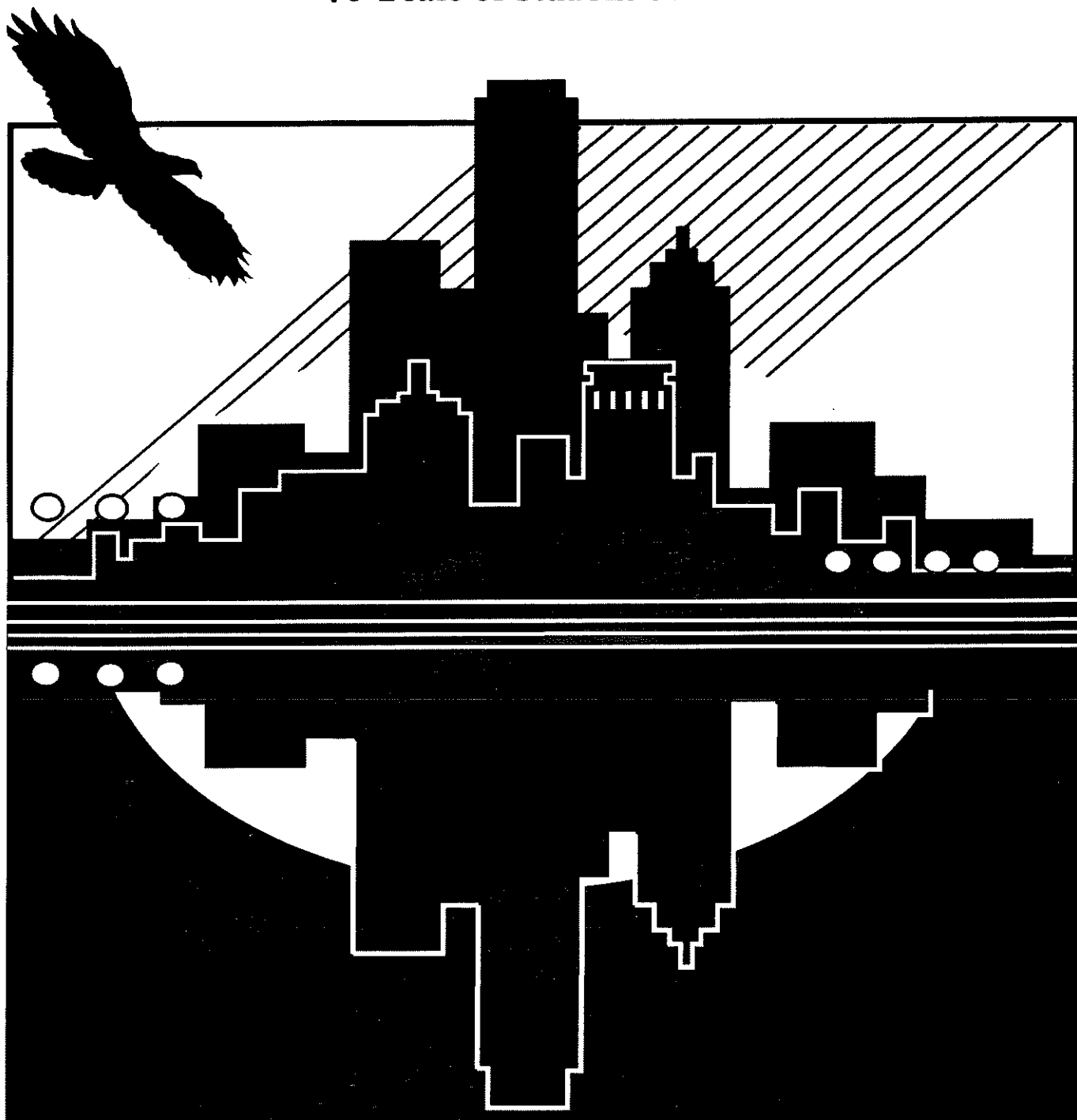




.....A Career College
70 Years of Student Service



CATALOG VOL. IX
1992 - 1993

Port Orchard
Campus

(206) 479-3866

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) 753-5673

3649
Frontage Road
Port Orchard,
WA 98366

ACCREDITATION AND MEMBERSHIPS

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

Federal Way
Campus

(206) 941-5800

31919-6th Ave S
Federal Way,
WA 98003

The Institute is a member of:
Career College Association
Washington Federation of Private
Vocational Schools
Port Orchard Chamber of Commerce
Federal Way Chamber of Commerce
South Everett Association
U.S. Chamber of Commerce
Washington State Business Education Assoc.

Everett Campus

(206) 353-4888

209 E Casino Rd
Everett,
WA 98208

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ETON TECHNICAL INSTITUTE

ADMINISTRATION

Board of Directors

R. T. Heit, B.S., M.S. Education Administration President,
Chairman of the Board
Joseph W. Edmonds Director

Corporate Administration

R. T. Heit, B.S., M.S. Educ. Admin. President/CEO
D. E. Palmer, A.A., A.A.S., BA/Ed. Vice President
Administration
Laura Parkins, B.S., M.S./Ed Vice President
Academic Affairs
Edward Klump, B.A., M.B.A., Assistant to the Vice President
Academic Affairs
Terry Anderson B.A./Ed Director of Marketing
Edward Tarry, B.A., M.B.A. Controller
Marla Collins Director of Financial Aid

Administrative Support

Marge Heit Director of Administrative Services
Peggy Scarff Secretary to the President
Archives
John Eyres, B.A., M.Ed., Accounts Receivable
Accounts Payable
Veronica Hasegawa Student Services

Professional Allied Health Support

William Wahl, M.D. Consulting Physician

PORT ORCHARD CAMPUS

STAFF AND FACULTY

Kim McNamara, B.A., C.P.A.,	University of Washington Campus Director
Arleen Bates, M A Certification	Clover Park Vocational Technical Institute
James Boyd, B.A., M.B.A.,	University of Washington
Angela Brode, B.A.,	Golden Gate University
Anthony Cain, B.A.,	Washington State University
Kathy Chase,	Naval School of Dental Assisting and Technology, San Diego
Michael Deblasi, B.A.,	California State University
Pamela Maupin, R.N., B.S.N.,	Idaho State University
Elizabeth Palmer, RN, ADN,	Walla Walla Community College
Frances Smyrak, A.A., R.D.A.,	San Diego Community College
Daniel Snyder, B.S.,	University of the State of New York
Glenda Swanson, B.A.,	Western State College, Gunnison, Colorado
William Wahl, B.S., M.D.,	Loyola University Consulting Physician
Diane Macek, M.A.,	University of Washington Graduate Services

The main campus is located on a five-acre site at 3649 Frontage Rd., Port Orchard, WA 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, electronic calculators along with medical and dental laboratories, examination area and dental operatory equipment.

FEDERAL WAY CAMPUS

STAFF AND FACULTY

Vivian Wilcox, B.S.,	Eastern Montana College Director
Bernadette Bly, R.A.H.A.,	Colorado Certified Technical Instructor
Roxanne Kelly, B.A.,	University of Texas
Edward Klump, B.A., M.B.A.,	University of Puget Sound
Janet Lightner, B.A.	University of Nebraska
Jack Morrison, B.S.	Seattle University
Norman Sossong, M.D.,	University of Chicago
William Wahl, B.S., M.D.,	Loyola University Consulting Physician
Suzanne Waite, A.A.,	Santa Fe Community College Graduate Services

The campus is located on a spacious two-and-a-half acres at 31919 6th Ave So. (turn right on 320th) Federal Way, WA 98003. The facility occupies 18,000 square feet. Federal Way ETON also uses the same quality equipment as the other ETON campuses: IBM PCs, IBM-compatible WYSE computers, IBM Selectric and Actionwriter typewriters, electronic calculators along with medical and dental laboratories, examination area and dental operatory 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.

EVERETT CAMPUS

STAFF AND FACULTY

Allen Vernon, M.S., Civ/Ed.	University of Washington Director
Elizabeth Bunner, A.A.,	Edmonds Community College
Ranodda DeChambeau, B.A.,	Western Washington University
Gene Hasegawa, A.A., B.S.,	San Diego State University
Angela Hoerner, DA Diploma,	American Institute of Health Technology, Idaho
Patrice Lunn, B.F.A.,	Eastern Michigan University
William Wahl, B.S., M.D.,	Loyola University Consulting Physician
Jill Nelson, B.S.,	Central Washington University Graduate Services

The Everett campus is the newest and most contemporary facility of ETON TECHNICAL INSTITUTE. It is located at 209 E. Casino Rd., Everett, WA 98208. Completely remodeled in August, 1988, this 10,350 square-foot building sports modern and bright classrooms, and uses the same quality equipment for student training as the other ETON campuses: IBM-PCs, IBM-compatible WYSE computers, IBM Selectric and Actionwriter typewriters, electronic calculators, along with medical and dental laboratories, examination area and dental operatory equipment. The campus is conveniently located for transportation and parking.

