

Students can enter the program at the beginning of any module and proceed forward.

COURSES	CREDITS
MA111 Reproductive / Life Stages.....	2.4
MA113 Office Standards.....	1.2
MA114 MA Clinic I.....	2.4
MA211 Cardiovascular / Hematology.....	2.4
MA213 Career Development / Medical Specialties.....	1.2
MA214 MA Clinic II.....	2.4
MA311 Musculoskeletal / Integumentary.....	2.4
MA313 Business Administration.....	1.2
MA314 MA Clinic III.....	2.4
MA411 The Digestive System / Nutrition / Endocrinology.....	2.4
MA413 OSHA / AIDS.....	1.2
MA414 MA Clinic IV.....	2.4
MA511 Neurology / Special Senses.....	2.4
MA513 Pharmacology.....	1.2
MA514 MA Clinic V.....	2.4
MA611 Immunology / Infectious Diseases / Respiratory / Urinary.....	2.4
MA613 Medical Emergencies and Safety.....	1.2
MA614 MA Clinic VI.....	2.4
MA715 Extern-----160 hours----eight weeks.....	5.3
MA000 Field Work Experience Elective.....	0.0

Upon successful completion of the program, students who wish to perform invasive procedures on the job in the State of Washington, must apply for the Department of Health's Healthcare Assistant certificate through an employer.

TOTAL CREDITS: 41.3

DENTAL ASSISTANT

The Dental Assistant student is trained in procedures that have become indispensable in the dental care occupation. The Dental Assistant employs their skills to support the dentist in many aspects of the dental care profession.

PROGRAM OUTLINE

Diploma Program - 41.3 credits~Extern required~Time: 40 weeks

Students can enter the program at the beginning of any module and proceed forward.

COURSES	CREDITS
DA111 Dental Structure and Development / Tooth Morphology.....	2.4 48
DA113 The Special Needs Patient.....	1.2 24
DA114 Clinic I.....	2.4 48
DA211 Operative Dentistry / Instrumentation.....	2.4
DA213 Office Administration.....	1.2
DA214 Clinic II.....	2.4
DA311 Fixed Prosthodontics / Removable Prosthodontics.....	2.4
DA313 Ethics and the Law.....	1.2
DA314 Clinic III.....	2.4
DA411 Prevention and Periodontics / OSHA.....	2.4
DA413 Office Dynamics.....	1.2
DA414 Clinic IV.....	2.4
DA511 Radiology / Emergencies in the Dental Office.....	2.4
DA513 Professional Development.....	1.2
DA514 Clinic V.....	2.4
DA611 Endodontics / Orthodontics / Oral Surgery and Pain Control.....	2.4
DA613 AIDS / Hepatitis.....	1.2
DA614 Clinic VI.....	2.4
DA711 Extern-----160 hours-----eight weeks.....	5.3
DA000 Field Work Experience Elective.....	0.0
CPR training is scheduled on a regular basis.	
TOTAL CREDITS:	41.3

PHARMACY ASSISTANT

A Pharmacy Assistant Level A student is educated in the technical aspects of pharmacy practice. Graduates of the program will have a working knowledge of prescription processing, trade and or generic drugs, and aseptic techniques.

PROGRAM OUTLINE

Diploma Program - 51.2 credits~Hospital & Retail extern required ~Time: 42 weeks

Students can enter the program at the beginning of any module and proceed forward.

COURSES	CREDITS
PH141 A&P I.....	1.2
PH142 Pharmacy Law I.....	0.6
PH143 Pharmacology / Drug Classifications I.....	1.2
PH144 Prescriptions / Medication Orders Pharmaceutical Calculations.....	1.2
PH145 Pharmacy Applications I.....	2.4
PH146 Introduction to Pharmacy Practice.....	0.6
PH241 A&P II.....	1.2
PH242 Pharmacy Law II.....	0.6
PH243 Pharmacology / Drug Classifications II.....	1.2
PH244 Computer Applications / Software.....	1.2
PH245 Pharmacy Applications II.....	2.4
PH246 Pharmacology / General Principles.....	0.6
PH341 A&P III.....	1.2
PH342 Pharmacy Law III.....	0.6
PH343 Pharmacology / Drug Classifications III.....	1.2
PH344 Materials Management.....	1.2
PH345 Pharmacy Applications III.....	2.4
PH346 Drug References / Resources.....	0.6
PH441 A&P IV.....	1.2
PH442 Pharmacy Law IV.....	0.6
PH443 Pharmacology / Drug Classifications IV.....	1.2
PH444 Parenteral Admixture Services.....	1.2
PH445 Pharmacy Applications IV.....	2.4
PH446 Clerical Procedures.....	0.6

PHARMACY ASSISTANT

PH541	A&P V.....	1.2
PH542	Universal Precautions / HIV-AIDS Awareness.....	1.2
PH543	Pharmacology / Drug Classifications V.....	1.2
PH544	Drug Distribution Systems.....	0.6
PH545	Pharmacy Applications V.....	2.4
PH546	Human Relations / Communication Skills.....	0.6
PH641	A&P VI.....	1.2
PH642	Federal Pharmacy Law	0.6
PH643	Pharmacology / Drug Classifications VI.....	1.2
PH644	Pharmacy Specialties / Career Development.....	1.2
PH645	Pharmacy Applications VI.....	2.4
PH646	Manufacturing / Repackaging.....	0.6
PH700	Hospital Extern-----120 hours-----four weeks.....	4.0
PH710	Retail Extern-----120 hours-----four weeks.....	4.0

Upon successful completion of the program, students who wish to practice in the State of Washington, must apply for certification to the Department of Health.

TOTAL CREDITS:..... 51.2

COMPUTERIZED OFFICE ADMINISTRATION

This program is uniquely structured so that the student can choose between the business or health office curriculum in the Computerized Office Administration program. With increasing automation and rapid technology and occupational changes in the workforce, students who are technically skilled to operate a microcomputer are in demand. The Computerized Office Administration program prepares students for the 1990's workforce and beyond.

PROGRAM OUTLINE

Diploma Program - 36 credits~No extern required~Time: 36 weeks

Students can enter the program at the beginning of any module and proceed forward.

Business and Health office emphasis are in modules one and four.

COURSES

CREDITS

OA111	Keyboarding.....		1.2
BA110	Small Business Management.....	<i>Business</i>	2.4
BA112	Spreadsheets I.....	<i>Business</i>	2.4
HA110	Medical Office Procedures.....	<i>Health</i>	2.4
HA112	Computer Applications and Health Office Simulation.....	<i>Health</i>	2.4
OA210	Office Procedures.....		2.4
OA211	Keyboarding.....		1.2
OA212	Word Processing I.....		2.4
OA310	Automated Accounting Applications ~ Accounting Fundamentals ..		2.4
OA311	Keyboarding.....		1.2
OA312	Operating Systems.....		2.4
OA411	Keyboarding.....		1.2
BA410	Business Mathematics.....	<i>Business</i>	2.4
BA412	Spreadsheets II.....	<i>Business</i>	2.4
HA410	Medical Terminology.....	<i>Health</i>	2.4
HA412	Computer Applications and Health Office Simulation.....	<i>Health</i>	2.4
OA510	Accounting Fundamentals ~ Automated Accounting Applications..		2.4
OA511	Ten-Key.....		1.2
OA512	Database Management.....		2.4
OA610	Business Communications.....		2.4
OA611	Keyboarding.....		1.2
OA612	Word Processing II.....		2.4
TOTAL CREDITS:			36

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MEDICAL ASSISTANT

The Medical Assistant student is trained in procedures that are indispensable in the medical occupation. The Medical Assistant employs their skills in the medical front office as well as their clinical and laboratory skills to support the physician in patient care.

PROGRAM OUTLINE

Diploma Program~ 41.3 credits~Extern required~Time: 40 weeks

Students can enter the program at the beginning of any module and proceed forward.

