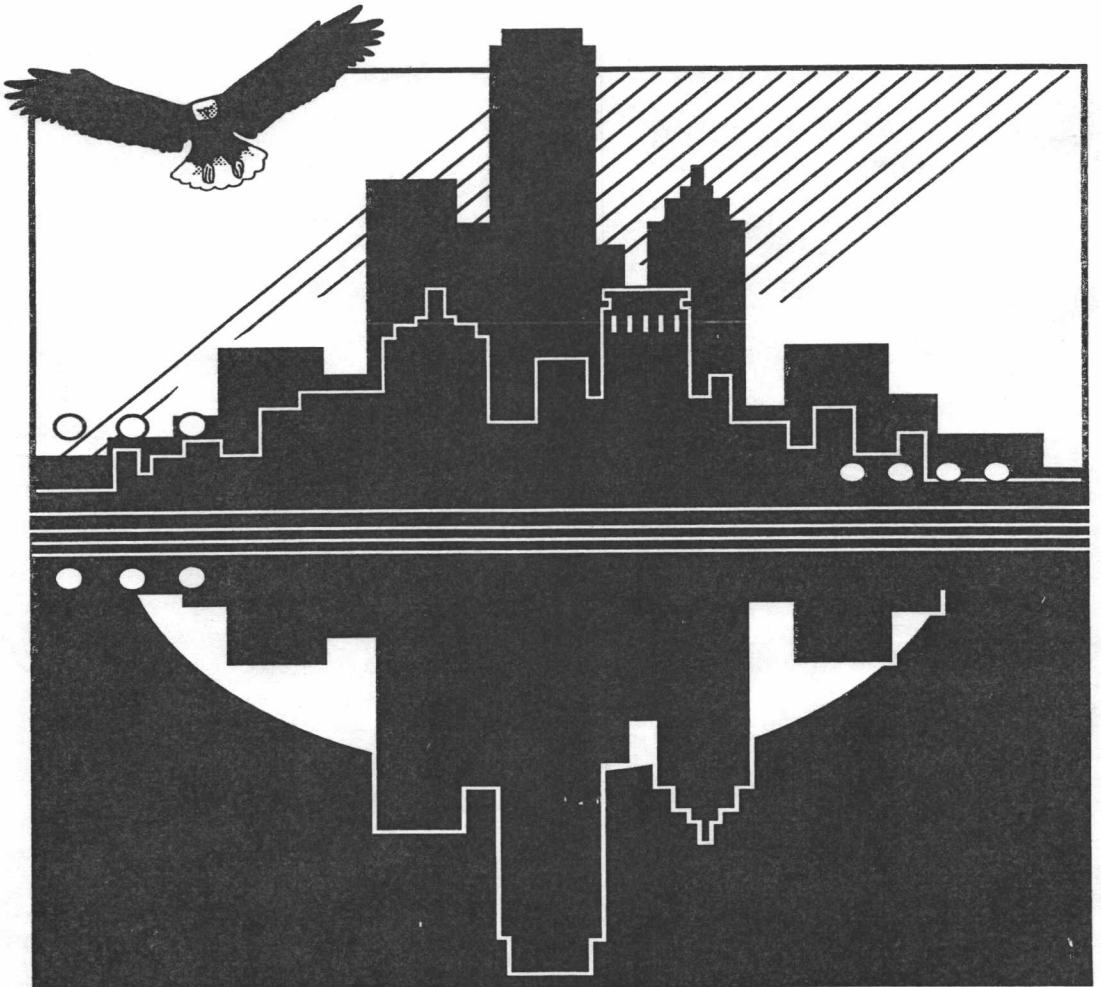




**...A Career College
71 Years of Student Service**



CATALOG VOL. X 1994-1995

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

ACCREDITATION AND MEMBERSHIPS

ETON TECHNICAL INSTITUTE
is accredited as a business school by the
Accrediting 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.