OPERATING BACKGROUND

PHILOSOPHY

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, ETON continually researches the requirements of the current job markets, regularly assesses our curriculum and staff, and provides 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/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.

HISTORY

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

With the assumption of the new name, a new era was 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 (dba) Eton Business College was changed to ETON TECHNICAL INSTITUTE to more clearly show the multifaceted offerings of the institution. All courses that had been under the Puget Sound Institute of Technology were then included as ETON TECHNICAL INSTITUTE offerings. ETON TECHNICAL INSTITUTE currently has three locations in the Puget Sound area---each offering quality programs in both business and technical areas.

A D M I S S I O N S

ETON TECHNICAL INSTITUTE maintains career advisors 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 him/herself. 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 Admissions: 479-3866
Federal Way Admissions: 941-5800
Everett 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 in accordance with Title IX and Section 504. This applies to the selection of students, classrooms, affiliation of instructors, staff members, graduate placement, and all other aspects of the organization and administration.

The following person has been designated to coordinate inquiries regarding the nondiscrimination policies:

The Campus Director of campus involved

OR

If the Campus Director is involved in the situation or inquiry:

Vice President - Administration
3649 Frontage Road
Port Orchard, WA 98366
(206) 479-3866

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).

A C A D E M I C S C H E D U L E

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 50-minute sessions. Classes are kept small at ETON to provide students with frequent access to instructors. Laboratory/clinical classes are generally smaller depending upon the need for student-teacher interaction; instruction class size varies.

R E G I S T R A T I O N

Pre-registration for currently enrolled students occurs during student advising in the last regular week of the Program MOD. Registration and Orientation for entering students is conducted by the Admissions Office prior to the beginning of classes.

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 course work 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, who meets regularly with, and maintains an Advisory Record for, each student assigned to him/her.

Involuntary Termination

This action immediately withdraws a student's attendance privileges. Such action is imposed at the discretion of the school administration 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/she notifies the school in writing of his/her intent to withdraw.

TRANSFER CREDITS

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. A maximum of three (3) courses may be accepted by ETON, at the discretion of the Vice President/Academic Affairs.

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

TUITION AND REGISTRATION FEES

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.

TUITION REFUND POLICIES

- (1) All monies, including the initial registration fee, will be refunded to applicants deemed ineligible for admission.
- (2) An applicant may cancel his/her enrollment at any time before the commencement of classes by contacting the school.
 - (a) All monies paid by the applicant will be refunded if applicant cancels by midnight of the fifth day following enrollment (excluding Sundays and Holidays).
 - (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 (30) 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 program, the school shall refund 75% of tuition obligation; thereafter, during the second 25% of the program, the school shall refund 50% of tuition obligation. Upon completion of 50% of the program, the entire

- course tuition is earned; and there shall be no refund of tuition.
- (b) In the case of student prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, 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 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. Written request for such a refund must be made within thirty (30) days from the date the program was discontinued, and the refund must be paid within thirty (30) days after receipt of such a request.

S T U D E N T F I N A N C I A L A I D

ETON TECHNICAL INSTITUTE believes every student who desires to continue his/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

Parents of dependent students may borrow up to \$4,000. Independent students also may qualify to borrow up to \$4,000. Repayment begins thirty (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 paid within thirty (30) days after all educational expense obligations have been met.

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 the lender bank in the name of the student.

OVERPAYMENT DUE 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/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.

S T U D E N T A N D G R A D U A T E S E R V I C E S

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 techniques and skills needed 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 if that subject is still offered. 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, ETON 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 each campus. The school assumes no responsibility for student housing.

GRADUATION

Graduation requirements include completion of all required course work 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. 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 must be requested in writing. There is no charge for the first copy, and additional copies are \$2.

C R E D I T A N D H O U R D E F I N I T I O N S

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

- 10 Instruction hours = 1 Quarter hour
- 20 Laboratory hours = 1 Quarter hour
- 32 Externship hours = 1 Quarter hour

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.

R E C O R D S R E L E A S E P O L I C Y

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.

P R I V A C Y R I G H T S

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/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 forty-five (45) days following completion and filing of a "request form" with the records officer.

- (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 twenty (20) days of receipt of the petition.
- (5) The institution may release certain types of "directory information" on written request with the student's prior written approval. "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.

S T U D E N T L I F E

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 an 85% attendance rate, which is required for graduation **UNLESS** all academic competencies have been **satisfactorily** met. This is at the Campus Director's discretion.

If during any academic term a student's attendance falls below this rate, that student may be placed on probation.

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.

LEAVE OF ABSENCE

Leaves of absence may be granted for extraordinary reasons only. Students must apply to the Director, in writing prior to the requested leave, 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.

A student may have **one (1)** Leave of absence during his/her tenure at ETON. That leave may extend up to **sixty (60) days maximum**; a medical reason, verified by a physician in writing, may extend the leave to a maximum of **six (6) months**.

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 consecutive 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.

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.

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.

APPEAL PROCESS

Appeals to the administration may be filed, in writing, with the institution. ALL appeals must be filed in writing with the Campus Director, who shall act as the initial Hearing Officer. The Campus Director will request an OFFICER of the institution as the final Hearing Officer.

GRADING

ETON TECHNICAL INSTITUTE feels that, in order for the student to be employed, he/she must be able to perform satisfactorily at a skill level equal to the minimum entry level requirements for the job.

With this philosophy in mind, ETON uses a grade-point grading system as follows:

- 4.0 -- Excellent (task capable with minimal supervision)
- 3.0 -- Superior (task capable with some supervision)
- 2.0 -- Satisfactory (task capable with normal supervision)
- 1.0 -- Unsatisfactory (unable to accomplish task at entry level skill)**

**If a student receives a 1.0 (unsatisfactory) grade, the class must be repeated; the student will receive the higher of the two grades.

Grades for each class will be furnished at the end of each program MOD.

BOOKS AND SUPPLIES

Textbooks and materials are purchased by the students prior to the MOD start. Students are responsible for purchasing their own personal supplies, 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).

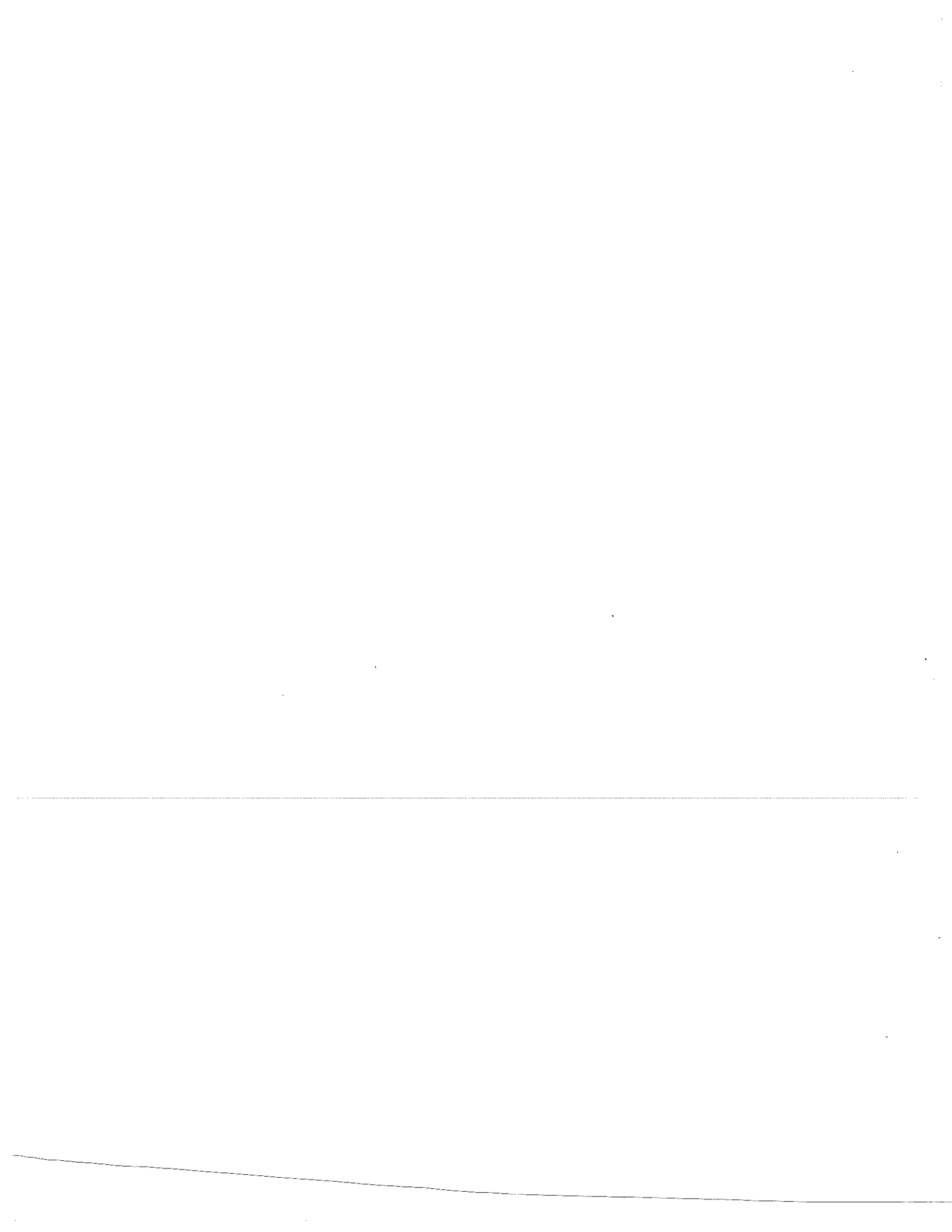
Students who fail to meet these requirements will be placed on probation. Students placed on probation must correct their deficiencies within thirty (30) days to remain in good standing. Failure to correct the conditions of probation removes the student from the status of "Good Standing" and is cause for dismissal from school. Such action 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 of Financial Aid. Unless corrective improvements are accomplished, involuntary termination automatically occurs.