COURSES	CREDITS
MA111 Reproductive / Life Stages.....	2.4
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MA313 Business Administration.....	1.2
MA314 MA Clinic III.....	2.4
MA411 The Digestive System / Nutrition / Endocrinology.....	2.4
MA413 OSHA / AIDS.....	1.2
MA414 MA Clinic IV.....	2.4
MA511 Neurology / Special Senses.....	2.4
MA513 Pharmacology.....	1.2
MA514 MA Clinic V.....	2.4
MA611 Immunology / Infectious Diseases / Respiratory / Urinary.....	2.4
MA613 Medical Emergencies and Safety.....	1.2
MA614 MA Clinic VI.....	2.4
MA715 Extern-----160 hours----eight weeks.....	5.3
MA000 Field Work Experience Elective.....	0.0

Upon successful completion of the program, students who wish to perform invasive procedures on the job in the State of Washington, must apply for the Department of Health's Healthcare Assistant certificate through an employer.

TOTAL CREDITS: 41.3

M A MEDICAL ASSISTANT

The Washington State Department of Health classifies a Medical Assistant in categories A~F. Eton's Medical Assistant program enables graduate students the opportunity to obtain a Health Care Assistant Certificate for levels A, C, and E. The basic requirements include the following:

- 1) Have a high school diploma or GED,
- 2) Have the ability to read, write and converse in the English language;
- 3) Present a postsecondary transcript documenting the students training in the stipulated subject areas; and
- 4) Pay the required fee.

Levels A, C, and E cover the following:

- A Venipuncture, cap finger collection, and needle sticks;
- C Intradermals, subcutaneous, and IM for diagnostic agents;
- E Therapeutic agents.

M A 1 1 1 R e p r o d u c t i v e (1 . 2)

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

L i f e S t a g e s (1 . 2)

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

M A 1 1 3 O f f i c e S t a n d a r d s a n d E t h i c s (1 . 2)

This class incorporates the many legal and ethical standards set by modern medical practice.

M A 1 1 4 M A C l i n i c I (2 . 4)

The student practices applications of various tests and skills relating to the reproductive systems including urinalysis, pregnancy testing, pelvic exam preparation, and sterile procedures. This also includes injections, vitals, and venipuncture.

M A 2 1 1 C a r d i o v a s c u l a r (1 . 6)

Nutrients are distributed to the body through systems: from the cells, waste products are removed; the organs then communicate with each other in the form of hormonal control via the body's blood stream. The circulatory system (both heart and vascular components) by which the blood is disseminated to the body is investigated.

M A ~ 2 M E D I C A L A S S I S T A N T

H e m a t o l o g y (0 . 8)

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

M A 2 1 3 C a r e e r D e v e l o p m e n t / M e d i c a l S p e c i a l t i e s (1 . 2)

By selecting the medical profession, the student has begun an exciting and expanding career. The Career Development class explores the individuals potentials within the profession. Students are encouraged to continue expanding their horizons in this vast field. Time is allotted for the different aspects of medical specialties.

M A 2 1 4 M A C l i n i c I I (2 . 4)

Students practice skills such as phlebotomy, blood pressure readings, EKG testing, Sed~rate testing, glucose levels, mono spot testing, vitals, injections, venipuncture, and other circulatory system lab procedures.

M A 3 1 1 M u s c u l o s k e l e t a l (1 . 6)

The emphasis of this class is on the subject of a bony structure called the skeleton and its movement abilities, muscles. These two systems comprise the organ systems that are emphasized in this class.

I n t e g u m e n t a r y (0 . 8)

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

M A 3 1 3 B u s i n e s s A d m i n i s t r a t i o n (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; including insurance coding, scheduling, and billing.

M A 3 1 4 M A C l i n i c I I I (2 . 4)

Procedures relating to the skeletal, muscular, and integumentary systems are practiced. Care of burns as well as dressing and bandaging of various musculoskeletal injury sites are practiced. Injections, vitals, and venipuncture are included.

MA-3 MEDICAL ASSISTANT

MA 411 The Digestive System/Nutrition (1.6)

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, in this class.

Endocrine (0.8)

This class studies hormones, which act as regulators in the body that are dependent upon the circulatory system, for transportation through the body. M A 4 1 3

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. A seven-hour AIDS orientation required by the State of Washington is also included.

MA 414 MA Clinic IV (2.4)

Instrument identification, sterile trays, bandage, asepsis, injections, cold chemical disinfecting, and hemocult are covered. This class also includes injections, vitals, and venipuncture.

MA 511 Neurology (1.6)

The nervous system acts as a communication and control center for the body. The special senses and nervous system are presented in this course.

Special Senses (0.8)

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

MA 513 Pharmacology (1.2)

Because of the profound impact medications 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.

MA 514 MA Clinic V (2.4)

EKG, eye, and ear irrigation and instillation are practiced. This class also includes injections, vitals, and venipuncture.

M A ~4 M E D I C A L A S S I S T A N T

M A 6 1 1 I m m u n o l o g y / I n f e c t i o u s D i s e a s e s (1 . 2)

The defense of our body from a continuous barrage of potential disease-causing sources is the immune system. How infecting agents cause the disease process and what is the outcome, are studied in this class.

R e s p i r a t o r y / U r i n a r y (1 . 2)

The respiratory structure facilitates the ongoing supply of needed oxygen for our body. The urinary system eliminates waste products as well as regulates body homeostasis. These systems are studied.

M A 6 1 3 M e d i c a l E m e r g e n c i e s / S a f e t y (1 . 2)

In this unit the student is presented with the basics of aseptics, sterilization, CPR, first aid, and radiation safety.

M A 6 1 4 M A C l i n i c V I (2 . 4)

Procedures relating to the respiratory and urinary systems are practiced. This class also includes injections, vitals and venipuncture.

M A 7 1 5 E x t e r n s h i p (5 . 3)

Upon successful completion of the program, each student is required to complete an externship of 160 hours, during an eight week period of time. This is a very important part of the student's education and allows the student the opportunity to apply their new skills in a medical facility supervised by qualified personnel.

M A-5 MEDICAL ASSISTANT

MA Field Work Experience Elective (0.0)

Students who are in their second module or higher with a cumulative GPA of 3.00 or above, an attendance average of 90% or higher and who have started their hepatitis B immunization series, may choose to develop a field work relationship with a physician or clinic in the community.

Initially this involves weekly observations in the clinic until the student's skills increase to a level that allows them to start assisting in the office on a limited basis. This provides the student with a gradual progression of responsibility, development in the clinical environment, and prepares them for the extern experience. Students interested in this field work experience need to see their instructor for program guidelines and paperwork. An award is given to students who have fulfilled all the field work prerequisites and who have completed 20 or more field work hours during one module. Volunteer positions at various clinics, labs and or hospitals may be considered field work and must be discussed with and approved by the instructor.

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DENTAL ASSISTANT

The Dental Assistant student is trained in procedures that have become indispensable in the dental care occupation. The Dental Assistant employs their skills to support the dentist in many aspects of the dental care profession.

PROGRAM OUTLINE

Diploma Program~41.3 credits~Extern required~Time: 40 weeks

Students can enter the program at the beginning of any module and proceed forward.

COURSES	CREDITS
DA111 Dental Structure and Development / Tooth Morphology.....	2.4 2
DA113 The Special Needs Patient.....	1.2 1
DA114 Clinic I.....	2.4 2
DA211 Operative Dentistry / Instrumentation.....	2.4
DA213 Office Administration.....	1.2
DA214 Clinic II.....	2.4
DA311 Fixed Prosthodontics / Removable Prosthodontics.....	2.4
DA313 Ethics and the Law.....	1.2
DA314 Clinic III.....	2.4
DA411 Prevention and Periodontics / OSHA.....	2.4
DA413 Office Dynamics.....	1.2
DA414 Clinic IV.....	2.4
DA511 Radiology / Emergencies in the Dental Office.....	2.4
DA513 Professional Development.....	1.2
DA514 Clinic V.....	2.4
DA611 Endodontics / Orthodontics / Oral Surgery and Pain Control.....	2.4
DA613 AIDS / Hepatitis.....	1.2
DA614 Clinic VI.....	2.4
DA711 Extern-----160 hours-----eight weeks.....	5.3
DA000 Field Work Experience Elective.....	0.0
CPR training is scheduled on a regular basis.	
TOTAL CREDITS:	41.3

*3 hrs
lecture
& lab*

*12 hours
lab.*

DA DENTAL ASSISTANT

DA111 Dental Structure and Development (1.2)

Teeth development and formation, head and neck anatomy, occlusions, and major muscles of mastication are studied.

