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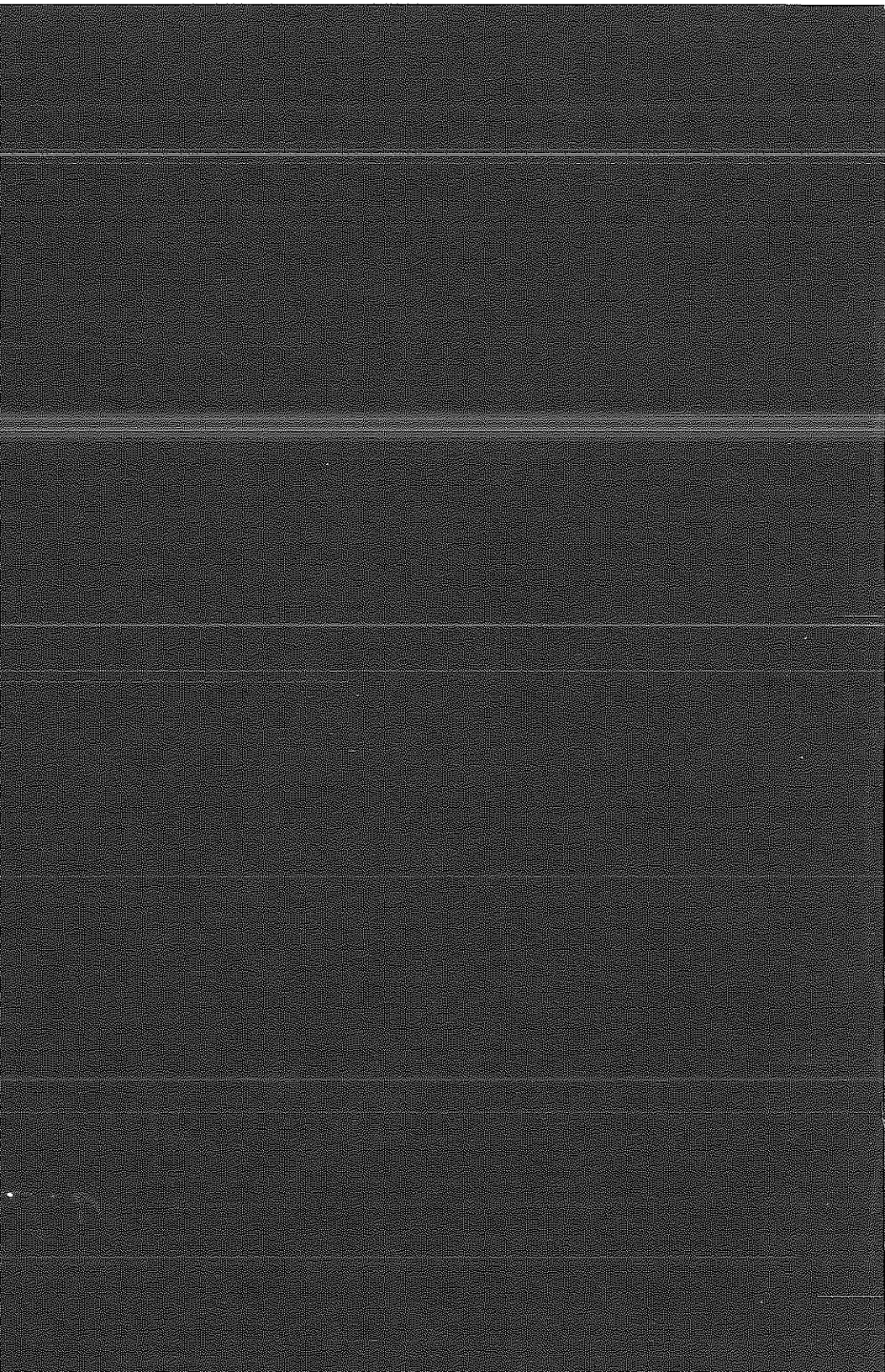## 1990-91

Volume VIII
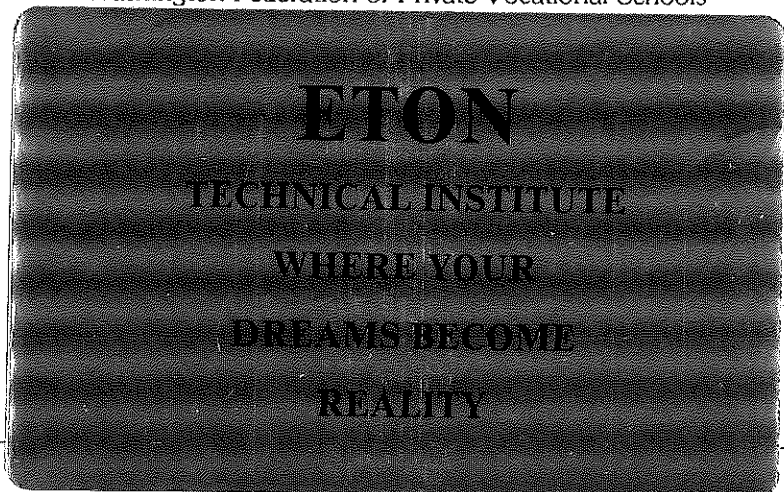
**69 Years
of
Student Service**

THIS SCHOOL IS LICENSED UNDER
CHAPTER 28C.10 RCW.
INQUIRIES REGARDING THIS OR ANY OTHER
PRIVATE SCHOOL MAY BE MADE TO THE
WASHINGTON STATE BOARD OF
VOCATIONAL EDUCATION,
BUILDING 17, AIRDUSTRIAL PARK, MS LS-10,
OLYMPIA, WA 98054, (206) 743-5673.