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

Port Orchard Campus

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

Federal Way Campus

(206)941-5800
31919-6th Ave S
Federal Way,
WA 98003

Everett Campus

(206)353-4888
209 E Casino Rd
Everett,
WA 98208

Administrative Offices

(206)621-1899
1516 Second Ave
Suite 410
Seattle,
WA 98101

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TECHNICAL INSTITUTE**

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ETON TECHNICAL INSTITUTE

ADMINISTRATION

ETON
TECHNICAL
INSTITUTE

Board of Directors

Joseph W. Edmonds	• Chairman of the Board/CEO
James K. Martin	• President
Bruce D. Berreth, Attorney at Law	• Secretary/Legal Counsel

Corporate Administration

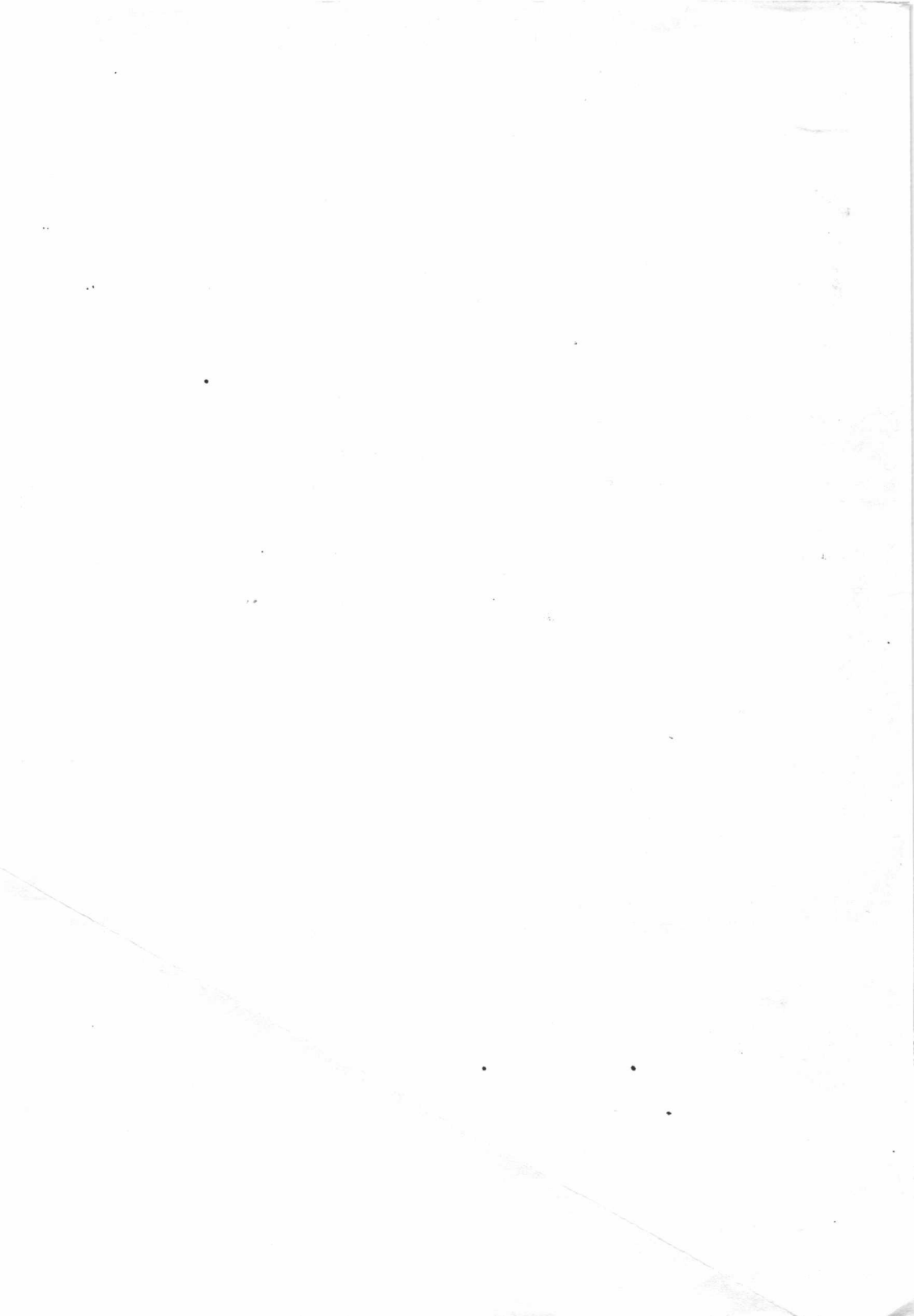
James K. Martin, B.S.	• President
Laura Parkins, B.S., M.S./Ed	• Vice President/Academics
Edward Tarry, B.A., M.B.A.	• Vice President/Operations
Cheryl Dedman, CPA	• Controller
Sally Collins	• Director of Financial Aid