Tooth Morphology (1.2)

The class focuses on recognizing and defining teeth, the anatomy of the mouth, understanding how the tooth surfaces are labeled, and how the universal numbering system is used in dentistry.

DA113 The Special Needs Patient (1.2)

Dental assistant students learn how to manage the needs of the special patient. This includes children, dental phobic patients and the disabled.

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 techniques designed to work with children.

DA211 Operative Dentistry (1.2)

Students develop an understanding of the basic restorative procedures and knowledge, when assisting the dentist. This includes material comprehension, instrument ordering, and equipment operation.

Dental Instrumentation (1.2)

This course defines and educates the student on how to utilize the instrumentation and equipment used in dental procedures. Introduction of the "four-handed" dentistry concept will also be included.

DA213 Office Administration (1.2)

This class explores the various elements in managing an office: knowledge of dental forms, scheduling, and reception skills to support the office manager.

DA214 Clinic II (2.4)

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

DA-2 DENTAL ASSISTANT

D A 3 1 1 F i x e d P r o s t h o d o n t i c s (1 . 2)

The student studies the utilization of alginates, waxes, impressions and custom trays, as they relate to crown and bridge work. The "four-handed dentist" concept is studied in order to assist the dentist with equipment, instruments and materials, in crown and bridge preparation.

R e m o v a b l e P r o s t h o d o n t i c s (1 . 2)

Students develop an understanding of the effects and limitations of removable prosthodontics. Full dentures, partials, and flippers are studied with a focus on how they are constructed. The assistant's role in removing prosthodontics is covered also.

D A 3 1 3 E t h i c s a n d t h e L a w (1 . 2)

An assistant's knowledge of the laws and regulations relating to dentistry is vital in their career. During this class the student develops an awareness of the current laws and learns the concept of risk management.

D A 3 1 4 C l i n i c I I I (2 . 4)

The student studies the types, functions, purposes and materials of fixed prosthodontics. In this course students practice assisting the doctor during fixed and removable prosthodontics procedures in a clinic setting.

D A 4 1 1 P r e v e n t i o n a n d P e r i o d o n t i c s (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 patient risks. Basic treatment and prevention of gum disease will be covered.

O S H A (1 . 2)

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

D A 4 1 3 O f f i c e D y n a m i c s (1 . 2)

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

DA-3 DENTAL ASSISTANT

DA 4 1 4 Clinic IV (2 . 4)

Pertaining to the field of Periodontics, the student will learn the instrumentation used at chairside: how to complete a coronal polish and oral hygiene instructions, healthy gum characteristics, and early detection of the onset of periodontal disease.

DA 5 1 1 Radiology (1 . 6)

The student will learn about radiation safety and how to protect themselves and patients from over-exposure. This course also focuses on practical radiology skills expected of the chairside assistant such as bite-wings, full mouth X-rays, and periapical X-rays. The student also learns the different film sizes and how to mount X-rays.

Emergencies in the Dental Office (0 . 8)

The student will learn how to identify normal and abnormal reactions to dental procedures. They will learn protocol for handling emergencies and life threatening situations; which are items are needed in the office first aid box, and what OSHA requires for office emergency documentation.

DA 5 1 3 Professional Development (1 . 2)

This class explores the numerous facets involved in becoming a dental professional. Areas included are employment preparation, continuing education, professional associations, career goals, and special career options.

DA 5 1 4 Clinic V (2 . 4)

The student will practice in all areas of radiology: bite-wings, PA's, full mouth X-rays, processing methods, film duplicating, film labeling and mounting. The student will learn to take patient vital signs, blood pressures, and health histories. The legal ramifications of health history issues are inclusive.

DA 6 1 1 Endodontics and Orthodontics (1 . 2)

Endodontics and orthodontics are two concentrations in the field of dentistry. The student will learn instrumentation, theory, and the "four-handed dentistry" techniques

Oral Surgery and Pain Control (1 . 2)

This course includes types of oral surgeries performed in the dental and oral surgery office. The student will learn the instrumentation and basic surgery procedures to assist the dentist. Medications and legalities involved with surgery patients are inclusive.

DA-4 DENTAL ASSISTANT

D A 6 1 3 A I D S a n d H e p a t i t i s (1 . 2)

This course educates students on AIDS, the immune system and hepatitis. The student studies how diseases are transmitted, statistics of transmission to the health care worker, how to work safely on infected patients, and how to develop compassion and support for the infected patient.

D A 6 1 4 C l i n i c V I (2 . 4)

Skills relating to the various types of dental specialties are developed; chairside procedures, instrumentation and needed materials.

D A 7 1 1 E x t e r n s h i p (5 . 3)

Upon successful completion of the program each student is required to complete an externship of 160 hours, within a time period of eight weeks. This is a very important part of the student's education and allows the student the opportunity to apply their new skills in a clinical office setting.

D A F i e l d W o r k E x p e r i e n c e E l e c t i v e (0 . 0)

Students who are in their second module or higher, with a cumulative GPA of 3.00 or above, an attendance average of 90% or higher and who have started their hepatitis B immunization series, may choose to develop a field work relationship with a dentist in the community. Initially this involves weekly observations in the clinic until the student's skills increase to a level that allows them to start assisting in the office on a limited basis. This provides the student with a gradual progression of responsibility, development in the clinical environment, and prepares them for the extern experience. Students interested in this field work experience need to see their instructor for program guidelines and paperwork. An award is given to students who have fulfilled all the field work prerequisites and who have completed 20 or more field work hours during one module.

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PHARMACY ASSISTANT

A Pharmacy Assistant Level A student is educated in the technical aspects of pharmacy practice. Graduates of the program will have a working knowledge of prescription processing, trade and or generic drugs and aseptic techniques.

PROGRAM OUTLINE

Diploma Program~51.2 credits~Hospital & Retail extern required~Time: 42 weeks
Students can enter the program at the beginning of any module and proceed forward.

COURSES	CREDITS
PH141 A&P I.....	1.2
PH142 Pharmacy Law I.....	0.6
PH143 Pharmacology / Drug Classifications I.....	1.2
PH144 Prescriptions / Medication Orders Pharmaceutical Calculations.....	1.2
PH145 Pharmacy Applications I.....	2.4
PH146 Introduction to Pharmacy Practice.....	0.6
PH241 A&P II.....	1.2
PH242 Pharmacy Law II.....	0.6
PH243 Pharmacology / Drug Classifications II.....	1.2
PH244 Computer Applications / Software.....	1.2
PH245 Pharmacy Applications II.....	2.4
PH246 Pharmacology / General Principles.....	0.6
PH341 A&P III.....	1.2
PH342 Pharmacy Law III.....	0.6
PH343 Pharmacology / Drug Classifications III.....	1.2
PH344 Materials Management.....	1.2
PH345 Pharmacy Applications III.....	2.4
PH346 Drug References / Resources.....	0.6
PH441 A&P IV.....	1.2
PH442 Pharmacy Law IV.....	0.6
PH443 Pharmacology / Drug Classifications IV.....	1.2
PH444 Parenteral Admixture Services.....	1.2
PH445 Pharmacy Applications IV.....	2.4
PH446 Clerical Procedures.....	0.6

PHARMACY ASSISTANT

PH541	A&P V.....	1.2
PH542	Universal Precautions / HIV-AIDS Awareness.....	1.2
PH543	Pharmacology / Drug Classifications V.....	1.2
PH544	Drug Distribution Systems.....	0.6
PH545	Pharmacy Applications V.....	2.4
PH546	Human Relations / Communication Skills.....	0.6
PH641	A&P VI.....	1.2
PH642	Federal Pharmacy Law	0.6
PH643	Pharmacology / Drug Classifications VI.....	1.2
PH644	Pharmacy Specialties / Career Development.....	1.2
PH645	Pharmacy Applications VI.....	2.4
PH646	Manufacturing / Repackaging.....	0.6
PH700	Hospital Extern-----120 hours-----four weeks.....	4.0
PH710	Retail Extern-----120 hours-----four weeks.....	4.0

Upon successful completion of the program, students who wish to practice in the State of Washington, must apply for certification to the Department of Health.