ACCREDITATION AND MEMBERSHIPS

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

The Institute is a member of:
Association of Independent Colleges and Schools
Accrediting Bureau of Health Education Schools
Pacific Northwest Business School Association
Washington Federation of Private Vocational Schools

ETON
TECHNICAL INSTITUTE
WHERE YOUR
DREAMS BECOME
REALITY

ETON
TECHNICAL INSTITUTE

CATALOG 1990-91
VOLUME VIII
69 Years of Student Service

ADMINISTRATION

Board of Directors

R. T. Heit, B.S., M.S. Educ. Admin. - President, Chairman
of the Board

Joseph W. Edmonds - Director

Corporate Administration

R. T. Heit, B.S., M.S. Educ. Admin. - President, C.E.O.
Laura Remington-Parkins, B.S., M.S./Ed. - Director of Education
Terry Anderson - Director of Admissions
Kent Anderson, B.B.A. - Comptroller
Marla Collins - Director of Financial
Aid

Administrative Support

Marge Heit - Dir. of Admin. Services
Dennis Palmer - Assistant to the
President

Alan Coupe - Purchasing Agent
- Accounts Payable

Jacky Bennett - Word Processing/
Archives

Veronica Hasegawa - Data Entry

Professional Allied Health Support

William Wahl, B.S., M.D., Loyola University, Consulting Physician
Jeff Nelson, D.D.S., Consulting Dentist
Paul Alota, D.D.S., Consulting Dentist

STAFF AND FACULTY

Robert Prosser, B.S., Griffin College   - Director
James Boyd, B.A., M.A., University of Washington
Anthony Cain, B.A., Washington State University
Milton Caplan, B.S., M.B.A., University of Calif., University of So. Calif.
Janie Danesh, B.A., M.A./Ed., Wichita State University
Jean Hall, A.D.N., Grayson County Community College
Deborah Leonard, A.A., Los Angeles City College
Michael Maley, B.S., U.S. Naval Academy
Melvin Martin, B.A., Western Washington University
Kelvin Schmitz, B.S., St. John's University
Frances Smyrak, A.A., San Diego Community College, R.D.A., California
Maxine Spillinger, B.A., M.A., Mundelein College, DePaul University
                                                    - Graduate Services

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

STAFF AND FACULTY

R. T. Heit, B.S., M.S., Educ. Admin.   - Director
Bernadette Bly, R.A.H.A., Certified Technical Instructor, Colorado
Gene Hasegawa, B.S., A.A., San Diego State University
Pamela Leek, D.A., University of Oregon, Health Science Center
Catherine Longwell, B.A. Educ. Central Washington University
Yvonne Nash, PTMA, Bryman School
Maxine Spillinger, B.A., M.A., Mundelein College, DePaul University
                                                    - Graduate Services

The Federal Way branch campus is located on a spacious two-and-a-half-acre campus at 31919 Sixth Ave. S. (right on 320th), Federal Way, WA 98003. The facility occupies 18,000 square feet. Federal Way ETON also uses the same quality equipment for student training as the other ETON campuses: IBM PCs, IBM-compatible WYSE computers, IBM Selectrics and Actionwriters, along with medical lab and exam equipment, and dental operatory and lab equipment. There are also large general-purpose classrooms and student relaxation areas. The location has excellent areas for bus or car and angle parking is available.

STAFF AND FACULTY

Peggy Olason, C.M.A., R.M.A.   - Director
Meriam Benson, R.M.A., Texas College of Medical-Dental Careers
Nancy Brooks, C.D.A., Shoreline Community College
William Christianson, B.S., Central Washington University
Jean Edwards, B.A., Eastern Washington University, SST Travel
James Hansen, B.A., Western Washington University
Lora Harper, LPN, Detroit Practical Nursing Center
Bert Prickett, Army Finance School
John Tholen, B.A., Western Washington University
Genevieve Morrison, B.A., Central Washington University
                                                    - Graduate Services

The Everett branch campus is the newest branch and the most contempo-rary facility of ETON TECHNICAL INSTITUTE. It is located at 209 Casino Road, Everett, WA 98204. Completely remodeled in August, 1988, this 10,350-square-foot building sports modern and bright classrooms, and uses the same quality equipment for student training as the other ETON cam-puses: IBM PCs, IBM-compatible WYSE computers, IBM Selectrics and Ac-tionwriters, along with medical and dental labs and equipment. The cam-pus is conveniently located for transportation and parking.

OPERATING
BACKGROUND

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

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

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

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

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

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

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

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

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

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

Port Orchard Main Campus Admissions: 479-3866
Federal Way Branch Campus Admissions: 941-5800
Everett Branch Campus Admissions: 353-4888

Non-Discrimination Policy

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

Handicapped Students

ETON TECHNICAL INSTITUTE does not presently have specially trained instructors for handicapped persons. Both the men's and women's restrooms are designed to accommodate handicapped persons. Wide hallways, spacious classrooms, and relatively small classes all combine to make attendance at any campus by handicapped students a convenience. There are no known interior structural barriers on any of our campuses.

Entrance Requirements

Applicants for admission to ETON TECHNICAL INSTITUTE must be high-school graduates or the equivalent (GED).

Full-time instruction is normally available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The school conducts classes comprised of ten sessions of 50 minutes each. Classes are kept small at ETON to provide students with frequent access to instructors. Lecture classes may have up to 25 students. Laboratory classes are generally smaller, depending upon the need for student-teacher interaction.

Allied Health classes are generally limited to 20 students or less.

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

Change of Program

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

Full-Time Requirements

Full-time students must be enrolled for at least 8 credit hours per mod to be considered full-time. A student enrolled for less than 8 credit hours is termed a part-time student. A student enrolled in less than 4 credit hours is not eligible for federal financial aid funding.

Student Advising

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

Involuntary Termination

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

Voluntary Termination

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

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

ETON TECHNICAL INSTITUTE does not claim that credits from ETON are directly transferable to any other institution. Transferability of credits is at the discretion of the accepting institution.

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

(1) All monies, including the initial registration fee, will be refunded to applicants deemed ineligible for admission.
(2) An applicant may cancel his enrollment at any time before the commencement of his classes by contacting the school.
   (a) All monies paid by an applicant will be refunded if applicant cancels by midnight of the fifth day (excluding Sunday).
   (b) An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid to the school or its representatives minus a registration fee of $100.
(3) A student termination will be considered to have occurred not later than thirty calendar days after the last date of attendance at the school, in which case termination will be the date of written notice. All refunds will be computed from the last date of attendance.
   (a) *Withdrawal after commencement of classes by the student:* During the first week of classes, the school shall refund 90% of tuition obligation, with a maximum student obligation of $300; thereafter, During the next three weeks of classes, the school shall refund 80% of tuition obligation; thereafter, During the first 25% of the course the school shall refund 75% of tuition obligation; thereafter, During the second 25% of the course, the school shall refund 50% of tuition obligation. Upon completion of 50% of the course, the entire course tuition is earned and there shall be no refund of tuition.
   (b) In the case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both.
(4) All money due the applicant/student shall be refunded within thirty (30) days after the date of termination.
(5) In any case of unavoidable cancellation of classes by the school, a pro rata refund will be made of any fees or tuition prepaid by the student.
(6) If a school fails to fulfill its obligation to complete any program of instruction after training of students has begun, the students enrolled are entitled to a refund of all tuition and fees paid. Any monies due the applicant or student shall be refunded within 10 days of notice of cancellation or termination.

ETON TECHNICAL INSTITUTE believes every student who desires to continue his or her education should be able to do so, and ETON will assist in every possible way. Students will participate in a variety of financial assistance programs depending upon their eligibility. A personal visit to the Financial Aid Office is the best way to secure student eligibility information.