CHANGES IN PROCEDURES

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

SUMMARY

PROGRAMS OF STUDY



COMPUTERIZED BUSINESS MANAGEMENT (6 Months/4 week MODs)
with Word Processing
with Accounting
with Desktop Publishing
with General Applications
with Data Entry
with Database Management
with Travel & Tourism

COMPUTERIZED INFORMATION MANAGEMENT (6 Months/4 week MODs)
(Evenings)
with Word Processing
with Accounting
with Data Entry
with Desktop Publishing

INTENSIVE COMPUTER PROGRAM (4 Months/4 week MODs)
with Accounting
with Word Processing
with Data Entry
with General Applications

COMPUTERIZED HEALTH RECORDS MANAGEMENT
(4 months/4 week MODs)

DENTAL ASSISTANT
(6 months/4 - 6 week MODs)

MEDICAL ASSISTANT
(6 months/4 - 6 week MODs)

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

The listing of courses in a program is not an indication of the schedule sequence of those classes; the only sequencing requirements are those courses 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 PC's 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 use the following pieces of equipment:

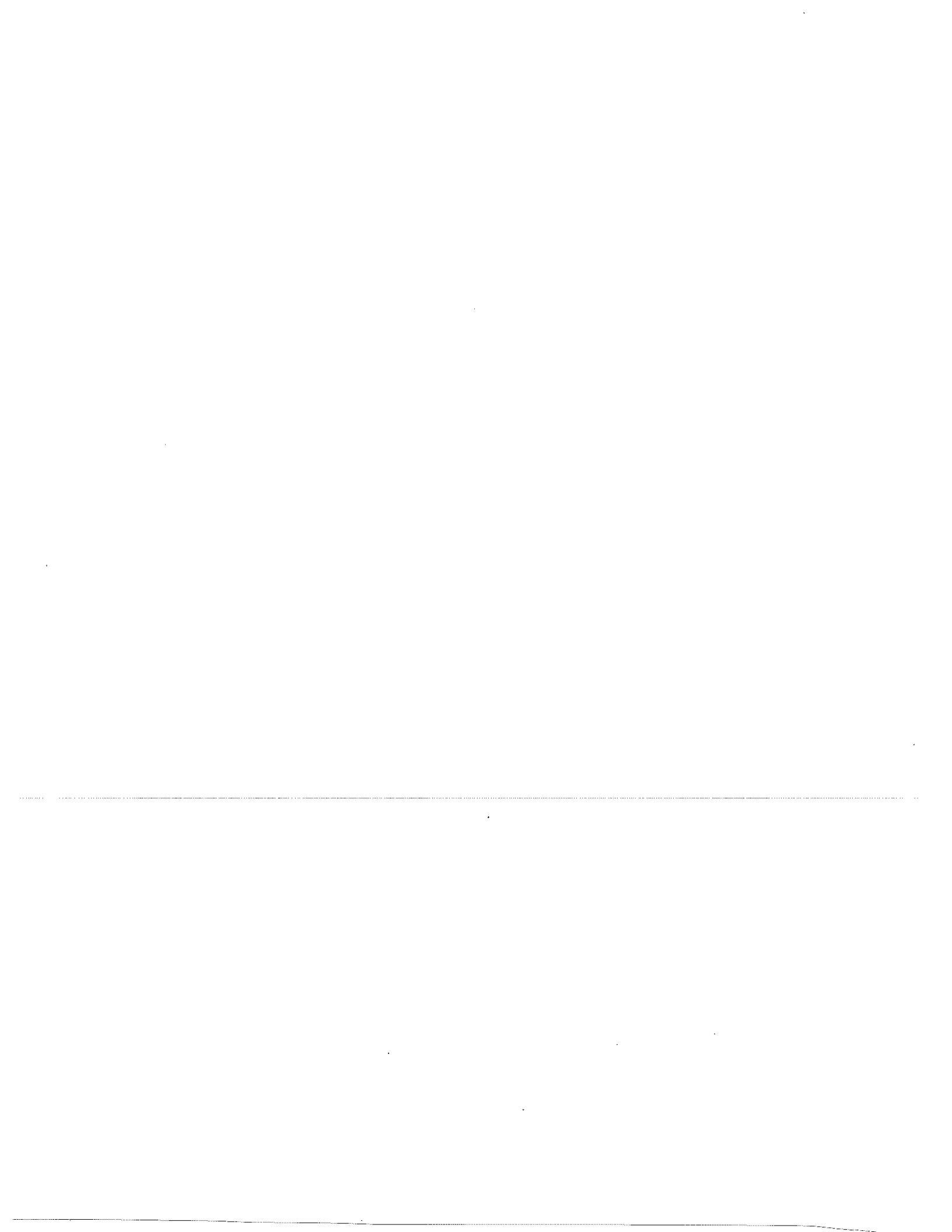
MEDICAL

- Microscopes
- Sterilization Equipment

Examination Tables

DENTAL

- Dental Chairs
- Instruments
- X-ray Equipment
- Darkroom Equipment



INDIVIDUAL PROGRAMS

COMPUTERIZED BUSINESS MANAGEMENT

with ACCOUNTING

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 - 4 week MODs
***24 Weeks**
48 Credits

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

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

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

COMPUTERIZED BUSINESS MANAGEMENT

with DATA BASE

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 - 4 week MODs
***24 Weeks**
48 Credits

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

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

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

COMPUTERIZED BUSINESS MANAGEMENT

with DATA ENTRY

The accurate and efficient input 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 - 4 week MODs
*24 Weeks
48 Credits

BU11	Calculator/Math	2
BU12	Professional Relations	2
BU21	English Structure	2
BU22	Accounting Fundamentals I	2
BU31	English Mechanics	2
BU32	Accounting Fundamentals II	2
BU41	Business Law	2
BU42	Office Procedures	2
BU51	Business Correspondence	2
BU52	Marketing	2
BU61	Career Planning	2
BU62	The Economic System	2
CS10	Introduction to Computers/DOS	4
CS20	Word Processing	4
CS30	Spreadsheets	4
CS40	Data Base Systems	4
CS58	Data Entry Specialty	4
CS68	Data Entry Specialty	4

Total Credit Hours 48

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

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

COMPUTERIZED BUSINESS MANAGEMENT

with DESKTOP PUBLISHING

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 - 4 week MODs
*24 Weeks
48 Credits

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

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

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

COMPUTERIZED BUSINESS MANAGEMENT

with GENERAL APPLICATIONS

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. An office professional who is able to handle many types of computer tasks is a valued employee in our expanding computer based society.

6 - 4 WEEK MODs
*24 Weeks
48 Credits

BU11	Calculator/Math	2
BU12	Professional Relations	2
BU21	English Structure	2
BU22	Accounting Fundamentals	2
BU31	English Mechanics	2
BU32	Accounting Fundamentals II	2
BU41	Business Law	2
BU42	Office Procedures	2
BU51	Business Correspondence	2
BU52	Marketing	2
BU61	Career Planning	2
BU62	Economics	2
CS10	Introduction to Computers/DOS	4
CS20	Word Processing	4
CS30	Spreadsheets	4
CS40	Data Base Systems	4
CS59	General Computer Applications	4
CS69	General Computer Applications	4

Total Credit Hours 48

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

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

COMPUTERIZED BUSINESS MANAGEMENT

with TRAVEL and TOURISM

This program 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 cruise lines.