TOTAL CREDITS:..... 51.2

Ph.A. PHARMACY ASSISTANT

The Workforce Training and Education Coordinating Board regulation **WAC 246-826-130** requires the following criteria in order to obtain certification as a Level A Pharmacy Assistant;

Upon completion of an approved pharmacy assistant training program, any person who wishes to be employed as a Level A Pharmacy Assistant must apply to the Board of Pharmacy for certification. The application must include a verification of program competency by a notarized statement of the program director and a declaration by the applicant indicating whether or not they have ever been found guilty of a violation of any laws relating to drugs or the practice of pharmacy.

PH 141 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, non-technical 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.

PH 142 Pharmacy Law - I (0 . 6)

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

Ph.A.-2 PHARMACY ASSISTANT

PH 144 Prescriptions / Medication Orders Pharmaceutical Calculations (1.2)

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, medication orders and retrieving and interpreting prescriptions. After a review of basic math skills, this course is intended to introduce the student to a variety of useful mathematical concepts and 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.

PH 145 Pharmacy Applications - I (2.4)

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

PH146 Introduction to Pharmacy Practice (0.6)

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.

PH 241 A & P - I I (1.2)

This course will provide a simple, non-technical 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.

PH 242 Pharmacy Law - I I (0.6)

In this course the students will learn responsibilities, requirements, and standards, mandated by the Washington State 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.

Ph.A.-3 PHARMACY ASSISTANT

PH243 Pharmacology/Drug Classifications-II (1.2)

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

PH244 Computer Applications and Software (1.2)

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 computer hardware. Skill at keyboard operations is the focus of this class and development of these skills takes practice and application.

PH245 Pharmacy Applications - I (2.4)

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

PH246 Pharmacology/General Principles (0.6)

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

PH341 A & P - III (1.2)

This course will provide a simple, non-technical 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 (0.6)

In this course students will learn responsibilities, requirements, and standards mandated by the Washington State 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.

Ph.A.-4 PHARMACY ASSISTANT

PH343 Pharmacology/Drug Classifications-III (1.2)

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

PH 344 Materials Management (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, and quality control.

PH 345 Pharmacy Applications - III (2.4)

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

PH346 Drug References and Resources (0.6)

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

PH 441 A & P - IV (1.2)

This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate 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 respiratory system, nervous system and the lymphatic-immune system.

PH 442 Pharmacy Law - IV (0.6)

In this course the students will learn responsibilities, requirements and standards mandated by the Washington State 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.

Ph.A.-5 PHARMACY ASSISTANT

PH443 Pharmacology/Drug Classifications-IV (1.2)

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

PH444 Parenteral Admixture Services (1.2)

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, amineplastic preparations and safety precautions, types of I.V. administration sets, and associated equipment.

PH445 Pharmacy Applications - IV (2.4)

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

PH446 Clerical Procedures (0.6)

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, record-keeping, and operation of a cash register and other office equipment.

PH541 A & P - V (1.2)

This course will provide a simple, non-technical 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 Universal Precautions / HIV-AIDS Awareness (1.2)

Basic safety procedures are covered as they pertain to pharmacy practice, industrial safety and hygiene, CPR, infectious diseases, and OSHA standards. Also included is a four-hour AIDS orientation required by the State of Washington.

Ph.A.-6 PHARMACY ASSISTANT

PH543 Pharmacology/Drug Classifications-V (1.2)

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

PH544 Drug Distribution Systems (0.6)

This course presents the different types of medication distribution systems that the pharmacy assistant will be responsible for maintaining. Topics to include: unit dose, floor stock, boxes, and lockers.

PH545 Pharmacy Applications-V (2.4)

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

PH546 Human Relations /Communication Skills (0.6)

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

PH641 A & P - VI (1.2)

This course will provide a simple, non-technical 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 Federal Pharmacy Law (0.6)

Students will learn responsibilities, requirements, and standards mandated by the Washington State 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 generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications and patient side effects. Each course will apply to a specific group of drugs.

Ph.A.-7 PHARMACY ASSISTANT

PH644 Pharmacy Specialties/Career Development (1.2)

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 (2.4)

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

PH646 Manufacturing / Repackaging (0.6)

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

PH700 Externship - Hospital (4.0)

Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship, within a four week period of time, in a hospital pharmacy setting.

PH710 Externship - Retail (4.0)

Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship, within a four week period of time, in a retail pharmacy setting.

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COMPUTERIZED OFFICE ADMINISTRATION

This program is uniquely structured so that the student can choose between the business or health office curriculum in the computerized office administration program. With increasing automation and rapid technology and occupational changes in the workforce, students who are technically skilled to operate a microcomputer are in demand. The Computerized Office Administration program prepares students for the 1990's workforce and beyond.

PROGRAM OUTLINE

Diploma Program~36 credits~No extern required~Time: 36 weeks

Students can enter the program at the beginning of any module and proceed forward.

Business and Health Office emphasis are in modules one and four.

COURSES

CREDITS

OA111	Keyboarding.....		1.2
BA110	Small Business Management.....	<u>Business</u>	2.4
BA112	Spreadsheets I.....	<u>Business</u>	2.4
HA110	Medical Office Procedures.....	<u>Health</u>	2.4
HA112	Computer Applications and Health Office Simulation.....	<u>Health</u>	2.4
OA210	Office Procedures.....		2.4
OA211	Keyboarding.....		1.2
OA212	Word Processing I.....		2.4
OA310	Automated Accounting Applications ~ Accounting Fundamentals ..		2.4
OA311	Keyboarding.....		1.2
OA312	Operating Systems.....		2.4
OA411	Keyboarding.....		1.2
BA410	Business Mathematics.....	<u>Business</u>	2.4
BA412	Spreadsheets II.....	<u>Business</u>	2.4
HA410	Medical Terminology.....	<u>Health</u>	2.4
HA412	Computer Applications and Health Office Simulation.....	<u>Health</u>	2.4
OA510	Accounting Fundamentals ~ Automated Accounting Applications..		2.4
OA511	Ten-Key.....		1.2
OA512	Database Management.....		2.4
OA610	Business Communications.....		2.4
OA611	Keyboarding.....		1.2
OA612	Word Processing II.....		2.4
TOTAL CREDITS:			36

C.O.A.~BH COMPUTERIZED OFFICE ADMINISTRATION

BA110 Small Business Management (2.4)

This course introduces the student to basic management principles and techniques on how to plan and organize small business operations. The student will learn how to create a business plan and discover the many facets of business management and entrepreneurship.

BA112 Spreadsheets I (2.4)

The student is introduced to beginning and intermediate spreadsheet applications. Emphasis will be on manipulating payroll records, inventory worksheets, charts, and mathematical tables. Instruction focuses on editing existing files and establishing new files. Practical exercises range from spreadsheet maintenance to creating charts and graphs for business presentations.

HA110 Medical Office Procedures (2.4)

The focus of this course is to introduce the student to various insurance forms that are used in the health care profession. The student is taught ICD-9 and CPT coding procedures. The class is designed to clarify the processing of various insurance forms, billing procedures, and the insurance claims register.

HA112 Computer Applications and Health Office Simulation (2.4)

The student is introduced to current medical software applications. Emphasis will be on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer.

OA210 Office Procedures (2.4)

This course will focus on the functions performed within the work environment. Students are introduced to a broad range of office skills: filing, mail handling, telephone techniques, attitude and behavior skills needed for conducive job performance.

OA212 Word Processing I (2.4)

This is a self-paced, hands-on course that provides the student with a solid foundation in window-based applications. The student is introduced to beginning word processing concepts and learns how to create and manipulate business documents, resumes, and letters. Desktop publication is introduced and the student will learn how to create newsletters.

C.O.A.~BH COMPUTERIZED OFFICE ADMINISTRATION~2

O A 3 1 0 Automated Accounting Applications ~ Accounting Fundamentals (2.4)

This course introduces the student to an electronic business accounting program. Accounting theories and computerized accounting applications are reinforced.

O A 3 1 2 O p e r a t i n g S y s t e m s (2 . 4)

The student will have an understanding of computer operating systems. The basic computer terminology and how to interact with other features of the computer operating systems, are discussed.