PELL GRANT. The application for determination of eligibility may be obtained from the Financial Aid Office. This program is a grant and does not require repayment.

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

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

PARENT LOAN FOR UNDERGRADUATE STUDENT (PLUS) SUPPLEMENTAL LOAN FOR STUDENTS (SLS). Parents of dependent students may borrow up to $4,000. Independent students who do not qualify for other aid may borrow up to $4,000. Repayment begins 30 days after discontinuing full-time attendance.

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

REFUNDS DUE STUDENTS

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

REFUNDS DUE TITLE IV PROGRAMS

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

A.   Supplemental Loan for Students (SLS)
B.   Stafford Student Loan
C.   Supplemental Educational Opportunity Grant (SEOG)
D.   Pell Grant
E.   Private Grants and Scholarships
F.   Student

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

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

OVERPAYMENT OF STUDENT

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

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

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

GRADUATE REFRESHER SERVICES. Graduates may return to brush up their skills in a subject which they completed with ETON TECHNICAL INSTITUTE. Graduates may do so at no additional charge, except for any required textbooks.

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

Students should not expect the part-time jobs to be in their field of training; and, since employment depends on the local job market, we cannot guarantee positions.

The only restriction ETON places on part-time employment is that it not be detrimental to the student's scholastic progress.

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

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

TRANSCRIPTS. Transcripts are derived from the student's academic records and indicate information for all courses completed, including course title and number, highest grade attained, credits earned, grade points earned, and the date of completion. The grade point average is computed from the transcript. Official transcripts bear the seal of the school and authorizing signature. Grade transcripts are available and they must be requested in writing. There is no charge for the first copy, and additional copies are $1.

CREDIT AND HOUR DEFINITIONS. ETON TECHNICAL INSTITUTE adheres to the quarter credit hour practice for calculating credit for all courses. One instructional hour is defined as a class session of 50 minutes. Credits are assigned courses on the following bases:

10 Lecture hours = 1 Quarter Credit
20 Laboratory hours = 1 Quarter Credit
32 Externship hours = 1 Quarter Credit

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

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

PRIVACY RIGHTS.

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

(1) Education records generally include documents related to admissions, enrollment in classes, grades and related academic information.
(2) The Director is the designated "records officer" of the institution.
(3) Educational records will be made available for inspection and review during normal office hours to presently and formerly enrolled students within 45 days following completion and filing of a request form with the "records office."
(4) If informal proceedings do not resolve the student's questions about the records, the student may submit a written request to the "records officer." The "records officer" will respond within 20 days of receipt of the petition.
(5) The institution may release certain types of "directory information" unless the student notifies the "records officer" that certain or all information is not released without the consent of the student. "Directory Information" at this institution includes:

    (a)   Student name and city of residence
    (b)   Date and place of birth
    (c)   Participation in recognized activities
    (d)   Dates of attendance
    (e)   Diplomas and awards received
    (f)   The most recent previous educational agency or institution attended.

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

APPEAL PROCESS.

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

SCHOOL ENVIRONMENT

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

Attitude and cooperation between students, faculty, and staff are equally important in maintaining a cheerful business atmosphere. ETON students conduct their affairs with courtesy, cooperation, and mutual respect. Violation of the school rules and regulations are grounds for dismissal.

ATTENDANCE

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

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

Tardiness   Entering class after the posted starting time of any class session.

Class Cuts   Unauthorized absence from class at any time other than a scheduled break period, or leaving the class before the end of the period.

Unexcused   Any absence which has not been cleared by the administration or instructor. ETON assumes no responsibility for providing make-up assistance for work missed due to unexcused absence. Three or more days of unexcused absences may subject the student to probation or dismissal.

DISCIPLINARY ACTION

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

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

GRADING

ETON TECHNICAL INSTITUTE feels that, in order for the student to be employed, he or she must be able to perform satisfactorily at a skill level equal to the entry level requirement for the job. With this philosophy in mind, ETON uses a grade-point grading system as follows:

Excellent	— 4.0
Superior	— 3.0
Satisfactory	— 2.0
Unsatisfactory	— 1.0

If a student receives a 1.0 (unsatisfactory), this class must be repeated. For any class that must be repeated, the student will receive the higher of the two grades.

Grades for each class will be furnished to the student at the end of each Mod.

BOOKS AND SUPPLIES

Textbooks and materials are provided to the students as needed. The students are responsible for purchasing their own personal supples, such as pens, pencils, note paper, etc.

DEAN'S LIST

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

STUDENT STANDING -
GOOD STANDING/SATISFACTORY PROGRESS

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

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

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

COURSE
PROGRAMS

COMPUTERIZED BUSINESS MANAGEMENT (6 Months)
- Word Processing
- Computerized Accounting
- Desktop Publishing with Graphics
- General Application
- Data Entry
- Database Management
- Medical Front Office
- Travel and Tourism
- •• Computer Applications (Evening)

INTENSIVE COMPUTER PROGRAM (4 Months)
with Accounting
with Data Entry
with General Applications
with Desktop Publishing
with Word Processing

MEDICAL ASSISTANT

DENTAL ASSISTANT

A diploma is awarded the student upon satisfactory completion of each of the programs of study at ETON TECHNICAL INSTITUTE.

- • Areas of specialization for the Computerized Business Management program
- •• Several programs of study are available in the evening Computer Applications program.

The listing of classes in a program is not an indication of the student scheduling into those classes. The only sequencing requirements are those classes which are shown to have prerequisites.

All programs may not be offered on all campuses.

EQUIPMENT

Computerized Business Management

All of the Computerized Business Management courses are taught using compatible PCs with the nationally recognized software that is used widely in area businesses. Also available for student use is the following up-to-date equipment:
- Printers
- Typewriters
- Transcription Machines
- Calculators
- Copy Machines

Allied Health

Each campus has available for student use the following pieces of equipment:
MEDICAL
- Microscopes
- Sterilization Equipment
- Examination Tables
DENTAL
- Sterilization Equipment
- Dental Chairs
- Dental Instruments
- X-ray Equipment
- Darkroom Equipment

INDIVIDUAL
COURSES

Medical and dental offices are undergoing the transition from manual to computerized handling of all business transactions. This has created the need for an office assistant who is not only pleasant with patients but who understands data entry and word processing, spreadsheets, and billing systems.