6 - 4 week MODs
*24 Weeks
48 Credits

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

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

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

COMPUTERIZED BUSINESS MANAGEMENT

with WORD PROCESSING

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.

6 - 4 week MODs
*24 Weeks
48 Credits

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

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

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

COMPUTERIZED HEALTH RECORDS MANAGEMENT

Medical, dental and other health related facilities require skilled personnel to handle aspects of health management from patient relations to computer operations. This four (4) month program provides the basic skills necessary to enter this fast growing field.

**4 - 4 week MODs
*16 weeks
36 Credits**

CH 10	PATIENT RELATIONS	9
CH 20	PATIENT ACCOUNTING APPLICATIONS	9
CH 30	HEALTH INSURANCE	9
CH 40	FINANCIAL MANAGEMENT	9
Total Credit Hours		36

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

COMPUTERIZED INFORMATION MANAGEMENT

with ACCOUNTING

As businesses move from manual to computerized accounting, it becomes increasingly necessary for students to be skilled in the many areas of computerized accounting. This program introduces the student to software applications and provides accounting experiences in this broadening field.

6 - 4 week MODs
Evening
*24 weeks
36 Credits

BU112	Basic Accounting	2
BU122	Business Accounting	2
BU156	Writing for Business	2
BU157	Professional Communication/Marketing	2
BU158	Understanding Economics	2
BU169	Your Changing Career	2
CS113	Intro to Computers/Word Processing I	2
CS123	Word Processing II	2
CS133	Word Processing III	2
CS112	Spreadsheets I	2
CS122	Spreadsheets II	2
CS132	Spreadsheets III	2
SS142	Accounting Specialty A	4
SS152	Accounting Specialty B	4
SS162	Accounting Specialty C	4
Total Credit Hours		36

BU155 ** Keyboard Speedbuilding 2

Note: Knowledge of the keyboard is a prerequisite for this program.

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

** Keyboarding (BU155) may be taken in lieu of Professional Communications (BU157) or Understanding Economics (BU158).

COMPUTERIZED INFORMATION MANAGEMENT

with DATA ENTRY

The accurate and efficient input of data has emerged as an essential element in today's business. The person who can accurately enter, store, and manipulate data on the computer will find employment opportunities in every type of business.

6 - 4 week MODs
Evening
*24 weeks
36 Credits

BU112	Basic Accounting	2
BU122	Business Accounting	2
BU156	Writing for Business	2
BU157	Professional Communication/Marketing	2
BU158	Understanding Economics	2
BU169	Your Changing Career	2
CS113	Intro to Computers/Word Processing I	2
CS123	Word Processing II	2
CS133	Word Processing III	2
CS112	Spreadsheets I	2
CS122	Spreadsheets II	2
CS132	Spreadsheets III	2
SS148	Data Entry Specialty A	4
SS158	Data Entry Specialty B	4
SS168	Data Entry Specialty C	4
Total Credit Hours		36

BU155 ** Keyboard Speed building 2

Note: Twenty-five words per minute of keyboard speed is a prerequisite for this program. Fifty words per minute is required to graduate.

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

** Keyboarding (BU155) may be taken in lieu of Professional Communications (BU157) or Understanding Economics (BU158).

COMPUTERIZED INFORMATION MANAGEMENT

with DESKTOP PUBLISHING

Through a thorough understanding of computer applications and a variety of software, this program explores the exploding field of Desktop Publishing. The student explores concepts and applications of desktop publishing.

6 - 4 week MODs
Evening
*24 weeks
36 Credits

BU112	Basic Accounting	2
BU122	Business Accounting	2
BU156	Writing for Business	2
BU157	Professional Communication/Marketing	2
BU158	Understanding Economics	2
BU169	Your Changing Career	2
CS113	Intro to Computers/Word Processing I	2
CS123	Word Processing II	2
CS133	Word Processing III	2
CS112	Spreadsheets I	2
CS122	Spreadsheets II	2
CS132	Spreadsheets III	2
SS144	Desktop Publishing Specialty A	4
SS154	Desktop Publishing Specialty B	4
SS164	Desktop Publishing Specialty C	4
Total Credit Hours		36

BU155 ** Keyboard Speedbuilding 2

Note: Knowledge of the keyboard is a prerequisite for this program.

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

** Keyboarding (BU155) may be taken in lieu of Professional Communications (BU157) or Understanding Economics (BU158).

COMPUTERIZED INFORMATION MANAGEMENT

with WORD PROCESSING

As businesses move in increasingly sophisticated word processing techniques, it is imperative that students have a strong foundation in the word processing systems currently in use. This program concentrates on the development of skill and the understanding of those systems in use in today's business world.

6 - 4 week MODs
Evening
*24 weeks
36 Credits

BU112	Basic Accounting	2
BU122	Business Accounting	2
BU156	Writing for Business	2
BU157	Professional Communication/Marketing	2
BU158	Understanding Economics	2
BU169	Your Changing Career	2
CS113	Intro to Computers/Word Processing I	2
CS123	Word Processing II	2
CS133	Word Processing III	2
CS112	Spreadsheets I	2
CS122	Spreadsheets II	2
CS132	Spreadsheets III	2
SS143	Advanced Word Processing A	4
SS153	Advanced Word Processing B	4
SS163	Advanced Word Processing C	4
Total Credit Hours		36

BU155 ** Keyboard Speedbuilding

Note: Twenty-five words per minute of keyboard speed is a prerequisite for this program. Fifty words per minute is required to graduate.

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

** Keyboarding (BU155) may be taken in lieu of Professional Communications (BU157) or Understanding Economics (BU158).

INTENSIVE COMPUTER PROGRAM

with ACCOUNTING

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 - 4 week MODs
*16 Weeks
36 Credits

BU11	Calculator/Math	2
BU12	Professional Relations	2
BU21	English Structure	2
BU22	Accounting Fundamentals I	2
BU31	English Mechanics	2
BU32	Accounting Fundamentals II	2
BU42	Office Procedures	2
BU61	Career Planning	2
BU91	Keyboarding 30	1
BU92	Keyboarding 30	1
BU93	Keyboarding 30	1
BU94	Keyboarding 30	1
CS10	Introduction to Computers/DOS	4
CS30	Spreadsheets	4
CS52	Accounting Specialty	4
CS62	Accounting Specialty	4
Total Credit Hours		36

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

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

INTENSIVE COMPUTER PROGRAM

with DATA ENTRY

The accurate and efficient input 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 - 4 week MODs
*16 weeks
36 Credits

BU11	Calculator/Math	2
BU12	Professional Relations	2
BU21	English Structure	2
BU22	Accounting Fundamentals I	2
BU31	English Mechanics	2
BU32	Accounting Fundamentals II	2
BU42	Office Procedures	2
BU61	Career Planning	2
BU91	Keyboarding 30	1
BU92	Keyboarding 30	1
BU93	Keyboarding 30	1
BU94	Keyboarding 30	1
CS10	Introduction to Computers/DOS	4
CS20	Word Processing	4
CS58	Data Entry Specialty	4
CS68	Data Entry Specialty	4
Total Credit Hours		36

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

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

INTENSIVE COMPUTER PROGRAM

with DESKTOP PUBLISHING

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 - 4 week MODs
*16 Weeks
36 Credits

BU11	Calculator/Math	2
BU12	Professional Relations	2
BU21	English Structure	2
BU22	Accounting Fundamentals I	2
BU31	English Mechanics	2
BU32	Accounting Fundamentals II	2
BU42	Office Procedures	2
BU61	Career Planning	1
BU91	Keyboarding 30	1
BU92	Keyboarding 30	1
BU93	Keyboarding 30	1
BU94	Keyboarding 30	1
CS10	Introduction to Computers/DOS	4
CS20	Word Processing	4
CS54	Desktop Publishing	4
CS64	Desktop Publishing	4
Total Credit Hours		36

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

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

INTENSIVE COMPUTER PROGRAM

with GENERAL APPLICATIONS

Basic computer skills are a necessity in today's office. This course emphasizes a broad range of computer skills and business applications.

4 - 4 week MODs
*16 weeks
36 Credits

BU11	Calculator/Math	2
BU12	Professional Relations	2
BU21	English Structure	2
BU22	Accounting Fundamentals I	2
BU31	English Mechanics	2
BU32	Accounting Fundamentals II	2
BU42	Office Procedures	2
BU61	Career Planning	2
BU91	Keyboarding 30	1
BU92	Keyboarding 30	1
BU93	Keyboarding 30	1
BU94	Keyboarding 30	1
CS10	Introduction to Computers/DOS	4
CS20	Word Processing	4
CS30	Spreadsheets	4
CS59	Computer Applications	4
Total Credit Hours		36

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

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

INTENSIVE COMPUTER PROGRAM

with WORD PROCESSING

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.