B A 4 1 0 B u s i n e s s M a t h e m a t i c s (2 . 4)

Mathematics plays a vital role in the success of an office assistant. This course will help the student strengthen the command of numbers and develop an understanding of mathematical concepts used in various business situations. The student will learn proper checkbook management skills and is introduced to payroll procedures.

B A 4 1 2 S p r e a d s h e e t s I I (2 . 4)

This course offers a hands-on, self-paced introduction to electronic spreadsheet applications. The student will learn the fundamentals to create various business spreadsheets, apply formulas, use functions, create macros, and import graphs.

H A 4 1 0 M e d i c a l T e r m i n o l o g y (2 . 4)

This course introduces medical terminology; spelling and definitions that are vital to the accuracy of recording patient history, medications, procedures, and treatments. A basic discussion of the anatomy and diagnostic procedures are also included.

H A 4 1 2 C o m p u t e r A p p l i c a t i o n s a n d H e a l t h O f f i c e S i m u l a t i o n (2 . 4)

The student is introduced to current medical software applications. Emphasis will be on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer.

C.O.A.~BH COMPUTERIZED OFFICE ADMINISTRATION~3

O A 5 1 0 A c c o u n t i n g F u n d a m e n t a l s ~ Automated Accounting Applications (2 . 4)

This course introduces the student to accounting theory and establishes a foundation to apply accounting concepts. The student will learn the rules and applications of the accounting cycle. Bank reconciliation's and payroll accounting procedures are also reviewed.

O A 5 1 2 D a t a b a s e M a n a g e m e n t (2 . 4)

The computer helps businesses collect, sort, and process information with rapid and accurate rates. This course introduces the skills needed to create, organize, retrieve, and manipulate data effectively.

O A 6 1 0 B u s i n e s s C o m m u n i c a t i o n s (2 . 4)

The student will be introduced to written and oral communication skills. A review of basic business grammar, word usage, proofreading, editing skills, and spelling. These skills will enable the student to communicate in an effective, efficient manner in the business environment. How to format letters, memos, and reports are emphasized through practice and repetition.

O A 6 1 2 W o r d P r o c e s s i n g I I (2 . 4)

The student is introduced to beginning and intermediate word processing concepts. This self-paced, hands-on course will teach the student how to create, format, store, retrieve, and print various business documents through problem-solving exercises.

OA111~211~311~411~511~611 K e y b o a r d i n g a n d T e n k e y (1.2 each)

The course is designed to develop keyboarding skills that are required for entry-level office positions. The focus is on developing alpha-numeric keyboarding skills (by touch) for speed and accuracy. The student will learn proper finger placement and ten-key techniques through application and repetition of operations that incorporate a review and practice of various business documents and mathematical applications.

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TERMINOLOGY

Academic Year

A period of enrollment that begins on the first day of classes and ends on the last day of classes and is a minimum of 30 weeks of instructional time in length; and regular students must complete at least 36 quarter hours.

Award Year

A time period that begins on July 1 of one year and ends on June 30 of the next year, for awarding financial aid.

Exemption Credit

Credit units earned through a course exemption examination created and monitored at Eton Technical Institute during the first week of the student's program of study.

Module

An academic period six weeks in length. (MOD)

Probationary Status

A conditional status for students who are being monitored for failure to meet academic standards, conduct regulations, attendance standards, or other.

Program of Study

A total set of academic course requirements which must be met to earn a diploma.

Quarter-Credit Hour

Eton adheres to the quarter-credit hour practice for calculating credit for all courses. One clock hour is based on one actual hour of attendance, which is equivalent to 50 minutes.

One instructional/lab credit hour is defined as a class session of 50 minutes and a 10 minute break.

Courses are assigned credits based upon the following:

1 Credit=20 hours of instruction or lab~or~30 externship hours.

TERMINOLOGY~2

New Student

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

Re-entry Student

A student who has previously attended the college.

Regular Student

A student who is enrolled in an eligible program leading to a diploma and is satisfactorily progressing toward program completion in compliance with the standards of satisfactory progress.

Non-Regular Student

Any student who does not meet the definition of a regular student. These students are not eligible for Federal Student Aid.

Transfer Credit

Refers to credit units earned through another institute that will be applicable towards your diploma at Eton Technical Institute.

Week of Instruction

Includes a minimum of 20 hours of instruction, examinations, or preparation for examination, at Eton Technical Institute.

FACULTY

Eton Technical Institute selects its faculty members based upon their academic qualifications and working backgrounds. Our faculty represents years of practical experience that will enhance our students' academic achievements towards their career goals and job-relevant training.

CURRICULUM

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

STUDENT 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	03-10-95	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

GRADING SYSTEM

Grades are earned in each course and are recorded on the student's academic transcript. Evaluation of student achievement is made in relation to the attainment of the specific course competencies. Instructors provide a detailed syllabus at the beginning of each class that explains course objectives and the criteria upon which grades are determined.

GRADING SCALE FOR MA - DA - COA-BH

A/E	B	C	D	F
100-90	89-80	79-70	69-60	59-0
4.0	3.0	2.0	1.0	0.0

GRADING SCALE FOR THE PHARMACY PROGRAM

A/E	B	C	F
100-93	92-84	83-75	74-0
4.0	3.0	2.0	0.0

GRADE POINT AVERAGE

A student's cumulative grade point average, (CGPA), is calculated on course exempt credits and on credit hours earned at Eton. The CGPA is computed by dividing the total accumulated credit hours and or exempt credits, divided by the total number of credit hours and exempt credits attempted. Letter grades of "D", and "F" are counted as hours attempted but not credit hours successfully completed. These letter grades need to be repeated in order to graduate. Please see repeat credits.

cumulative grade point average = credits earned divided by credits attempted

DRESS CODE POLICY EFFECTIVE JUNE 30, 1996

Eton Technical Institute attempts to prepare students for the workforce. For this reason, and because prospective employers often visit the school, students are required to wear appropriate and professional attire; to be clean, and well groomed while attending classes. Students who arrive inappropriately dressed will be asked to return home and change their attire prior to attending class. All specific questions about proper attire are to be directed to the Executive Director or the Executive Director's designated representative.

GENERAL DRESS CODE APPLICABLE TO EVERYONE

Eton Technical Institute takes a conservative dress code approach and requires students attending class to dress as they would when employed. Please note that nylons need to be worn with skirts and dresses. The following are not in compliance with our professional standards:

Beach clothing^Sports apparel (sweats, warm-ups, etc.)^Sandals or thongs
Shorts or cut-offs^Tank or halter tops^Torn, soiled, or frayed clothing
Message shirts^t-shirts^Hats^Lycra or stretch pants
Torn, ripped, or soiled shoes^Short skirts^Jeans.

MEDICAL AND DENTAL PROGRAMS

Within the first two weeks of the medical or dental program each student receives two complete sets of uniforms and a lab coat. The uniform is required attire to attend classes. Students are responsible for maintaining the uniform in a professional manner. Torn or soiled uniforms are unacceptable and replacement of damaged or lost uniforms is the responsibility of the student. Students in the medical and dental program must purchase their own white leather or synthetic leather shoes to wear with the uniform.

PHARMACY AND COMPUTERIZED OFFICE ADMINISTRATION PROGRAMS

Within the first two weeks of the pharmacy program students receive a consultation jacket. The uniform is required attire to attend classes. Students are responsible for maintaining the uniform in a professional manner. Torn or soiled uniforms are unacceptable and replacement of damaged or lost uniforms is the responsibility of the student. Men are required to wear a shirt and tie along with slacks (consistent with the expectation in the work environment). Women must dress professionally in slacks, skirts, or dresses. Low heeled comfortable shoes are advised.

STUDENT ATTENDANCE POLICY

Good attendance enhances quality learning. Students who are going to be absent need to be aware of the following policies:

Student Signature and date

ATTENDANCE TARDY

Attendance is recorded daily at the beginning of each class. Students who arrive 15 minutes into the class period will receive a T (tardy) for attendance. Students who arrive later than 15 minutes into the class period will receive a 0 (absent) for attendance. Students who accumulate five tardys a module will be required to complete a student progress report. Please refer to the table below for tardys greater than five.