	6 Mods 24 Weeks* 48 Credits
CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
HA01 Medical Terminology	2
CS20 Word Processing	4
HA02 Medical Terminology	2
HA61 Pegboarding	2
CS30 Spreadsheets	4
BU31 English Mechanics	2
HA03 Medical Terminology	2
CS40 Data Base/Program Integration	4
HA04 Medical Terminology	2
BU42 Office Procedures	2
CS51 Medical Front Office Specialty	4
HA05 Medical Terminology	2
HA51 Medical Coding and Insurance	2
CS61 Medical Front Office Specialty	4
HA06 Medical Terminology	2
BU61 Career Planning	2
Total Credit Hours	48

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

This Program prepares the graduate for employment in a diversity of business situations which require a broad working knowledge of mathematical computer applications. By combining computerized business skills with accounting experience, the student may pursue employment opportunities in such areas as cost accounting and taxation.

	6 Mods 24 Weeks* 48 Credits
CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
BU12 Professional Relations	2
CS20 Word Processing	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
CS30 Spreadsheets	4
BU31 English Mechanics	2
BU32 Accounting Fundamentals II	2
CS40 Data Base/Program Integration	4
BU41 Law in Business	2
BU42 Office Procedures	2
CS52 Accounting Specialty	4
BU51 Business Correspondence	2
BU52 Marketing	2
CS62 Accounting Specialty	4
BU62 The Economic System	2
BU61 Career Planning	2
Total Credit Hours	**48**

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

The management of data in the business environment is essential to the success of that business. Graduates with basic computerized business skills and the ability to manage a data base will find employment opportunities in all sectors of business.

	6 Mods **24 Weeks*** **48 Credits**
CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
BU12 Professional Relations	2
CS20 Word Processing	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
CS30 Spreadsheets	4
BU31 English Mechanics	2
BU32 Accounting Fundamentals II	2
CS40 Data Base/Program Integration	4
BU41 Law in Business	2
BU42 Office Procedures	2
CS57 Data Base Specialty	4
BU51 Business Correspondence	2
BU52 Marketing	2
CS67 Data Base Specialty	4
BU62 The Economic System	2
BU61 Career Planning	2
Total Credit Hours	**48**

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

This program of study prepares the graduate for an entry-level position within the broad range of the tourism industry. With a strong computer background combined with travel skills, the student is able to pursue careers in car and travel agencies, airline and hotel companies, and tour and cruise lines.

	6 Mods 24 Weeks* 48 Credits
CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
BU12 Professional Relations	2
CS20 Word Processing	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
CS30 Spreadsheets	4
BU31 English Mechanics	2
TT35 Introduction to Tourism	2
CS40 Data Base/Program Integration	4
TT45 Destination Geography	4
CS55 Travel Specialty	4
TT55 Ticketing	4
CS65 Travel Specialty	4
TT65 The Tourism Industry	2
BU61 Career Planning	2
Total Credit Hours	**48**

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

Designed for students seeking employment requiring a broad computer skill base, this program offers additional experience in each of the areas of spreadsheets, database and word processing. In our expanding computer based society, an office professional who is able to handle many types of computer tasks is a valued employee.

	6 Mods 24 Weeks* 48 Credits
CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
BU12 Professional Relations	2
CS20 Word Processing	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
CS30 Spreadsheets	4
BU31 English Mechanics	2
BU32 Accounting Fundamentals II	2
CS40 Data Base/Program Integration	4
BU41 Law in Business	2
BU42 Office Procedures	2
CS59 General Computer Applications	4
BU51 Business Correspondence	2
BU52 Marketing	2
CS69 General Computer Applications	4
BU61 Career Planning	2
BU62 The Economic System	2
Total Credit Hours	**48**

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

The management of data in the business environment is essential to the success of that business. The graduate with basic computerized business skills and the ability to accurately enter and manage data will find employment opportunities in all sectors of business.

	6 Mods 24 Weeks* 48 Credits
CS10 Introduction to Computers/DOS	4
BU11 Calculator Math	2
BU12 Professional Relations	2
CS20 Word Processing	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
CS30 Spreadsheets	4
BU31 English Mechanics	2
BU32 Accounting Fundamentals II	2
CS40 Data Base/Program Integration	4
BU41 Law in Business	2
BU42 Office Procedures	2
CS58 Data Entry Specialty	4
BU51 Business Correspondence	2
BU52 Marketing	2
CS68 Data Entry Specialty	4
BU62 The Economic System	2
BU61 Career Planning	2
Total Credit Hours	**48**

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

Desktop publishing enables the computerized business professional to communicate facts and figures visually and to produce in-house newsletters, charts, corporate reports, and documents. With the expanded use of computerized office equipment, opportunities for the graduate with specialized computer training have grown rapidly.

	6 Mods 24 Weeks* 48 Credits
CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
BU12 Professional Relations	2
CS20 Word Processing	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
CS30 Spreadsheets	4
BU31 English Mechanics	2
BU32 Accounting Fundamentals II	2
CS40 Data Base/Program Integration	4
BU41 Law in Business	2
BU42 Office Procedures	2
CS54 Desktop Publishing Specialty	4
BU51 Business Correspondence	2
BU52 Marketing	2
CS64 Desktop Publishing Specialty	4
BU62 The Economic System	2
BU61 Career Planning	2
Total Credit Hours	**48**

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

The student will learn modern techniques and applications in word processing through the use of popular word processing systems currently used in today's businesses. The knowledge acquired in this course is applicable to any word processing environment.

<div align="right">

**6 Mods
24 Weeks***
48 Credits

</div>

CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
BU12 Professional Relations	2
CS20 Word Processing	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
CS30 Spreadsheets	4
BU31 English Mechanics	2
BU32 Accounting Fundamentals II	2
CS40 Data Base/Program Integration	4
BU41 Law in Business	2
BU42 Office Procedures	2
CS53 Word Processing Specialty	4
BU51 Business Correspondence	2
BU52 Marketing	2
CS63 Word Processing Specialty	4
BU62 The Economic System	2
BU61 Career Planning	2
Total Credit Hours	**48**

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

As business moves from manual to computerized accounting, it becomes increasingly necessary for students to be skilled in the many areas of the computerized accounting process. This program introduces the students to various software applications and accounting experiences.

	4 Mods 16 Weeks* 36 Credits
CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
BU12 Professional Relations	2
BU91 Keyboarding 30	1
CS30 Spreadsheets	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
BU92 Keyboarding 30	1
CS52 Accounting Specialty	4
BU42 Office Procedures	2
BU32 Accounting Fundamentals II	2
BU93 Keyboarding 30	1
CS62 Accounting Specialty	4
BU51 Business Correspondence	2
BU61 Career Planning	2
BU94 Keyboarding 30	1
Total Credit Hours	**36**

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

The management of data in business is essential to the success of that business. The graduate with basic computer skills and the ability to accurately enter and manage data will find employment opportunities in all sectors of business.