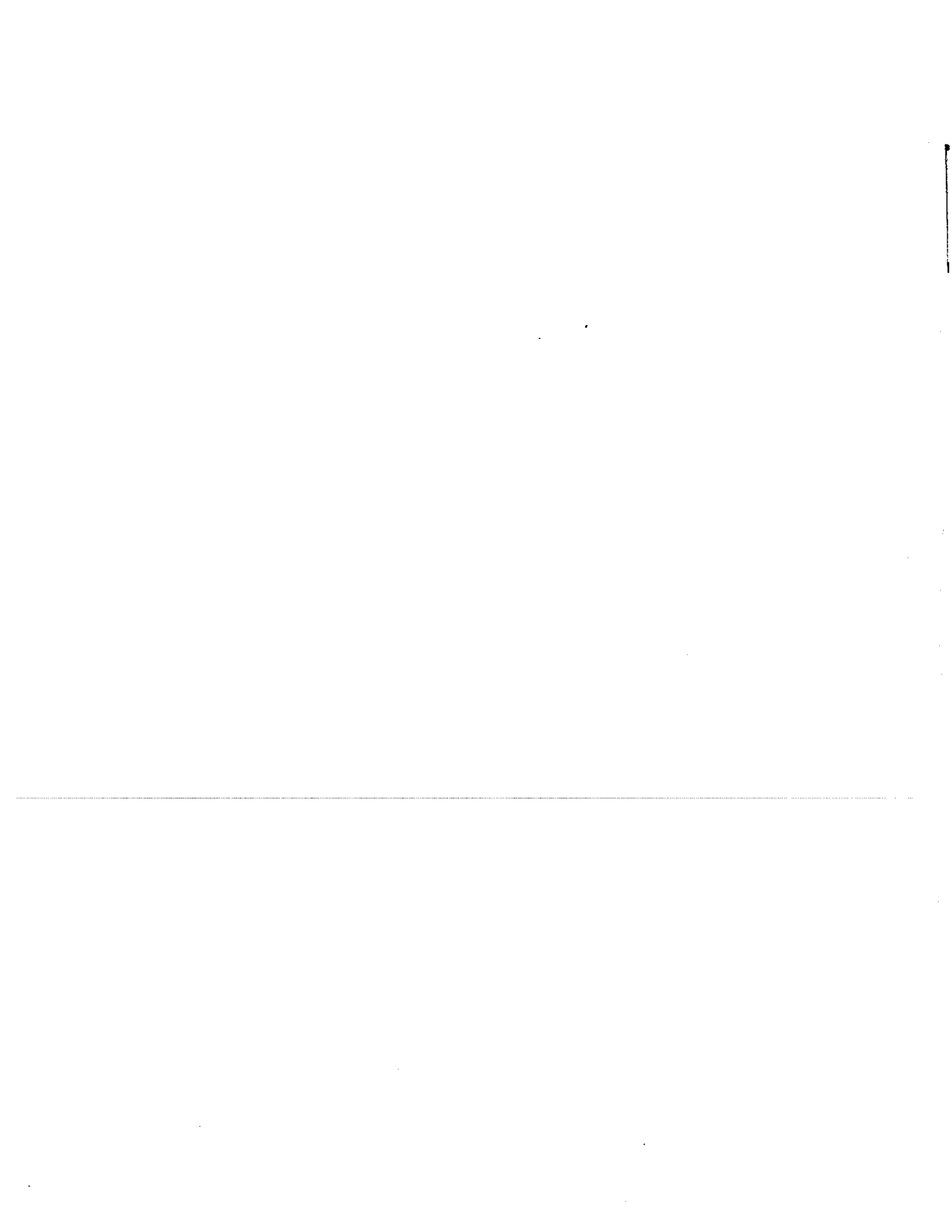
4 - 4 week MODs
*16 weeks
36 Credits

BU11	Calculator/Math	2
BU12	Professional Relations	2
BU21	English Structure	2
BU22	Accounting Fundamentals I	2
BU31	English Mechanics	2
BU32	Accounting Fundamentals II	2
BU42	Office Procedures	2
BU61	Career Planning	2
BU91	Keyboarding 30	1
BU92	Keyboarding 30	1
BU93	Keyboarding 30	1
BU94	Keyboarding 30	1
CS10	Introduction to Computers/DOS	4
CS20	Word Processing	4
CS53	Word Processing Specialty	4
CS63	Word Processing Specialty	4

Total Credit Hours 36

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

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



BUSINESS COURSE DESCRIPTIONS

BU 11 Calculator Mathematics

(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.

BU 12 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.

BU 21 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.

BU 22 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.

BU 31 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).

BU 32 Accounting Fundamentals II

(2 Credits; Prerequisite: BU 22)

A continuation of accounting procedures used in business. Included are projects covering payroll records, accounts payable, summarizing and reporting financial information using journals.

BU 41 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 business world.

BU 42 Office Procedures

(2 Credits)

An overview of current office practices. 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 paperwork management.

BU 51 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.

BU 52 Marketing

(2 Credits)

Marketing viewed as an attitude of doing business. This course discusses marketing principles and strategies, and stresses the importance of each customer contact in any type of business.

BU 61 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.

BU 62 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.

BU 91-92-93-94 Keyboarding 30

(1 Credit each)

Each student in the Intensive Computer Program is assigned to a keyboarding class to develop the keyboarding speed and skills necessary to effectively compete in the business world.

BU 99 Keyboarding Laboratory

(0 Credits)

Each student in other than the Intensive Computer Program is assigned a keyboarding lab until required keyboarding speed is reached and maintained.

BU 112 Basic Accounting

(2 Credits)

This is an introduction to basic accounting procedures used in the office environment. The nature and structure of accounting processes, journalizing and posting transactions, and preparing the trial balance are introduced and developed.

BU 122 Business Accounting

(2 Credits; Prerequisite: BU 112)

The student continues the accounting cycle and learns to apply the accounting concepts and procedures to a personal service enterprise through a practical project.

BU 155 Keyboard Speedbuilding

(2 Credits)

A concentrated course in building speed and accuracy at the keyboard, this course is offered for students not meeting the minimum speed requirement.

BU 156 Writing for Business

(2 Credits)

Skill in the writing of clear and concise business correspondence is a necessity in our information-based society. This course emphasizes the essential keys to effective writing and proper formatting of letters.

BU 157 Professional Communication/Marketing

(2 Credits)

This is a course in marketing as viewed from an attitude of communication with the public. The meaning of the true "professional" is examined.

BU 158 UNDERSTANDING ECONOMICS

(2 Credits)

This is a common-sense approach to the free-market economic system and how each element impacts the business world and each citizen.

BU 169 Your Changing Career

(2 Credits)

Goal setting, resume building and career strategy are as much a part of career planning as skill building. In this course, the student looks at his/her own strengths in light of the workplace.

CH 10 Patient Relations

(9 Credits)

The student is introduced to medical terminology and law and ethics as it relates to the health care field. This MOD emphasizes all aspects of patient relations including patient safety, emergency care, and reception techniques. Practical computer applications, the use of the Ten-key calculator, and keyboarding exercises are included.

CH 20 Patient Accounting Applications

(9 Credits)

Accounting, which includes pegboarding and payroll, is covered this MOD. Because of the nature of the health management position, an overview of anatomy, physiology, pathology, and procedures is also presented. Applications on the computer, keyboard and ten-key are practiced.

CH 30 Health Insurance

(9 Credits)

The emphasis in this MOD is on insurance coding, submittal, and tracking. A variety of forms are practiced. Dental terminology as it relates to the submittal of dental insurance is studied. Computer applications exercises, keyboarding and ten-key are emphasized.

CH 40 Financial Management

(9 Credits)

Correspondence is an integral part in a well-run health office. The student reviews punctuation, composes and formats business letters both manually and by computer. The many details of office management, billing, banking, collections, inventory and supply, and patient tracking are covered in this MOD.

NOTE: Transcription and Health Careers are presented to all students in their final MOD.

CS 10 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 simple application software.

CS 20 Word Processing

(4 Credits; Prerequisite: CS 10)

Presents principles of word processing software, concentrating on Word Perfect and provides practical experience with word processing functions typical of various business applications.