Administrative Support

John Eyres, B.A., M/Ed.	• Administrative Assistant
Jill Amundson, B.A.	• Director of Student Records
Edward Klump, B.A., M.B.A.	• Assistant to the Vice President/Academics

Professional Allied Health Support

William Wahl, M.D.	• Consulting Physician
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STAFF AND FACULTY

- Susan Norcia, B.A., M.A., Bowling Green University • Executive Director
- Betty Heck, B.A., University of Washington • Academic Dean
- Debra Bedford, Medical Assistant, Pima Medical Institute
- Haryl Ferris, Medical Assistant, National Education Center,
Long Beach, California
- Luciano Figueroa, B.S., Georgia Washington University
- Gene Hasegawa, B.S., San Diego State University
- Angela Hoerner, Dental Assisting Diploma, American Institute of
Health Technology, Boise, Idaho
- Patricia Lunn, B.F.A., Eastern Michigan University
- Jo An Reynolds, A.A., Edmonds Community College
- Norman Sossong, Ph. D., M.D., University of Chicago
- Jan Rodak, B.S., University of Oregon • Graduate Services
- William Wahl, B.S., M.D., Loyola University, Consulting Physician

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 computers, IBM Selectric and Actionwriter typewriters, electronic calculators, along with medical and dental clinics, examination area and dental operatory equipment. The campus is conveniently located for transportation and parking.

OPERATING BACKGROUND

PHILOSOPY

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.

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

An applicant's first step is to confirm ETON advantages for him/herself. ETON wants applicants to feel comfortable, unpressured, and confident in their choices. Applicants should telephone the admissions office to schedule a personal appointment.

Port Orchard Admissions: (206) 479-3866
Federal Way Admissions: (206) 941-5800
Everett Admissions: (206) 353-4888

Nondiscrimination 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 Executive Director (of the campus involved) has been designated to coordinate inquiries regarding the nondiscrimination policies:

OR

If the Executive Director is involved in the situation or inquiry, the Vice President/Operations should then be contacted:

Vice President/Operations
1516 Second Ave., Suite 410
Seattle, WA 98101
(206) 621-1899

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 pre-entrance evaluation is required of all applicants.

ACADEMIC SCHEDULE

Full-time instruction is normally available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday with "open labs" and classrooms on Friday. Evening division classes meet between the hours of 5:30 and 10:00 p.m. Monday through Thursday. The school conducts classes comprised of ten 50-minute sessions. Classes are kept small at ETON to provide students with frequent access to instructors. Clinical classes are generally smaller depending upon the need for student and teacher interaction; instruction class size varies.

REGISTRATION

Registration for continuing 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

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

Full-Time Requirements

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

Student Advising

Each student is assigned a faculty advisor. The advisor 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, conduct, and/or procedures violations or continued unsatisfactory competency level or attendance. The school refund policy will apply to the student's previous attendance.

The student may be readmitted by making written request for and

attending an administrative hearing following the FIRST incident. Any subsequent termination will be without recourse (no re-entry).

Voluntary Termination

This process occurs when a student notifies the school in writing of his/her intent to withdraw. The school refund policy will apply to the previous attendance.

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 the student's official transcript of previous post-secondary education. Transfer credit is normally recognized from accredited institutions indicating passing coursework. A **maximum** of three (3) courses may be accepted by ETON at the discretion of the Vice President/Academics.