	4 Mods 16 Weeks* 36 Credits
CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
BU12 Professional Relations	2
BU91 Keyboarding 30	1
CS20 Word Processing	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
BU92 Keyboarding 30	1
CS58 Data Entry Specialty	4
BU31 English Mechanics	2
BU42 Office Procedures	2
BU93 Keyboarding 30	1
CS68 Data Entry Specialty	4
BU51 Business Correspondence	2
BU61 Career Planning	2
BU94 Keyboarding 30	1
Total Credit Hours	**36**

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

The necessity of having basic computer skills is the hallmark of today's office. This course emphasizes a broad range of computer skills and practice.

		4 Mods 16 Weeks* 36 Credits
CS10	Introduction to Computers/DOS	4
BU11	Calculator/Math	2
BU12	Professional Relations	2
BU91	Keyboarding 30	1
CS20	Word Processing	4
BU21	English Structure	2
BU22	Accounting Fundamentals I	2
BU92	Keyboarding 30	1
CS30	Spreadsheets	4
BU31	English Mechanics	2
BU42	Office Procedures	2
BU93	Keyboarding 30	1
CS59	Computer Applications	4
BU51	Business Correspondence	2
BU61	Career Planning	2
BU94	Keyboarding 30	1
	Total Credit Hours	**36**

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

Desktop publishing enables the computerized business professional to communicate facts and figures visually and to produce in-house newsletters, charts, corporate reports and documents.

		4 Mods 16 Weeks* 36 Credits
CS10	Introduction to Computers/DOS	4
BU11	Calculator/Math	2
BU12	Professional Relations	2
BU91	Keyboarding 30	1
CS20	Word Processing	4
BU21	English Structure	2
BU22	Accounting Fundamentals I	2
BU92	Keyboarding 30	1
CS54	Desktop Publishing Specialty	4
BU31	English Mechanics	2
BU42	Office Procedures	2
BU93	Keyboarding 30	1
CS64	Desktop Publishing Specialty	4
BU51	Business Correspondence	2
BU61	Career Planning	2
BU94	Keyboarding 30	1
	Total Credit Hours	**36**

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

The student will learn current techniques and applications in word processing. The knowledge acquired in this course is applicable to any word processing business environment.

	4 Mods **16 Weeks*** **36 Credits**
CS10 Introduction to Computers/DOS	4
BU11 Calculator/Math	2
BU12 Professional Relations	2
BU91 Keyboarding 30	1
CS20 Word Processing	4
BU21 English Structure	2
BU22 Accounting Fundamentals I	2
BU92 Keyboarding 30	1
CS53 Word Processing Specialty	4
BU31 English Mechanics	2
BU42 Office Procedures	2
BU93 Keyboarding 30	1
CS63 Word Processing Specialty	4
BU51 Business Correspondence	2
BU61 Career Planning	2
BU94 Keyboarding 30	1
Total Credit Hours	**36**

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

Dental Assisting is a fascinating career field. This program will prepare the student for entry-level employment as a dental assistant and provide the background to advance in this expanding career. Chairside assisting requires the student to become the dentist's second pair of hands. Seating the patient, passing instruments, and instructing the patient are all part of dental assisting. As a laboratory assistant, mixing materials and taking x-rays are a few of the duties of the dental assistant. Each student completes his or her program with 160 hours of experience obtained through the externship program working in the office of a local dentist.

		7 Mods 28 Weeks* 59 Credits
MODULE DA	Anatomy and Physiology Office Management	9
MODULE DB	Chairside Assisting	9
MODULE DC	Crown and Bridge	9
MODULE DD	Tooth Morphology and Histology	9
MODULE DE	Dental Radiology	9
MODULE DF	Specialty Practice and Finance	9
MODULE DG	Externship	5
	Total Credit Hours	59

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

Each module is distinct and is not dependent on previous training or any other module.

The Medical Assistant course is designed to prepare the student for entry-level employment as a medical assistant. The basic training the student will receive in this course will enhance his or her ability to move into a more responsible and economically rewarding position. Medical assisting may include, but is not limited to, doctor's assistant, laboratory assistant, medical receptionist, and EKG technician.

7 Mods
28 Weeks*
59 Credits

MODULE MA	**Musculoskeletal System and Radiation Safety**	**9**
MODULE MB	**Bio-organization and Pharmacology**	**9**
MODULE MC	**Respiratory, Digestive and Nutrition**	**9**
MODULE MD	**Human Reproduction, Urinary Systems and Pediatrics**	**9**
MODULE ME	**Circulatory and Lymphatic Systems, Hematology and Medical Records**	**9**
MODULE MF	**Sense Organs, Nervous System, and Microbiology**	**9**
MODULE MG	**Externship**	**5**
	Total Credit Hours	**59**

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

Each module is distinct and is not dependent on previous training or any other module.

COURSE
DESCRIPTIONS

CS10 Introduction to Computers /MS-DOS
(4 credits)
An overview of the microcomputer in today's workplace from basic computer hardware and terminology to the handling of DOS and application software.

CS20 Word Processing
(4 credits)
Presents principles of word processing software, concentrating on WordPerfect. This course provides practical experience with word processing functions typical of various business applications.

CS30 Spreadsheet
(4 credits)
A thorough explanation of Lotus 1-2-3 spreadsheet, including screen layout, creating and editing, building formulas, using functions, and using macro menus.

CS40 Database Program/Integration
(4 credits)
Focusing on dBase, the student is introduced to data entry, database design, sorting and indexing. The student concludes his or her study by generating reports and working with the relational aspects of dBase. Time is allocated for the student to learn program integration, which is the transfer of files between various program applications.

CS 51/61 Medical Front Office Specialty
(4/4 credits)
The unique requirements of the health care office call for experience in specific software. This program prepares the graduate to process documents pertaining to the many tasks related to the front office including finance, scheduling, patient response, etc.

CS 52/62 Accounting Specialty
(4/4 credits)
Employment opportunities continue to expand in positions requiring a combination of accounting and computer skills. This specialty of computerized accounting provides experience with many kinds of accounting software, giving experience in such areas as cost accounting and taxation.

CS 53/63 Word Processing Specialty
(4/4 credits)
The experiences of the student in WordPerfect are further enhanced as a variety of complementary word processing programs are introduced. Training received in these courses prepares the student to become proficient in word processing tasks.

CS 54/64 Desktop Publishing Specialty
(4/4 credits)
The student is introduced to the principles and concepts of desktop publishing and related graphics applications through a variety of software.

CS 55/65 Travel Specialty
(4/4 credits)
This course develops the fundamental skills needed in the travel industry through a variety of software applications. Students learn to use the computer reservation system (CRS) to make reservations for airline, hotel, cruise, and car rentals, preparing them to enter the computer dominated travel industry.