CS 30 Spreadsheet

(4 Credits; Prerequisite: CS 10)

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

CS 40 Database Program/Integration

(4 Credits; Prerequisite: CS 10)

Focusing on dBase, the student is introduced to data entry, database design, sorting and indexing. The student concludes his/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 52/62 Accounting Specialty

(4/4 Credits; Prerequisites: CS 10 through CS 40)

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 cost accounting and taxes.

CS 53/63 Word Processing Specialty

(4/4 Credits; Prerequisites: CS 10 through CS 40)

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; Prerequisites: CS 10 through CS 40)

The student is introduced to the principles and concepts of desktop publishing and related applications through a variety of software.

CS 55/65 Travel Specialty

(4/4 Credits; Prerequisites: CS 10 through CS 40)

This course develops the fundamental skills needed in the travel industry through a variety of software applications. The student learns to use the computer reservation system (CRS) to make reservations for airline, hotel, cruise, and car rentals, preparing him/her to enter the computer dominated travel industry.

CS 57/67 Data Base Specialty

(4/4 Credits; Prerequisites: CS 10 through CS 40)

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; Prerequisites: CS 10 through CS 40)

This course addresses the fundamental use of the computer in the business office with emphasis on the accurate input of data. A variety of software is used to build proficiency.

CS 59/69 General Computer Applications

(4/4 Credits; Prerequisites: CS 10 through CS 40)

A person with a strong background in accurately and proficiently processing data is an invaluable employee in our computer dominated society. This course is designed to give the student experience and practice in the most commonly used computer programs.

CS 113 Introduction to Computers/Word Processing I

(2 Credits)

An overview of the microcomputer in today's business which includes basic computer components, disk operating system, and introduction to word processing. Keyboard skills are assessed and developed.

CS 123 Word Processing II

(2 Credits; Prerequisite: CS 113)

Basic formatting, document manipulation, and printing are covered using WordPerfect software.

CS 133 Word Processing III

(2 Credits; Prerequisites: CS 113 & CS 123)
Advanced formatting, merge and macro functions are developed in this course. An introduction to the expanded features of WordPerfect is presented.

CS 112 Spreadsheets I

(2 Credits; Prerequisite: CS 113)
General spreadsheets and Lotus 1-2-3 are introduced and developed. This course provides the foundation of spreadsheet study.

CS 122 Spreadsheets II

(2 Credits; Prerequisites: CS 112 & CS 113)
The true power of Lotus 1-2-3 is introduced and explored.

CS 132 Spreadsheets III

(2 Credits; Prerequisites: CS 112/CS 113 & CS 122)
Graphs and the practical aspects of spreadsheets are applied for use in the business environment.

SS 142 Accounting Specialty A

(4 Credits; Prerequisites: CS 112 through CS 133)
Practical accounting applications are explored through accounting simulations on the microcomputer.

SS 152 Accounting Specialty B

(4 Credits; Prerequisites: CS 112 through 133 & SS 142)
This course is an advanced simulation with the use of advanced accounting projects.

SS 162 Accounting Specialty C

(4 Credits; Prerequisites: CS 112 through CS 133, SS 142 and SS 152)
A practical experience in leading accounting software.

SS 143 Advanced Word Processing A

(4 Credits; Prerequisites: CS 112 through CS 133)
All the expanded features of WordPerfect are covered. Previously learned word processing functions are put to use in document production.

SS 153 Advanced Word Processing B

(4 Credits; Prerequisites: CS 112 through CS 133 & SS143)
Basic word processing knowledge is applied to the use of other software. The ability of the student to transfer basic word processing functions from one piece of software to another is emphasized.

SS 163 Advanced Word Processing C

(4 Credits; Prerequisites: CS 112 through CS 133, SS 143 & SS 153)
This course combines word processing features through document production and simulations.

TT 45 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.

TT 55 Ticketing
(4 Credits)
A concentrated course in domestic and international ticketing with emphasis on the manual processing of tickets, refunds and changing itineraries.

TT 65 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, airlines, and cruise lines.

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DENTAL ASSISTANT PROGRAM I

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.

PROGRAM STRUCTURE

The Dental Assistant course is divided into four (4) six-week periods (MODs), each of which concentrates on an aspect of the dental assistant's role in the dental environment.

Each MOD is distinct and consists of classroom instruction, related terminology as well as a strong emphasis on the clinical procedures needed today. Office skills are also part of this intensive and balanced program.

The Dental Assistant Program at ETON TECHNICAL INSTITUTE is designed to provide graduates with the skills and knowledge that will enable them to qualify for an entry-level position.

Upon successful completion of the academic requirements, the graduate may elect to participate in an Externship Program. This eighty (80) hour practical experience provides a valuable culmination of the program.

		4 - 6 week MODs
		*24 Weeks
		51 Credits
DA 6	Dental Structure and Development (Histology, Morphology, & Pedodontics)	12
DB 6	Chairside Assisting, Emergencies, & Office Procedures	12
DC 6	Crown and Bridge	12
DD 6	Radiology, Specialties and Health Careers	12
	Total Credit Hours (Instruction/Clinical)	48
	Externship (OPTIONAL)	3

*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.

DA 6 Dental Structure and Development
(Histology, Morphology and Pedodontics)

(12 Credits)

The student studies the formation, structure, and development of the teeth as well as basic head and neck anatomy and physiology. Clinical procedures include: charting, performing intra/extra-oral exams, patient instruction and handling, and preventative dentistry.

Topics include:

- Landmarks
- Tooth structure and arrangement
- Fetal development
- Pediatric growth
- Sterilization techniques
- Pedodontics

DB 6 Chairside Assisting, Emergencies and Office Procedures
(12 Credits)

This MOD includes general four-handed assisting duties and tray preparation. Students also study the various duties associated with a dental office.

Topics include:

- Dental equipment and operations
- Instrument and bur identifications
- Instrumental grasp and setups
- Composite and amalgam procedures
- Rubber dams
- Coronal polish and fluoride
- Mixing and placement of medicaments
- Sealant and amalgam polish procedures
- Financial recordkeeping
- Office administration
- Flagging office emergencies
- Emergency procedures

DC 6 Crown and Bridge

(12 Credits)

This MOD is concerned with fixed and removable prostheses and the fabrication and manipulation of the many types of dental materials. Clinical procedures include: impressions and bite, study models and custom trays, crown construction and bridge fabrication--all aspects of crown and bridge creation and maintenance.

Topics include:

- Dental impression materials
- Rubber base
- Armamentarium
- Inlays, crowns and bridges
- Full and partial dentures
- Temporary crowns
- Custom trays
- Working with handicapped patients
- Laws and regulations relating to dentistry

DD 6 Dental Radiology, Specialties and Health Careers
(12 Credits)

The student will study the history of radiology, equipment and operation of the darkroom, patient and operator safety, and radiation measurement. Emphasis is on obtaining the best possible diagnostic quality in radiographs.

Specific assisting procedures in the various types of dental specialties are also studied.

Topics include:

- Radiation safety and control factors
- Film processing, mounting and critique
- Paralleling and bisecting techniques
- Extra-oral radiographs
- Orthodontics
- Suture removal
- Periodontics
- Endodontics
- Preparing for a career in the dental field
- Resume preparation

Certain skills are judged so critical for this profession that instruction and practice are continual throughout the entire six-month program ensuring proficiency by each student. These critical skills include:

1. Tooth numbering and charting
2. Instrument identification and passing
3. Coronal polish
4. Fluoride treatment and oral hygiene instruction
5. Application of sealants
6. Sterilization techniques

EXTERNSHIP

Upon successful completion of the classroom and clinical instruction, each student is offered the privilege of Externship. This program consists of 80 hours of actual experience in a dental facility supervised by qualified personnel in the participating institution. The student will be evaluated and awarded a Certificate of Completion and three (3) credits upon his/her successful completion of the externship.

Classes in CPR and AIDS orientation class are scheduled on a regular basis for the Dental Assistant class.

PROGRAM SUMMARY

MEDICAL ASSISTANT PROGRAM I

PROGRAM OBJECTIVES AND CAREER OUTLOOK

In recent years, Medical Assistants have become an indispensable and vital part of the health-care team. With 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 Assistant Program is to provide the graduate with the knowledge and the practical skills that will enable him/her to be capable of filling a variety of medical positions and to advance to more responsible and rewarding positions.

PROGRAM STRUCTURE

The training program is divided into four units called modules (MODS) and each is distinct. Students may enter the program at the beginning of any MOD and continue until all four are completed. Upon the successful completion of the academic and clinical requirements, the graduate may elect to participate in the Externship Program which provides practical learning experience in a medical facility.

The program consists of classroom instruction, related terminology and clinical procedures. Basic office management skills are also part of this intensive and balanced program.