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 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.

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

- (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 the applicant cancels by midnight of the fifth day following enrollment (excluding Sundays and holidays).

TRANSFER CREDITS

TUITION AND REGISTRATION FEES

TUITION REFUND POLICY

-
- (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.
- (7) 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.
-

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 way possible. 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.

FEDERAL 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.

FEDERAL 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.

FEDERAL STAFFORD LOAN: Eligible students may borrow up to \$2,625 under this program. Interest rates on this loan are variable but cannot exceed 10%. There is a 7.5% guarantee/origination fee charged on each loan application. This fee will be deducted automatically from the loan proceeds. Repayment of the loan begins six months after the student discontinues full-time attendance--at the rate of approximately \$50 per month.

FEDERAL UNSUBSIDIZED STAFFORD LOAN: If a student does not qualify for the Federal Stafford Loan above, he/she can qualify for this loan. This loan can be used in combination with the Federal Stafford Loan up to the \$2,625 limit. However, the student is responsible for interest while in school and during the six-month grace period. Payment obligation of interest during this period of time is at the discretion of the lender. Interest may be paid monthly, or capitalized when the loan enters repayment. Repayment of the loan begins six months after the student discontinues full-time attendance--at the rate of approximately \$50 per month.

FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS), SUPPLEMENTAL LOAN FOR STUDENTS (SLS): Parents of dependent students can borrow funds for their child's education. The annual limit for the PLUS loan is the cost of education less any financial aid the student may receive. Independent students may also qualify to borrow up to \$4,000. The interest rate on the PLUS loan is variable and cannot exceed 10%. The interest rate on the SLS loan is variable and cannot exceed 11%. Repayment for PLUS borrowers begins within 60 days of the date the last disbursement is made. Repayment for SLS borrowers begins immediately 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
&
TITLE IV
PROGRAMS**

Any overpayment due to a student will be paid within thirty (30) days from the time all educational expense obligations have been met.

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. Federal Stafford Student Loan
- B. Federal Supplemental Loan for Students (SLS)/Federal Parent Loan For Undergraduate Students (PLUS)
- C. Federal Supplemental Educational Opportunity Grant (SEOG)
- D. Federal 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 lending institution in the name of the student.

In the event a student is given a cash (check) overpayment and it is later determined that such overpayment is an overpayment by virtue of the student having discontinued his/her course of study, having fallen behind a halftime 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 returns an overpayment to the school, the disbursement of that returned overpayment will be in accordance with federal regulations governing overpayments made to students, and in the same order as set forth under REFUNDS DUE TITLE IV PROGRAMS, above.

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 for success on the job. Graduate Services provides careful monitoring, encouragement, and support for graduates seeking employment. Graduates may return for employment assistance at any time.

**OVERPAYMENT
DUE STUDENT**

**STUDENT AND
GRADUATE
SERVICES**

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. Arrangements are made with the Executive Director. 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 coursework with a minimum passing grade of 2.0 and 85% attendance record. See the Programs of Study section for class and skill competency 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 are issued with the diploma upon program completion. Additional copies must be requested in writing by the student, and a \$2 fee per copy is required.

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 fifty (50) minutes. Credits are assigned courses on the following basis:

- 20 Instruction hours = 1 Quarter hour
- 30 Externship hours = 1 Quarter hour

CREDIT AND HOUR DEFINITIONS

RECORDS RELEASE POLICY

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

PRIVACY RIGHTS

Section 438 of the Family Educational Rights and Privacy Act requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the institution must obtain the written consent of the student before releasing personally identifiable information about him/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 Executive 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.

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 required at ETON TECHNICAL INSTITUTE are detailed in the Student Handbook.

ATTENDANCE

Attendance history is of primary importance to prospective employers. In recognition of this fact, the school requires students to maintain at least an 85% attendance rate, which is required for graduation.

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.

- 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 with the administration or instructor. ETON assumes no responsibility for providing makeup assistance for work missed due to unexcused absences. Three or more consecutive days of unexcused absences may subject the student to probation or dismissal.