CS 57/67 Data Base Specialty
(4/4 credits)
The fundamentals of data base are expanded as the student learns to manipulate data in different ways improving the productivity of software packages. In this course, the student develops the skill to create, sort, modify and report data.

CS 58/68 Data Entry Specialty
(4/4 credits)
This course addresses the fundamental use of the computer in the business office with emphasis on the input of data accurately. A variety of software is used to build proficiency.

CS 59/69 General Computer Applications
(4/4 credits)
In our computer dominated society, a person with a strong background in accurately and proficiently processing data is an invaluable employee. This course is designed to give a student experience and practice in the most commonly used computer programs.

BU11 Calculator Math
(2 credits)
A review of basic mathematics used in modern business situations. Emphasis is placed on the understanding and computation of decimals and percentages. Skill in the use of the electronic calculator (by touch control) is developed.

BU12 Professional Relations
(2 credits)
Designed to help the student succeed in school and to further prepare him/her for the world of work. This class focuses on assessing one's strengths, setting goals, management of time, and professionalism in the workplace.

BU21 English Structure
(2 credits)
This course reviews the basic structure of the English language necessary for improved job performance. Emphasis is placed on proper usage and the integration of words, phrases and sentences.

BU22 Accounting Fundamentals I
(2 credits)
A course in basic accounting procedures and concepts used in today's office. Accounting activities include rules of debit and credit, handling source documents, entries for petty cash, journalizing and posting.

BU31 English Mechanics Review
(2 credits)
A refresher course which prepares the student for the business world through reviewing and integrating the mechanical elements of the English language (punctuation, word division, abbreviations, capitalization and business terminology).

BU32 Accounting Fundamentals II
(2 credits; Prerequisite: BU22, Accounting Fundamentals I)
A continuation of accounting procedures used in business. Included are practical projects, covering payroll records, accounts payable, summarizing and reporting financial information using special journals.

BU41 Law in Business
(2 credits)
An introductory course in aspects of law that pertain to business practices. Terminology, confidentiality, and types of legal documents provide a base for a graduate entering the modern business world.

BU42 Office Procedures
(2 credits)
An overview of current office practice. This course concentrates on the role of the office worker as a professional. Emphasis is placed on office responsibilities and procedures, including filing, telephone techniques, correct formatting and the management of paperwork.

BU51 Business Correspondence
(2 credits)
In today's information-based society, the correct writing of concise, effective business correspondence is a necessity. This course emphasizes the organization of ideas, composition and the proper structuring of memos, letters and reports.

BU52 Marketing
(2 credits)
Marketing viewed as an attitude of doing business. This course not only discusses marketing principles and strategies, but also stresses the importance of each customer contact in any type of business.

BU61 Career Planning
(2 credits)
Whether entering the job market or upgrading skills, career planning is a necessity. This course helps the student set realistic goals and learning strategies for locating position openings. Resumes and letters of application are prepared and interviewing techniques are practiced.

BU62 The Economic System
(2 credits)
A common-sense approach to our U.S. economic system to prepare students for the business world. Coverage includes the scope of economics, supply and demand, and business cycles.

BU91-92-93-94 Keyboarding 30
(1 credit each)
Every student is assigned a keyboarding class until required speed is reached. The class is designed to increase accuracy and speed.

TT35 Introduction to Tourism
(2 credits)
Introduction to the broad concept of the travel industry, vocabulary and references of the field. Ticketing is introduced.

TT45 Destination Geography
(4 credits)
Familiarity with the geographic locations of special points of interest is essential in the tourism industry. Both domestic and international travel destinations are studied.

TT55 Ticketing
(4 credits)
A concentrated course in domestic and international ticketing with emphasis on the manual processing of tickets, refunds and changing itineraries.

TT65 The Tourism Industry
(2 credits)
Tourism is a field expanding well beyond travel agencies. This course explores the broad spectrum of career opportunities in car rental services, hotel and hospitality, tour and charter companies, and airlines and cruise lines.

HA51 Medical Coding and Insurance
(2 credits)
In the modern medical office, knowledge of insurance coding and procedures is required. This course provides practical experience in using the references and in handling insurance billing, claims and collections.

HA61 Pegboarding
(2 credits)
Using a simulated packet, students are guided through experiences in medical record keeping typical of the medical/dental office.

HA01-06 Medical Terminology
(2 credits each)
Students learn the terminology related to the systems of the human body.

HA01 - Musculoskeletal System
HA02 - Bio-organization and Pharmacology
HA03 - Respiratory and Digestive Systems
HA04 - Human Reproduction and Urinary Systems
HA05 - Circulatory and Lymphatic Systems
HA06 - Sense Organs and Nervous System

Program Objectives and Career Outlook

The profession of dental assisting has experienced unprecedented growth and has become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures. Services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Dental assistants have become an important part of the health care industry and their responsibilities continue to grow.

The Dental Assisting Program is designed to provide graduates with the skills and knowledge that will enable them to qualify for an entry level position as dental assistants. Since dental assistants are trained in clinical, x-ray and administrative procedures, they are capable of filling a variety of entry level positions such as chairside assistant or dental receptionist. Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Classroom Procedures

The training program is divided into six learning units called modules, each stands alone as a unit of study and is not dependent upon previous training. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed.

Terminology

Dental technology is not an independent component of the curriculum but rather an integral, ongoing element in classroom instruction. Correct spelling, definition and pronunciation of dental terms are taught. Basic structure of dental words including prefixes, suffixes, root words and combining forms is studied.

DA100 - Anatomy and Physiology Office Management
Module DA
9 Credits

Basic anatomy of the head and neck, relating muscles, bone, heart, nerves and cells to the skull. Lab procedures involve performing intra/extra oral exams, nutritional analysis, including sterilization techniques. Office management covers the keeping of accurate records: filing, charting, documenting, as well as handling telephones and scheduling.