PROGRAM OUTLINE

4 - 6 week MODs
*24 Weeks
48/51 Credits

MA 6	Body Structure and Pharmacology (Skeletal, Muscular, Integumentary Systems & Pharmacology)	12
MB 6	Body Supply Systems (Respiratory, Digestive, Nervous, Sensatory Systems & Nutrition)	12
MC 6	Urinary and Reproductive Systems (Urology, Male and Female Reproductive Systems & Life Stages)	12
MD 6	Circulatory and Endocrine Systems (Cardiovascular, Lymphatic, Immune & Endocrine Systems & Hematology)	12
	Total Credit Hours (Instruction/Clinical)	48
	Externship (OPTIONAL)	3

The number of weeks may vary depending on an individual's schedule. Each MOD is distinct and is not dependent on previous training.

AIDS & CPR training and special guest speakers are scheduled on a regular basis.

Keyboarding and computer applications are taught throughout the four (4) MODs.

Certain skills are judged so critical for this profession that instruction and practice are continual throughout the entire four (4) MOD program ensuring proficiency by each student. These critical skills include but are not limited to:

1. Vital signs with history and charting
2. Instrumentation
3. Blood draws and injections
4. Patient handling and injections

COURSE DESCRIPTIONS

MA 6 - BODY STRUCTURE and PHARMACOLOGY

The body is supported by a bony structure called the skeleton and is given movement by a system of muscles. Furthermore, it is covered by a sophisticated protective layer called the integumentary system. This set of three systems comprises the organ systems that are emphasized during this MOD. In addition, because of the profound impact that recent 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.

MB 6 - BODY SUPPLY SYSTEMS

In order to fuel the body, an ongoing supply of oxygen and food nutrients must be made available to the body. The respiratory system is responsible for bringing oxygen into the body. Likewise the digestive system brings various foods and nutrients into the body where they are broken down into useable form. The selection of appropriate dietary items to optimize the body's functional status is the study of nutrition. During this MOD, these supply systems are studied. In addition, the nervous system which acts as a communication and control center for the body is included.

MC 6 - REPRODUCTIVE & DEVELOPMENTAL STUDIES and UROLOGY

Essential to mankind's future is the reproductive process. In this MOD, the reproductive systems of both the male and female are studied as well as the ever-changing stages of life---starting with fetal development and progressing through the pediatric years to adulthood. In addition, the role of the kidney and the urinary system is explored.

MD 6 - CIRCULATORY and ENDOCRINE SYSTEMS

The main route by which nutrients are distributed to the body, waste products are removed from the cells, and the organs communicate with each other in the form of hormonal control is via the body's blood stream. Hematology, the study of the blood, and the circulatory system by which the blood is disseminated to the body is investigated. The hormones which act as regulators in the body and which depend upon the circulatory system to be transported are included.

EXTERNSHIP

Upon successful completion of the classroom and clinical instruction, each student is offered the privilege of Externship. This program consists of 80 hours of actual experience in a medical facility supervised by qualified personnel in the participating institution. The student will be evaluated and awarded a Certificate of Completion and three (3) credits upon his/her successful completion of the externship.

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TECHNICAL INSTITUTE

TUITION & FEE SCHEDULE

1992 - 1993

**Port Orchard
 Campus**

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

<u>COURSE</u>	<u>TUITION</u>
COMPUTERIZED BUSINESS MANAGEMENT	\$6295
OPTOMETRIC OFFICE ASSISTANT Lab Fee	\$5995 \$50
COMPUTERIZED HEALTH RECORDS MANAGEMENT	\$5395
MEDICAL ASSISTANT Lab Fee	\$5995 \$175
DENTAL ASSISTANT Lab Fee	\$5995 \$175
COMPUTERIZED BUSINESS MANAGEMENT INTENSIVE PROGRAM	\$2900
COMPUTERIZED BUSINESS MANAGEMENT - TOURISM, RECREATION, & LEISURE MANAGEMENT	\$2900
COMPUTERIZED INFORMATION MANAGEMENT (Evening)	\$4700

A \$100 registration fee will be charged on all courses

- Books are not included in tuition.
- Normal supplies (such as paper, pencils, etc.) average about \$10 per month.

*Supercedes Catalog Volume IX Version 1992-1993

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ETON TECHNICAL INSTITUTE

START-and END-DATES 1992 - 1993

START DATES	END DATES	
	CBM/CHRM/CIM	DA/MA/OPTO
08-31-92		04-15-93
09-21-92	05-06-93	
10-13-92		05-27-93
11-02-92	06-17-93	
11-23-92		07-08-93
12-14-92	07-29-93	
01-19-93		08-14-93
02-08-93	09-09-93	
03-01-93		09-30-93
03-22-93	10-21-93	
04-19-93		11-10-93
05-10-93	12-02-93	
06-01-93		01-06-94
06-21-93	01-27-94	
07-12-93		02-17-94
08-02-93	03-10-94	
08-23-93		03-31-94
09-13-93	04-28-94	
10-04-93		05-19-94
10-25-93	06-09-94	
11-15-93		06-30-94
12-06-93	07-21-94	

HOLIDAYS

01-01-94	New Year's Day	01-01-93
01-17-94	Martin Luther King Day	01-18-93
02-21-94	Presidents' Day	02-15-93
03-11-92	Teacher In-Service	03-12-93*
04-04 - 04-08-94	Spring Break	04-05 - 04-09-93
05-30-94	Memorial Day	05-31-93
06-10-94	Teacher In-Service	06-11-93*
07-04-94	Independence Day	07-05-93
09-23-94	Teacher In-Service	09-17-93*
09-05-94	Labor Day	09-06-93
10-10-94	Columbus Day	10-11-93
11-11-94	Veterans' Day	11-11-93
11-24/25-94	Thanksgiving	11-25/26-93
12-09-94	Teacher In-Service	12-03-93*
12-19 - 01-01-95	Christmas Holiday	12-20 - 01-02-94

DESTROY ALL PREVIOUS REVISIONS



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*Supersedes Catalog Supplement #2 dated February 1993

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TECHNICAL INSTITUTE

Catalog Supplement
Number 2
September 1992



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*Supersedes Catalog Supplement #2 dated February 1993

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Consulting Physician



TECHNICAL INSTITUTE

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September 1992



ETON TECHNICAL INSTITUTE
MEDICAL ASSISTANT II
PROGRAM OUTLINE

6 Week MODS
30 Weeks
48 Credits

MA 101	Reproductive	2.4
MA 102	Life Stages	2.4
MA 103	Office Standards/Management	2.4
MA 104	MA Laboratory I	2.4
MA 201	Cardiovascular	2.4
MA 202	Lymphatic/Immune	2.4
MA 203	Career Development	2.4
MA 204	MA Laboratory II	2.4
MA 301	Musculoskeletal	2.4
MA 302	Integumentary	2.4
MA 303	MA Business Administration	2.4
MA 304	MA Laboratory III	2.4
MA 401	Respiratory/Gastrointestinal	2.4
MA 402	Endocrine	2.4
MA 403	Computer Basics	2.4
MA 404	MA Laboratory IV	2.4
MA 501	Neurology/Senses	2.4
MA 502	Urinary/Pharmacology	2.4
MA 503	Medication Management	2.4
MA 504	MA Laboratory V	2.4
Total Credit Hours		48
Externship (Optional)		3

The number of weeks may vary depending on an individual's schedule. Each MOD is distinct and is not dependent on previous training.

Classes are scheduled Monday through Thursday for 30 weeks. Fridays will be "open" days with optional attendance. The lab will be supervised by a qualified teacher and may be used to make up attendance as stated in the attendance policy in the school catalog.

AIDS & CPR training and special guest speakers are scheduled on a periodic basis during the 5-MOD cycle.

Certain skills are considered to be so critical for this profession that instruction and practice are included throughout the entire five (5) MOD program to ensure proficiency by each student. These critical skills include but are not limited to:

1. Vital signs with history and charting
2. Instrumentation
3. Blood draws and injections
4. Patient handling

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MA 404 - Laboratory IV

Respiratory, Gastrointestinal and Endocrine system procedures are studied.

MA 501 - Neurology/Senses

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

MA 502 - Urinary/Pharmacology

The roles of the kidney and the urinary system are explored. Finally, because of the profound impact that the medications now available have upon the practice of medicine, time is devoted to a study of the principles of pharmacology as it relates to the Medical Assistant.

MA 503 - Medication Management

The management and control of the thousands of medications which can move through the clinic or medical office can be overwhelming. This course assists the MA with systems and procedures for handling the various medications.

MA 504 - MA Laboratory V

Lab experience relating to the Neurology and Urinary Systems and accurately calculating dosages and measurements are part of this important MOD.