	Accumulated tardys per module	Absent from the same class _____ times.	Absent from school _____ full days.
1-Letter one Progress Report	5	3	3
2-Letter two Probation one	7	4	5
3-Letter three Probation two	9	5	6
4-Letter four Withdrawal	12	6	7

- 1 A student will meet with their instructors to complete a progress report;
- 2 A student will be placed on probation one;
- 3 A student will be placed on probation two;
- 4 A student will be withdrawn.

Attendance probation periods: Probations are only given out at the end of each module. Students who are placed on probation have to the end of the next module to resolve the reason they were put on probation one. Students are allowed two probations per program, attendance and or academic. Probations are accumulated throughout the student's program. **Reinstatement to the college:** Students who have been terminated are eligible to reapply to the college six weeks from their last date of attendance, or at the discretion of the Executive Director.

SATISFACTORY PROGRESS

Students enrolled at Eton Technical Institute are required to meet the following minimum standards to achieve academic progress towards course completion. Students that do not meet these standards will be considered as not maintaining satisfactory academic progress and will proceed through the probationary stages and may be ineligible to remain in school. These standards apply to all students enrolled at Eton Technical Institute. The following standards encompass the attributes by which a student's academic progress is measured.

EVALUATION and STANDARDS

Evaluation of academic progress is conducted at the end of each module; (a six week academic period).

ONE

Qualitative components: grades, work projects completed and other comparable factors that are measurable against a norm.

Students must maintain a 2.0 grade point average or better each module.

Students must pass all class lectures and labs with a letter grade of "C" or above.

TWO

Quantitative components: a maximum time frame in which a student must complete their educational program, as defined in credit hours. The maximum time frame may not exceed 150 percent of the published, standard length of the program measured in credit hours.

Your program in credit hour _____ x 150% = maximum time available to complete your program, in credit hours _____.

THREE

Set a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation point in order to complete their educational program within the maximum time frame, as defined in credit hours.

Students must meet the minimum cumulative grade point average at the end of modules 3, 4, 6, and at the completion of the program, in addition to the standard requirements at the end of every module, in order to remain in satisfactory academic progress.

Module 3	1.50
Module 4	1.75
Module 6	2.00
Completion	2.00

ACADEMIC PROBATION

Students who do not meet the minimum standards of satisfactory academic progress will be directed through the probation stages. Students are only entitled to two probation's per program. Probations are only given out at the end of each module. Students who are placed on probation have the next six weeks, one module, to resolve the reason they were put on probation one. Students who do not resolve probation one by the end of the next module will be placed on probation two. Students who are able to resolve their issues within the allotted probation period are removed from the probationary status. Students are only allowed two probations per program, for academic or attendance.

The probation period for any probation level is one six week module from the end of one module to the end of the next module.

During the period of academic or attendance probation students are considered to be making satisfactory progress for financial aid eligibility.

WITHDRAWALS

See the refund section of the catalog.

Students who withdraw in the progression of a module will receive a "W" with a credit value of zero or an "I" dependent upon the class work completed.

STUDENT APPEAL PROCESS

Students who have not maintained satisfactory progress and who feel there are *mitigating or extenuating circumstances* that led to the failure to maintain satisfactory progress may appeal by requesting in writing a review of their situation. The review process will be conducted by the Executive Director or an appeals committee appointed by the Executive Director. Should the appeal be granted, the student will have one additional module to regain satisfactory progress. Any decision resulting from the review is final.

REMEDIAL COURSES

Eton does not offer remedial courses at this time.

PASS~FAIL

Eton does offer a few courses that are pass~fail. Students who fail will proceed through the probation stages. Students are required to repeat and pass the class in order to graduate.

REPEAT CREDITS

Any student that receives a letter grade of “D” or “F” must repeat the course to graduate. These credits are considered not successfully completed and do count towards credits attempted. Repeat credits will be an additional charge and will require the student to complete an addendum to their current enrollment contract. A letter grade of “R” will appear on the academic transcript when the student re-takes the course. The letter grade “R” has a credit value of zero.

INCOMPLETES

For determining progression toward completion, grades of “D”, “F”, and “I” are counted as hours attempted and are not counted as hours successfully completed. However, when the “I” is replaced with a letter grade, the CGPA and satisfactory progress determination will be recalculated, based on the new letter grade.

RE-ADMITTANCE AFTER TERMINATION

1. Students may re-apply to the college six weeks after their last date of attendance, or at the discretion of the Executive Director.
2. Students must submit in writing the reason they are now academically motivated to complete their program of study while maintaining satisfactory academic progress.
3. 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.
4. A student whose appeal is accepted must complete a re-admittance interview with the Executive Director, financial aid and all other applicable departments.
5. At reinstatement, the students prior academic and attendance records will be carried forward if the student is entering into the same program, within one year from their last date of attendance.
6. Students who are readmitted are considered on academic probation. In order to remain in school, students must meet the minimum standards of satisfactory progress by the end of their first module back. Students who do not meet the above requirements will be terminated.
7. If it is mathematically impossible for the student to obtain satisfactory academic progress within the first module, the student will not be re-admitted.
8. A student may re-enter up to two times after their original entry date.

LEAVE OF ABSENCE POLICY

Effective July 1, 1995

A Leave Of Absence may be granted for medical reasons only.

A documented physicians note must be on file.

A student must make a pre-requested, written request to the Executive Director for approval.

One Leave of Absence is permitted per program.

A re-entry student can only take one LOA in a 12 month period.

One LOA maximum is 30 calendar days.

A LOA does not involve additional charges to the student.

An approved LOA does not consider the student a withdrawal, for Title IV purposes.

Standards of satisfactory progress will not be affected during an approved LOA.

Students who need to complete a module on the next rotation due to their LOA, will be withdrawn from school, charged 100 percent for the course, then be readmitted at no charge to complete the module pending their graduation requirements.

The maximum length of time allowed to complete the module rotation for a LOA is one year.

TUTORING

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 additional cost.

DEAN'S LIST

Students who achieve a grade point average of 3.5 to 4.0 and a 90-100 percent attendance at the end of a module are placed on the Dean's List. Students who maintain the above status throughout their program of study will graduate with honors at the ceremony.

STUDENT HONOR SOCIETY

This organization honors students who have outstanding skills in their program of study. Recognition is given to students who achieve excellence in knowledge, skill development, leadership, dependability, service, and individual responsibility. Students who consistently demonstrate these traits are nominated by their instructors for membership into the National Vocational-Technical Honor Society. The Executive Director and administrative staff review the selection and make the final award.

STUDENT RECORDS

In compliance with Public Law 93-380 of 1974; The Family Educational Rights and Privacy Act, the college has adopted policies and procedures which permit students the opportunity to view their educational records upon request. Educational records refer to the records, files, documents, and other material containing 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; these items are not accessible or revealed to any other individuals either. The college will not permit access to or release of educational records without the written consent of the student.

TRANSCRIPTS

A permanent set of academic records is maintained on file at Eton Technical Institute for all students. One copy of the official academic transcript is provided at no charge; additional copies requested will be a charge of \$3.00 each. Each request must be in writing with an authorized signature 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 does not release any information, documents, or transcripts if the student has any financial indebtedness to the college.

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STUDENT CONDUCT

A mutual respect of individual rights must exist between staff, faculty, and fellow students to ensure a positive learning atmosphere at Eton Technical Institute.

Student responsibilities are:

- a) Courtesy in the classroom and on all college premises.
- b) Attentive attitude in the classroom.
- c) Respect of private property, property of fellow students, facilities, and equipment.
- d) Adherence to established policies and regulations of the college.

Violation or failure to adhere to these standards may result in disciplinary action by the institute to and including the students termination.

ETHICAL AND DISCRIMINATION STANDARDS

The college does not discriminate against anyone on the basis of age, sex, religion, race, national origin, or physically challenged students. The college will not enroll a student who, in the judgment of the college personnel, can not benefit from the educational training that we provide. 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. The college evaluates the individual's needs, advises and provides appropriate support in their program of study.