Topics include:
- -Anatomy of the Skull, (Head and Neck)
- -Tooth Structure and Arrangement
- -Sterilization Techniques
- -Intra/Extra Oral Exam, Nutrition

-Cross Infection Contamination, AIDS,Hepatitis
-Dental Records - Clinical and Business
-Telephone Etiquette
-Appointment Scheduling
-Filing Procedures
-Inventory Control

DA200 - Chairside Assisting
Module DB
9 Credits
    Includes general four-handed assisting duties, tray set-ups, procedures, and instrument identification and transfer. Students also study various charting methods and cariology. Lab procedures include charting restorations at chairside, performing chairside duties, mixing and placing mediciments, topical and local injection sites, handpiece maintenance, oral hygiene instruction, coronal polish and fluoridation.
    Topics include:
    -Dental Equipment and Operations
    -Instrument and Bur Identification
    -Instrumental Grasp and Set-ups
    -Handpiece Care and Operation
    -Oral Education
    -Matrix - Placement, Wedging and Removal
    -Composite and Amalgam Procedures
    -Rubber Dam
    -Coronal Polish and Fluoride
    -Mixing and Placement of Mediciments
    -Sealant and Amalgam Polish Procedures
    -Charting Codes and Symbols
    -Cavity Classifications

DA300 - Crown and Bridge
Module DC
9 Credits
    This course covers removable and fixed oral prosthesis and its fabrication and involves manipulation of many types of dental materials. Lab procedures include impressions and bite, fabricating study models and custom trays, crown and bridge procedures and temporary crown construction.
    Topics include:
    -Dental Impression Materials
    -Rubber Base
    -Armamentorium
    -Inlays, Crowns and Bridges
    -Full and Partial Denture Procedures
    -Various Temporary Crown Fabrication

-Custom Trays
-Study Model Pouring and Trimming
-Patients with Handicaps
-State Regulations

DA400 - Tooth Morphology and Histology
Module DD
9 Credits

The student studies the formation, identification, development and charting of teeth, landmarks of various dental radiographs and radiographic errors of processing, placement and exposing. Lab procedures include identifying radiographic landmarks and errors from various radiographs. The student studies the various types of medical emergencies which can arise in the dental office and procedures to be followed.

Topics include:
-Landmarks
-Fetal Development
-Tooth Structure and Arrangement
-Pediatric Growth
-Identifying Errors on Radiographs
-Flagging Dental Office Emergencies

DA500 - Dental Radiology: Procedures and Processing
Module DE
9 Credits

The student studies the history of radiology, techniques of film placement, and exposure, equipment and darkroom operation and maintenance, patient and operator safety, and measurements of radiation. Lab radiation protection and the hazards of x-ray radiation and maintaining safety while obtaining the best possible diagnostic quality in radiographs is emphasized. Additional lab procedures include charting restorations at chairside, identifying radiographic landmarks, and errors from various radiographs, placing and exposing dental films on a mannikin, developing and mounting them.

Topics include:
-Physics of Radiation
-Radiation Safety and Control Factors
-X-ray Unit Operation
-Radiographic Procedures
-Film Processing, Mounting and Critique
-Paralleling and Bisecting Techniques
-Extra Oral Radiographs

DA600 - Specialty Practice and Finance
Module DF
9 Credits

The student studies specific assisting procedures used in specialty practices. Fields covered include endodontics, oral surgery, periodontics, pedodontics, and orthodontics.

The dental assistant must also understand the financial aspects of the modern dental office and procedures for processing records and insurance claims.

Topics include:
- -Pedodontics
- -Orthodontics
- -Oral Surgery Trays
- -Suture Removal
- -Endodontic Trays and Procedures
- -Perio Charting
- -Periodontics
- -Perio Packs
- -Financial Record Keeping
- -Dental Insurance
- -Insurance Claim Processing

DA700 - Externship
Module DG
5 Credits

Upon successful completion of classroom training, the student is placed in an approved, supervised externship site, a facility which includes duties applicable to the course of study in the previous six modules. Periodic on-site visits by designated faculty are scheduled. The student is evaluated at the end of 80 hours and again at 160 hours by externship site supervisor.

MEDICAL ASSISTING PROGRAM

Program Objectives and Career Outlook
In recent years Medical Assistants have become an indispensable and vital part of the health care team. With this growing demand for medical assistant services, ETON TECHNICAL INSTITUTE offers a program designed to prepare the student to enter this expanding field.

The objective of the Medical Assistants Program is to provide the graduate with the knowledge and practical skills enabling each to be capable of filling a variety of positions. Medical assisting may include medical receptionist, EKG technicians and clinical assistant.

The training program is divided into six units called modules and each is distinct. Students may enter the program at the beginning of any module and continue until all six are completed. One month of externship in a medical office or clinic completes the program.

Class Organization
The Medical Assistant program consists of classroom learning, clinical training and terminology related and integral to the subject matter of each module. In addition, some aspect of office management is also taught and practiced. All students learn and develop computer, typewriter and dictation skills.

MA100 - Musculoskeletal Systems and Radiation Safety
Module MA
9 Credits

A study of the structure, function and pathology of the skeletal and muscular systems of the human body provides the student with a strong foundation in medical assisting. The principles of radiation safety, examination and patient positioning and various modalities used in physical therapy are taught. Medical office inventory, equipment and supply management are introduced with applications to the medical assistants' role. Keyboard skills are introduced and developed.

Topics include:
- Radiation Safety and Protection
- Quality Control in the Medical Lab
- Skeletal Systems
- Muscular Systems
- Articulation

MA200 - Bio-organization and Pharmacology
Module MB
9 Credits

This unit includes relating cell, tissue and organs to the structural units of the human body including the function and pathology of the skin. The student is introduced to basic therapeutic principles of administering medications and the needed precautions are studied. In addition, the student is introduced to the legal responsibilities of both the physician and the health care assistant.

Topics include:
- Introduction to Pharmacology
- Medical Law and Ethics
- Drug Dosage Calculations
- Patient-physician Contracts
- Dermatology
- Physician Desk Reference (PDR)

MA300 - Respiratory, Digestive and Nutrition
Module MC
9 Credits

The study of function and pathology of the respiratory, digestive and endocrine systems are taught. Nutrition and types of diet are studied with special emphasis given to patient education. The office administrative skills routinely performed by the medical assistant are studied and the basic principles of office computerization are introduced.

Topics include:
- Records Management
- Mail and Schedule Handling
- Telephone Techniques
- Digestive System
- Respiratory System
- Endocrine System
- Specialty Diets

MA400 - Human Reproduction, Urinary System and Pediatrics
Module MD
9 Credits

A study of male and female anatomy provides the student with a basis for understanding reproduction. Emphasis is placed on the stages of development from pregnancy, delivery, pediatrics to adult. The renal system is taught. Financial Management of the medical office is offered with training in basic accounting procedures.

Topics include:
- Pediatrics
- Obstetrics
- Taking and Recording Vital Signs
- Computer Applications in the Medical Office
- Medical Bookkeeping and Banking
- Payroll Preparation

MA500 - Circulatory and Lymphatic Systems, Hematology and Medical Records
Module ME
9 Credits

The student studies the structure, function and pathology of the heart, circulatory and lymphatic systems in the human body. In the clinical portion of this module, the student is introduced to the many facets of the hematologic tests which are performed in the physician's office, the legalities involved with handling of blood, use of the electrocardiograph machine and patient preparation. The student studies the office management of patient's records, charting and use of forms manually and by computer.