LEAVE OF ABSENCE

A leave of absence may be granted for extraordinary reasons only. Students **must** apply to the Executive Director, **in writing prior to the requested leave**, stating the reason for the leave of absence. The Executive 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 include up to sixty (60) days **maximum**. A medical reason, verified by a physician in writing, allows the student up to **six (6) months** leave maximum. **However, THE Leave of Absence CANNOT be**

extended beyond the original leave end-date; this would be defined as an additional leave of absence.

DISCIPLINARY ACTION

Students who violate the school's rules of conduct will be referred to the Executive 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 among 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 Executive Director determines that action is necessary, the student may be placed on probation or terminated from classes.

- a. Probation is a period during which the student must improve the conditions that caused the disciplinary action.
- b. Termination removes the student from school permanently.

APPEAL PROCESS

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

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.

HONOR SOCIETY AWARDS

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

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 a diploma
2. Maintaining a minimum level of 2

3. Course work completed
4. Competent practical-skill development achieved in relation to objectives prescribed by the curriculum.

EVALUATION CRITERIA

ETON TECHNICAL INSTITUTE is a vocational training resource which provides qualified graduates with the specific entry-level skills to meet the demands of the changing job market.

ETON TECHNICAL INSTITUTE bases its rating system on course competencies. These competencies must be met by each student to a level commensurate with current employment needs.

Students are evaluated at the end of each of the program MODs. To maintain **Satisfactory Progress**, the student must maintain a cumulative attendance of 85% and a minimum level of 2.

The rating system is as follows:

- | | | |
|----------|------------|--|
| A | Level 4 | Student is highly competent and needs little or no supervision |
| B | Level 3 | Student is very competent, requires some supervision |
| C | Level 2 | Student is able to perform required competencies of the course at entry-level. |
| F | Level 1 | Student is unable to accomplish entry-level competencies of the course. Repetition is necessary. |
| I | Incomplete | Student has not completed the required competencies to Level 2. These requirements must be met within 30 days; failure to do so will result in a Level 1 and the class must be repeated. |

An Unsatisfactory or Level 1 evaluation for a class requires repeating the class when it is next offered in the normal schedule. The student will earn the higher of the original or repeat evaluation.

Cardiopulmonary Resuscitation (CPR) and Acquired Immune Deficiency Syndrome (AIDS) certification classes are evaluated on a Pass/Fail basis.

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

Students who fail to meet these requirements (either attendance and/or academic) will be placed on probation by the Executive Director for a period of not more than thirty (30) classdays. Students placed on probation must correct the deficiency(ies) within thirty (30) classdays to remain in good standing. Failure to correct the conditions of probation may remove the student from the status of "Satisfactory Progress", unless mitigating circumstances are determined to be the cause and is cause for dismissal

from school. Such action, including verification of mitigating circumstances, is at the sole discretion of the school and may result in the suspension of the student's financial aid eligibility. Loss of financial aid eligibility may be appealed in writing to the Director of Financial Aid. If the required corrective improvements are not accomplished within the thirty (30) day time-frame, involuntary termination automatically occurs.

An **INCOMPLETE** in a class is defined as "The student has not completed the academic requirements for the class by the end of the MOD due to lack of activity by the student" (absenteeism **is not** cause for an **incomplete**). The student receiving an incomplete **must** complete the requirements of that class within thirty (30) class days of the end date of the class; failure to do so will result in the earning of an **UNSATISFACTORY** (1.0) evaluation.

An **UNSATISFACTORY** evaluation for a class **or** a MOD (DA/MA students) must repeat the class/MOD when it is next offered in normal rotation. Retaking of the unsatisfactory class/MOD will earn the student the higher of the original or repeat evaluation.

If a student **withdraws or is terminated** from ETON, he/she will receive the course/program evaluations earned through the last evaluation period of attendance. The earned evaluations **and** credits will be applied to the student's continuing academic record upon return to ETON if the return to full student status is within six (6) months of the withdrawal/termination date.