Physically challenged students are responsible for contacting the Executive Director for an initial interview to assess their needs prior to the first module. Students are also responsible for identifying themselves and their needs to each instructor no later than the first day of class. Faculty members are responsible for familiarity of Section 504 of the Rehabilitation Act and for reasonably accommodating each student in each class on an individual basis. The Executive Director of each campus is the designated individual to handle inquires regarding ethical or discriminatory policies.

DRUG AWARENESS

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. The information and referral line that directs callers to treatment centers in the local community is 1-800-662-HELP.

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 college activity. Students who are suspected to be under the influence of any drug, suspected by other students or faculty, should be directed to speak with the Executive Director. Violation of this policy will result in appropriate disciplinary actions, including expulsion of the student and termination of the employee. The appropriate law enforcement authorities will be notified in applicable instances.

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.

CRIME AWARENESS

Eton Technical Institute in compliance with the Crime Awareness and Campus Act of 1990, monitors, reports, and provides yearly statistical information involving campus crimes. The most current statistics are posted on each campus. If you would like further information please contact the Executive Director. No weapons are allowed on campus.

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 their 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 unresolved, the student must submit a written statement describing their concern to the Executive Director or a Corporate Officer. Once the student has submitted a written statement the Executive Director or Corporate Officer will schedule a meeting to discuss the concern.
3. If the matter is still not resolved, the student should then request an appeals hearing in writing through the Executive Director or Corporate Office. The appeals committee is selected by the Executive Director or Corporate Officer and is comprised of six (6) neutral individuals from the faculty and staff plus the Executive Director (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 then notify the student of the decision. This decision shall be final and binding.

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FEDERAL STUDENT FINANCIAL AID PROGRAMS

Student Financial Aid programs are administered by the Office of Postsecondary Education within the U.S. Department of Education, authorized by Title IV of the Higher Education Act of 1965.

The Federal Student Financial Assistance programs are designed to provide assistance to “students who qualify” who are currently enrolled in an eligible program of study, working towards a diploma or degree, and whose financial resources meet the eligibility requirements for Title IV.

The Title IV funds allocated to Eton Technical Institute are:

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant
Federal Family Stafford Loan, subsidized
Federal Family Stafford Loan, unsubsidized
Federal Family Parent Loans for Undergraduate Students.

The cost of education is the responsibility of the student. Federal financial aid is awarded on the basis of financial need; regardless of sex, age, race, color, religion, creed, or national origin.

Financial Need is defined by the U.S. Department of Education as the difference between the cost of attendance and the expected family contribution. Financial aid is meant to bridge the gap between the cost of your education and the amount that you and or your family can reasonably contribute.

COA - EFC

Cost of Attendance minus Expected family contribution

“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

A Financial Aid Officer is available at each campus in accordance with Federal regulations, to discuss consumer information in detail with current and prospective students. Many of the requirements to be eligible for financial aid are listed below:

- ◆ Be a U.S. citizen or eligible non-citizen
- ◆ Be enrolled in an eligible program of study on at least a half-time basis for loans
- ◆ Grant eligibility is dependent upon enrollment status
- ◆ Be working towards a degree or diploma
- ◆ Have a high school diploma or G.E.D.
- ◆ Have financial need as determined by an approved need analysis system by the Department of Education
- ◆ Maintain satisfactory academic progress
- ◆ Provide required documentation as requested by the financial aid department
- ◆ Not owe a refund on a Federal Grant or be in default on any Federal Educational Loan
- ◆ Not have borrowed in excess of the annual aggregate loan limits for the Federal Family Educational Loan Program
- ◆ Be registered with Selective Service (if required)
- ◆ Sign a Statement of Educational Purpose
- ◆ Have a valid social security number.

APPLICATION PROCESS FOR FINANCIAL AID

To apply for financial aid a student must complete a standard application; the FAFSA, Free Application for Federal Student Aid. This is used to determine eligibility for all types of financial aid programs. Once processed the application will produce an Expected Family Contribution, EFC. This number is calculated by the Federal Student Aid Central Processing System. To be eligible for a Federal Pell Grant, the EFC must be 2100 or less, for the award year 1994-95 and 2140 or less for the award year 1995-96.

Financial aid is not guaranteed from one year to the next. Students must reapply each award year. Students who transfer to another institute are responsible to check with their new college regarding their financial aid status. Educational expenses inclusive in the need analysis calculations for determining the student's cost of attendance are personal, room and board, and transportation. These figures are determined by a national average obtained from the Bureau of Labor and Statistics and vary each year. For detailed information please consult your Financial Aid Officer.

BORROWER RIGHTS AND RESPONSIBILITIES

The borrower has the right to:

- ◆ Written information on loan indebtedness, consolidation, deferment possibilities, and forbearance information.
- ◆ A copy of the promissory note and return of the note when it is paid in full.
- ◆ Information on interest rates, fees, balance, repayment schedule, and prepayment without penalties, prior to repayment.
- ◆ Notification if the loan is sold or transferred to another loan servicer.

The borrower has the responsibility to:

- ◆ Repay the loan in accordance with the repayment schedule.
- ◆ Notify the college, lender, and all other applicable parties, of any events affecting the student's repayment ability.
- ◆ Apply for a deferment, forbearance or cancellation.
- ◆ Notify the lender upon graduation, termination, withdrawal, or if attendance drops below half-time status.
- ◆ Notify the lender if they transfer to another college, change their name, address, phone, or social security number.
- ◆ Attend an entrance interview upon initial admittance.
- ◆ Attend an exit interview prior to leaving the college.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Students are considered eligible for financial aid as long as they are considered active students of the college.

VERIFICATION PROCESS

Verification is a process to ensure the accuracy of the information, received from the student, when applying for federal student aid. Eton Technical Institute verifies all applicants selected by the U.S. Department of Education's Central Processing System, with the exception of the Unsubsidized Stafford and PLUS loan programs. Selected applicants must submit at minimum, the required years federal tax returns, or W-2 statements for non-tax filers, and a verification worksheet. Independent students who are married or recently separated must submit their significant other's taxes also. Dependent applicants must submit parent federal tax returns, or W-2 statements for non-tax filers, and a verification worksheet.

1. All selected applicants will be verified.
2. Selected applicants must submit requested documentation within 30 days of notification.
3. Students who fail to provide the required documentation within the established time frame will be required to pay cash for their tuition until the documents are provided.
4. If the student does not meet the deadline and is unable to make the cash payment at the end of the deadline, they will be withdrawn from the college. The student may re-enter the college when they can provide the required documentation.
5. The financial aid office reserves the right to make exceptions to the above policies for extenuating circumstances on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed and the time frame within which the documentation is needed, for the student to remain eligible for financial aid.
7. If verification changes the students scheduled award, they will be notified in person or by mail.
8. Suspected cases of fraud will be reported to the Regional Office of the Inspector General, or if appropriate, to a state or local law enforcement agency with jurisdiction to investigate the matter. Referrals to the local or state agencies are reported on an annual basis to the Inspector General.

FINANCIAL AID TRANSCRIPTS

Federal regulations require that Federal Family Stafford funds cannot be released nor can a Federal Family PLUS loan application be certified until all financial aid transcripts have been received from all colleges previously attended by the applicant. A financial aid transcript is necessary from each school the student attended that administers Title IV funds, even if the student did not receive any federal aid.

TUITION AND METHODS OF PAYMENT

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 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 will be provided in a current insert which will be considered part of this catalog. Inserts contain current information to keep the student up-to-date.

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

For each program of study, books are inclusive in the tuition charge. Incidentals such as typing paper, pencils, pens, and steno pads must be purchased by the student.

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.

All Title IV financial aid funds received by the institute will be credited to the student's account in compliance with the current federal regulations.

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

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 obtain 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 an approved Federal need analysis system that will determine the applicant’s expected family contribution (EFC). Eligibility is determined by the student’s need, the cost of attendance, and the amount of money appropriated by Congress to fund the program.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This grant is available to students with exceptional financial need with priority given to federal pell grant recipients.

SEOG awards are give to those students with the lowest expected family contribution (EFC) who will receive a federal pell grant in the same 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 FAMILY PARENT LOANS

The Federal Family PLUS Loan is available to dependent students whose parents are subsidizing the student’s educational expenses. Parents may borrow up to the cost of education less other financial aid received for each dependent student. There is a 4 percent origination fee that will be deducted by the bank, from the loan principle. The interest rate is variable with a maximum of 9 percent.