Topics include:
- Preparation and Recording of Electrocardiogram
- Mounting the EKG Tracing
- Hematologic Tests
- Blood Collection and Chemistries
- Care and Use of the Microscope
- Patient Charts
- Medical Records Procedures
- Computer Applications in the Medical Office

MA600 - Sense Organs and Nervous System, Microbiology
Module MF
9 Credits

This module includes the study of the human sense organs, brain and nervous system as well as the various micro-organisms that affect the human body. The student studies clinical testing and treatment of eyes, ears, nose and throat. In addition, the care and use of instruments, surgical asepsis and patient preparation for routine procedures performed in a physician's office are taught. Insurance coding and forms are studied.

Topics include:
- Routine Office Surgical Procedures
- Specimen Identification, Collection and Handling Procedures
- Surgical Instrumentation

-Insurance Plans and Forms
-Procedural Coding ICD-9-CM
-Eye and Ear Testing
-Microbiology
-Patient Education

MA700 - Externship
Module MG
5 Credits

Upon successful completion of the classroom and clinical training, each medical student is placed in an approved facility. The length of the externship is 160 hours during which the student will perform duties previously studied and will be supervised under the direct supervision of qualified personnel in the participating institutions. Close contact and on-site visitations will be made periodically by a designated faculty member. The student will be evaluated at the end of 80 and 160-hour intervals; evaluation forms are placed in the student's permanent record. Medical Assistant students must successfully complete their externship training to be eligible for graduation.

ETON

TECHNICAL INSTITUTE

CATALOG

ERRATA

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NO. 3

Supersedes Catalog 1990-91 Volume VIII

(Pages 1 - 11)

September, 1991

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PORT ORCHARD

FEDERAL WAY

EVERETT

All ETON TECHNICAL INSTITUTE classes are scheduled on a four-week modular basis. Therefore, students may normally begin classes every four weeks according to the schedule below.

START DATE	4 MOD PROGRAM END DATE	6 MOD PROGRAM END DATE	7 MOD PROGRAM END DATE
01/10/91	05/10/91	07/05/91	08/02/91
02/07/91	06/07/91	08/02/91	08/30/91
03/07/91	07/05/91	08/30/91	09/27/91
04/11/91	08/02/91	09/27/91	10/25/91
05/09/91	08/30/91	10/25/91	11/22/91
06/06/91	09/27/91	11/22/91	12/20/91
07/03/91	10/25/91	12/20/91	01/31/92
08/01/91	11/22/91	01/31/92	02/28/92
08/29/91	12/20/91	02/28/92	********
09/26/91	01/31/92	03/27/92	
10/24/91	02/28/92	05/01/92	
11/21/91	03/27/92	05/29/92	
01/02/92	05/01/92	06/26/92	
01/30/92	05/29/92	07/24/92	
02/27/92	06/26/92	08/21/92	
03/26/92	07/24/92	09/18/92	
04/30/92	08/21/92	10/16/92	
05/28/92	09/18/92	11/13/92	
06/25/92	10/16/92	12/11/92	
07/23/92	11/13/92	01/22/93	
08/20/92	12/11/92	02/19/93	
09/17/92	01/22/93	03/19/93	
10/15/92	02/19/93	04/23/93	
11/12/92	03/19/93	05/21/93	
12/10/92	04/23/93	06/18/93	
01/21/93	05/14/93	07/09/93	

HOLIDAYS

01/01/91	New Year's Day	01/01/92
01/21/91	Martin Luther King Day	01/20/92
02/18/91	President's Day	02/17/92
03/01/91	Teacher In-Service	03/13/92
04/01 - 04/05/91	Spring Break	04/06 - 04/10/92
05/27/91	Memorial Day	05/25/92
06/14/91	Teacher In-Service	06/12/92
07/04/91	Independence Day	07/06/92*
08/09/91	Teacher In-Service	10/02/92
09/02/91	Labor Day	09/07/92
10/14/91	Columbus Day	10/12/92
12/06/91	Teacher In-Service	10/02/92
11/11/91	Veteran's Day	11/11/92
11/28 - 11/29/91	Thanksgiving	11/26 - 11/27/92
12/23 - 01/01/92	Christmas Holiday	12/21 - 01/04/93

TUITION & FEE SCHEDULE

1990 - 1991

COURSE	TUITION

COMPUTERIZED BUSINESS MANAGEMENT $6295
    A.   With Word Processing
    B.   With Computerized Accounting
    C.   With Desktop Publishing & Graphics
    D.   With Data Entry
    E.   With Database
    F.   With Medical Front Office
*   G.   With Travel and Tourism

INTENSIVE COMPUTER PROGRAM $4700
    A.   Computerized Accounting
    B.   Computerized Desktop Publishing
    C.   Computerized Word Processing
    D.   Computerized Data Entry
    E.   General Applications

COMPUTERIZED HEALTH RECORDS MANAGEMENT $5395

MEDICAL ASSISTANT $5995
Lab & Uniform Fee $ 50

DENTAL ASSISTANT $5995
Lab & Uniform Fee $ 50

COMPUTER APPLICATIONS $4700
    (Evening)

A $100.00 registration fee will be charged on all courses.

    . Books are not included in tuition.
    . In Allied Health courses, students are required
      to wear lab coats, which are supplied.
    . Normal supplies (such as paper, pencils, etc.)
      average about $10 per month

    * Start date subject to class size.

(Catalog Errata)

Page 1   ACCREDITATION AND MEMBERSHIPS

ETON TECHNICAL INSTITUTE
is accredited as a business school by the
Accrediting Commission of Independent
Colleges and Schools, Career College Association
which is a nationally recognized accrediting agency
by the U.S. Department of Education

The Institute is a member of:
Career College Association
Pacific Northwest Business School Association
Port Orchard Chamber of Commerce
Federal Way Chamber of Commerce
South Everett Association
U.S. Chamber of Commerce

Page 11   TUITION REFUND POLICY

Item 2 (a)   All monies paid by an applicant will be
                refunded if applicant cancels by
                midnight of the fifth day (excluding
                Sundays and Holidays).

Item 6   If the school discontinues instruction
                in any program after students enter
                training, including circumstances where
                the school changes its location,
                students must be notified in writing of
                such events and are entitled to a pro-
                rata refund of all tuition and fees paid
                unless comparable training is arranged
                for by the school and agreed upon, in
                writing, by the student. A written
                request for such a refund must be made
                within 30 days from the date the program
                was discontinued and the refund must be
                paid within 30 days after receipt of
                such a request.