Externship

Upon successful completion of the classroom and laboratory instruction, each student is offered the privilege of Externship. This program consists of 80 hours of actual experience in a medical facility supervised by qualified personnel. The student will be evaluated and awarded a Certificate of Completion and three (3) credits upon his/her successful completion of the externship.

MA 204 - MA Laboratory II

Skills practiced include phlebotomy, blood pressure readings, EKG testing, Hemocultus and Sed Rate testing, and other circulatory system lab procedures.

MA 301 - Musculoskeletal

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

MA 302 - Integumentary

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

MA 303 - MA Business Administration

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

MA 304 - MA Laboratory III

Procedures relating to the Skeletal, Muscular and Integumentary systems are practiced.

MA 401 - Respiratory/Gastrointestinal

In order to fuel the body, an ongoing supply of oxygen and food nutrients must be made available to the body. The respiratory system is responsible for bringing oxygen into the body. Likewise the digestive system brings various foods and nutrients into the body where they are broken down into a useable form. The selection of appropriate dietary items to optimize the body's functional status is the study of nutrition. During this module, these supply systems are studied.

MA 402 - Endocrine

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

MA 403 - Computer Basics

The computer is now a vital part of the medical office, clinic, and hospital. This class presents an introduction to the use of this powerful tool.

MA 404 - Laboratory IV

Respiratory, Gastrointestinal and Endocrine system procedures are studied.

MA 501 - Neurology/Senses

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

MA 502 - Urinary/Pharmacology

The roles of the kidney and the urinary system are explored. Finally, because of the profound impact that the medications now available have upon the practice of medicine, time is devoted to a study of the principles of pharmacology as it relates to the Medical Assistant.

MA 503 - Medication Management

The management and control of the thousands of medications which can move through the clinic or medical office can be overwhelming. This course assists the MA with systems and procedures for handling the various medications.

MA 504 - MA Laboratory V

Lab experience relating to the Neurology and Urinary Systems and accurately calculating dosages and measurements are part of this important MOD.

Externship

Upon successful completion of the classroom and laboratory instruction, each student is offered the privilege of Externship. This program consists of 80 hours of actual experience in a medical facility supervised by qualified personnel. The student will be evaluated and awarded a Certificate of Completion and three (3) credits upon his/her successful completion of the externship.

MA 404 - Laboratory IV

Respiratory, Gastrointestinal and Endocrine system procedures are studied.

MA 501 - Neurology/Senses

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

MA 502 - Urinary/Pharmacology

The roles of the kidney and the urinary system are explored. Finally, because of the profound impact that the medications now available have upon the practice of medicine, time is devoted to a study of the principles of pharmacology as it relates to the Medical Assistant.

MA 503 - Medication Management

The management and control of the thousands of medications which can move through the clinic or medical office can be overwhelming. This course assists the MA with systems and procedures for handling the various medications.

MA 504 - MA Laboratory V

Lab experience relating to the Neurology and Urinary Systems and accurately calculating dosages and measurements are part of this important MOD.

Externship

Upon successful completion of the classroom and laboratory instruction, each student is offered the privilege of Externship. This program consists of 80 hours of actual experience in a medical facility supervised by qualified personnel. The student will be evaluated and awarded a Certificate of Completion and three (3) credits upon his/her successful completion of the externship.

ETON

TECHNICAL INSTITUTE

Catalog Supplement
Number 3
September 1992



ETON TECHNICAL INSTITUTE
COMPUTERIZED BUSINESS MANAGEMENT I
PROGRAM OUTLINE

6 Week MODS
30 Weeks
48 Credits

B101	Business Correspondence	2.4
B102	Introduction to Payroll	2.4
B195	Keyboarding	1.2
C100	Introduction to DOS/Wordprocessing	3.6
B201	Accounting Fundamentals	4.8
B295	Keyboarding	1.2
C200	Introduction to DOS/Spreadsheets	3.6
B301	Modern Business	2.4
B302	Business English	2.4
B395	Keyboarding	1.2
C300	Introduction to DOS/Desktop Publishing	3.6
B401	Professional Career Development	4.8
B495	Keyboarding	1.2
C400	Introduction to DOS/Windowing	3.6
B501	Office Procedures	2.4
B502	Business Math	2.4
B595	Ten-Key	1.2
C500	Introduction to DOS/DataBase	3.6
Total Credit Hours		48.0

The number of weeks may vary depending on an individual's schedule. Each MOD is distinct and is not dependent on previous training.

Classes are scheduled Monday through Thursday for 30 weeks. Fridays will be "open" days with optional attendance. The lab will be supervised by a qualified teacher and may be used to make up attendance as stated in the attendance policy in the school catalog.

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Computerized Business Management I
COURSE DESCRIPTIONS

B101 - Business Correspondence

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

B102 - Introduction to Payroll

This introductory payroll course is designed to give students practical experience in preparing the payroll for a small business. Students will learn payroll procedures involving Social Security information, employees' earnings records, and time card calculations. Additional subjects include income tax withholding, vacation and holiday pay, and various deduction procedures.

B195 - Keyboarding

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

B201 - Accounting Fundamentals

This course defines accounting objectives and their relation to business. Students learn the rules of debits and credits and the accounting cycle which includes journalizing, posting to the ledger, worksheet preparation, adjusting and closing entries. Also included are preparation of bank reconciliation statements, petty cash, and maintenance of payables and receivables.

B295 - Keyboarding

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

B301 - Modern Business

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

B302 - Business English

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

B395 - Keyboarding

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

B401 - Professional Career Development

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

B495 - Keyboarding

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

B501 - Office Procedures

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

B502 - Business Math

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

B595 - Ten-Key

Students learn the proper positioning and ten-key techniques while reviewing and practicing various math applications. The emphasis is on accuracy and speed.

C100 - Introduction to DOS/Wordprocessing

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

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

C200 - Introduction to DOS/Spreadsheets

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

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

C300 - Introduction to DOS/Desktop Publishing

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

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

C400 - Introduction to DOS/Windowing

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

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

C500 - Introduction to DOS/dBase

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

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



TECHNICAL INSTITUTE

Catalog Supplement
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Port Orchard,
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31919 - 6th Ave. S.
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**Everett
Campus**

(206)353-4888

199 E. Camino Rd.
Everett,
WA 98208

**ETON TECHNICAL INSTITUTE
COMPUTERIZED HEALTH RECORDS MANAGEMENT I
PROGRAM OUTLINE**

6 Week MODS
30 Weeks
36 Credits

H100	Patient Relations and Records	4.8
H102	Computer/Keyboard	2.4
H200	Medical Terminology	2.4
H201	Anatomy and Procedures	2.4
H202	Computer/Keyboard	2.4
H300	Health Accounting	4.8
H302	Computer/Keyboard	2.4
H400	Health Office Management	2.4
H401	Business Communications	2.4
H402	Computer/Keyboard	2.4
H500	Insurance, Coding, and Dental Terms	4.8
H502	Computer/Keyboard	2.4
Total Credit Hours		36.0

The number of weeks may vary depending on an individual's schedule. Each MOD is distinct and is not dependent on previous training.

Classes are scheduled Monday through Thursday for 30 weeks. Fridays will be "open" days with optional attendance for additional lab work. The lab will be supervised by a qualified teacher and may be used to make up attendance as stated in the attendance policy in the school catalog.

COURSE DESCRIPTIONS

H100 - Patient Relations and Records

This course emphasizes the importance of the health care receptionist. It defines the responsibilities and duties to the patient, documentation of treatment and visits, reception skills, and handling schedules and emergencies. Special emphasis is placed on understanding medication orders.

H200 - Medical Terminology

Accuracy is critical in the Medical field. This course teaches the student the vocabulary, the spelling and meanings needed for accurately recording patient history, medications, procedures and treatments.

H201 - Anatomy and Procedures

This course provides the student with an understanding and background in the anatomy and diagnostic procedures needed to accurately record patient data, medications, and treatment.

H300 - Health Accounting

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

H400 - Health Office Management

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

H401 - Business Communications

The focus of this class is on all forms of written communications between medical or dental offices, and suppliers, clients, or patients. Students learn proper formatting and compose, develop and edit business letters, memos and reports. English is reviewed from the viewpoint of the business office.

H500 - Insurance, Coding, and Dental Terms

This course is designed to clarify the processing of the many insurance forms used in today's health offices. Also, the student learns to handle third-party billing procedures and the insurance claims register. Included in this course is the study of Dental anatomy and terminology specifically used in the dental office.

H102, 202, 302, 402, 502 - Computer/Keyboard Applications

In a computer/keyboard setting each student is taken through a sequential learning process. This process includes keyboard development, ten-key by touch, word processing applications, medical software simulation, resume preparation and a final project simulation. Two periods each day are strictly devoted to computer/keyboard development.

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