Repayment begins within 60 days of the disbursement, unless the parent qualifies for and is granted a deferment by the lender. The minimum payment is \$50 per month with a maximum ten year repayment schedule. The actual payment and repayment schedule is determined by the total amount borrowed. Applications can be obtained from the colleges financial aid office or from a lender selected by the parents.

or deferment information contact the Financial Aid Officer at the campus.

FEDERAL FAMILY STAFFORD LOANS

Federal Family 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 U.S. Department of Education offers two types of Federal Family Stafford Loans: Subsidized and Unsubsidized.

SUBSIDIZED means the Federal Government pays the interest on the loan while the student is in school at least half time, therefore subsidizes or supports these loans.

Students may borrow up to \$2625 per academic year.

The loan is deferred while the student is enrolled at least half time for a period of six months beyond the students 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.

Loans disbursed on or after July 1, 1994 have a variable interest rate based upon the 91-day treasury bill plus 3.10 percent not to exceed 8.25 percent.

Loan disbursed prior to July 1, 1994 please consult the financial aid office at your campus.

UNSUBSIDIZED means that the interest is not paid for the student during the enrollment period. This loan is available to eligible students regardless of family income.

Terms for the unsubsidized Stafford Loan are the same as those for a subsidized Stafford Loan with the exception of the FOLLOWING: The Government does not pay interest on the student's behalf for a Federal Family Stafford Loan, unsubsidized. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student's options for repayment of the accrued interest are:

- a) make monthly or quarterly payments to the lender; or
- b) the student and the lender agree to capitalize the accrued interest.

SELF PAYMENT PLANS

A student who needs to borrow funds to attend school should consult their personal bank or credit union for a loan first. Eton Technical Institute offers students the opportunity to make monthly or module payments, interest-free, to the college, for the period of their enrollment, for their program of study charges only. The full amount of the payment plan must be paid on or before their last date of attendance.

EFS EDUCATIONAL FINANCIAL SERVICES

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 arrangements for monthly payments toward the balance of this note. The student will be required to continue these payments until the note is paid in full.

Eton Technical Institute reserves the right to terminate the 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 & EXIT LOAN COUNSELING

The U.S. Department of Education requires that any student receiving a Federal Family Stafford Loan be notified concerning their loans. To ensure that all students understand their rights and responsibilities regarding loan indebtedness and loan repayment schedule, Eton counsels and administers an entrance and exit session with each student. Students are responsible to attend both an entrance and an exit session with the Financial Aid Officer prior to withdrawal or graduation. If the student is unable to attend the exit interview, an exit packet will be mailed certified to the student.

REFUND DISTRIBUTION POLICY

For students who will receive a Title IV refund for any reason, the funds will be allocated in the following order:

1. Federal Supplemental Loan
2. Federal Family Stafford Loan, Unsubsidized
3. Federal Family Stafford Loan, Subsidized
4. Federal Family Parent Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other Federal, State, Private Programs
8. Student.

Students will be notified of any refunds due to a lender on their behalf through the exit interview.

Refunds for the programs 1 through 4 will be made 60 days from the DOD (the date the institute determines the student has withdrawn or the date the student gives notice of their withdrawal).

Refunds for the programs 5 through 8 will be made 30 days from the LDA (the last day the student attends classes).

WA STATE CANCELLATION AND REFUND POLICY PRIOR TO START

A full refund is due if the applicant is not accepted by the school.

A full refund is due if the applicant cancels on the fifth business day (excluding Sundays and holidays) by midnight, after signing the contract or making an initial payment.

On the sixth business day (excluding Sundays and holidays) an administrative fee of \$100.00 dollars is retained, or the lesser of ten percent of the program charged.

REFUND POLICY UPON CLASS ENTRANCE

Computation of all refunds are based on the student's last date of attendance.

For all Title IV recipients who withdraw before completing the period of enrollment for which they were charged, the Higher Education Act, as amended in 1992, requires that all possible refunds be calculated to determine which refund is the largest.

OPTION ONE PRO RATA / STATE REFUND

For a *first-time student* who withdraws on or before the 60 percent point in time for which the student has been charged, an institute must:

- 1) Calculate a refund under the pro rata refund calculation;
- 2) Compare this refund amount with refunds calculated under applicable state law.

OPTION TWO STATE REFUND

For students who *do not qualify for pro rata* such as re-admitted students, students who complete more than 60 percent of their program or for non-Title IV recipients, an institute must:

- 1) Calculate the state refund policy; no other refund calculation is necessary.

WITHDRAWAL ON:

SCHOOL RETAINS:

Day one of program	No charge
Day two through first week	\$100.00 maximum charge per day
Week two through 25% of program	25% of charges
26% through 50% of program	50% of charges
51% through 100% of program	100% of charges

Percentages are based upon the period of enrollment for which the student has been charged.

STATUTORY PRO-RATA REFUND TABLE

	COA BH	MA DA	PhA PhA
Total Program	36	40	42 Weeks

Minus Weeks Attended < _____ > Equals Weeks Remaining

Column One- weeks remaining in COA-BH
 Column Two- weeks remaining in MA DA
 Column Three- weeks remaining in PhA
 Column Four- is the percent to be refunded

01	02	03	04
35	39	41	90%
34	38	40	90%
33	37	39	90%
∇	36	38	90%
32	35	37	80%
31	34	36	80%
30	33	35	80%
29	32	34	80%
28	31	33	70%
27	30	32	70%
26	29	31	70%
∇	28	30	70%
25	27	29	60%
24	26	28	60%
23	25	27	60%
22	24	26	60%
21	23	25	50%
20	22	24	50%
19	21	23	50%
18	20	22	50%
∇	∇	21	50%
17	19	20	40%
16	18	19	40%
15	17	18	40%
∇	16	17	40%

Equals Percent Refunded _____

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GRADUATE SERVICES TABLE OF CONTENTS

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GRADUATE SERVICES DEPARTMENT

Eton Technical Institute has earned a reputation for excellence among the business and professional communities that 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 acquire the skills necessary for entry-level positions in their career fields. Entry-level positions are always available in all types of business, dental, medical, and pharmacy fields. The initial placement is very important, and great care is taken to match a student's talents and interests with a position in which they can succeed. Eton Technical Institute is committed to the success of our students and strive to assist them in securing a position.

Eton does assist all graduates of Eton that are pursuing employment in the field for which they were trained.

Eton does not imply or guarantee employment or starting salaries and is not obligated for placement services to non-graduate students.

REFRESHER COURSES

Eton graduates have another advantage. Graduates have the opportunity to come back to Eton at any time and take refresher courses in their program of study, the tuition charge is zero, but students are responsible for any lab and or book fee, applicable six months after graduation. For those students who have left the job market, changed jobs, or want to brush up, this advantage is both valuable and rewarding.

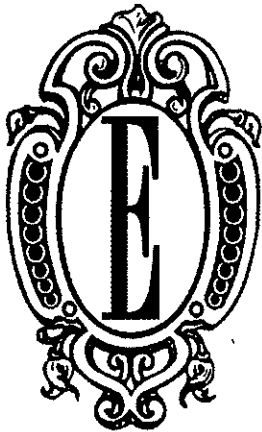
PART-TIME EMPLOYMENT ASSISTANCE

Students who are seeking part-time employment while attending Eton, can utilize the graduate services department for assistance, after the student has completed 30 class days and has a letter of recommendation from the academic services department.

GRADUATION REQUIREMENTS

Students must successfully complete the required number of credit hours listed for their program of study:

1. Complete the program of study with a minimum cumulative grade point average of 2.0.
2. Attain required competency or speed levels in all courses.
3. Meet all clinical and externship requirements.
4. Satisfy all other academic requirements for graduation.
5. Satisfy all non-academic requirements such as payment of tuition and fees.



*The Board of Governors of
Eton Technical Institute*

on recommendation of the faculty has awarded this diploma to

Be a successful graduate of Eton Technical Institute.

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Gigi Kintner	Director of Academic Services

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Maury Emery	Pharmacist

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Computerized Office A-BH Instructor

Brad Ellermeier
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Computerized Office A-BH Instructor

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