Students may, if the need arises, utilize up to one and one-half the program length in attendance time for satisfactory completion of coursework (i.e. fifty-four [54] weeks for a thirty-six [36] week program). This would require permission of the Executive Director **after** consulting with the student and the faculty member(s) involved.

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 to prospective students. Those who are currently enrolled at the school are given the option to continue the current program or to change to the new program. Changes in tuition rates will not affect currently enrolled students.

CHANGES IN PROCEDURES

SUMMARY PROGRAMS OF STUDY

COMPUTERIZED BUSINESS MANAGEMENT	(36 weeks)
HEALTH OFFICE MANAGEMENT	(36 weeks)
DENTAL ASSISTANT	(37 weeks)
MEDICAL ASSISTANT	(37 weeks)

ALL PROGRAMS MAY NOT BE OFFERED ON ALL CAMPUSES.

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.

Classes are scheduled Monday through Thursday for thirty-six (36) weeks. Fridays are "open days" with optional attendance. This "open lab" will be supervised by a qualified teacher and may be used by students to make up absences as stated in the attendance policy.

EQUIPMENT

BUSINESS PROGRAMS

All of the Computerized Business courses are taught using compatible PC's with the nationally recognized software that is used widely in area businesses. Equipment available for student use includes:

- Computers
- Printers
- Typewriters
- Transcription Machines
- Calculators
- Copy Machines

ALLIED HEALTH PROGRAMS

Each campus has health equipment available including:

- Microscopes
- General Lab Equipment
- Sterilization Equipment
- EKG Machine
- Examination Tables
- Dental Chairs
- Instruments
- X-ray Equipment
- Autoclaves

BUSINESS PROGRAMS

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

		36 Weeks
		36 Credits
B111	Business Correspondence	1.2
B112	Introduction to Payroll and Taxes	1.2
B185	Keyboarding	1.2
C110	Introduction to DOS/Word Processing	2.4
B211	Accounting Fundamentals	2.4
B285	Keyboarding	1.2
C210	Spreadsheet I	2.4
B311	Modern Business	1.2
B312	Business English	1.2
B385	Keyboarding	1.2
C310	Desktop Publishing	2.4
B411	Professional Career Development	2.4
B485	Keyboarding	1.2
C410	Introduction to DOS/Windowing	2.4
B511	Office Procedures	1.2
B512	Business Math	1.2
B585	Ten-Key	1.2
C510	Database	2.4
B685	Keyboarding	1.2
B611	Human Resources	1.2
C610	Spreadsheet II	2.4
B612	Customer Service	1.2

Total Credit Hours 36.0

The number of weeks may vary depending on an individual's schedule.
Sequence is not implied. Order is for listing purposes only.

**HEALTH
OFFICE
MANAGEMENT**

Medical, dental and other health-related facilities require skilled personnel to handle the many aspects of health management from patient relations to computer operations. This thirty-six week program provides the basic skills necessary to enter this fast growing field.

		36 Weeks
		36 Credits
H110	Patient Relations	2.4
H113	Computer Applications*	2.4
H112	Keyboarding	1.2
H210	Anatomy, Procedures & Terminology	2.4
H213	Computer Applications*	2.4
H212	Keyboarding	1.2
H310	Health Accounting	2.4
H313	Computer Applications*	2.4
H312	Ten Key/Math	1.2
H410	Written Communications	2.4
H413	Computer Applications*	2.4
H412	Keyboarding	1.2
H510	Health Office Management	2.4
H513	Computer Applications*	2.4
H512	Keyboarding	1.2
H610	Insurance and Codin	2.4
H613	Computer Applications*	2.4
H612	Keyboarding	1.2

Total Credit Hours 36

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

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

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

BUSINESS COURSE DESCRIPTIONS

COMPUTERIZED BUSINESS MANAGEMENT

B111 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.

B112 Introduction to Payroll and Taxes

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

B185 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.

B211 Accounting Fundamentals

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

B285 Keyboarding

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

**BUSINESS
COURSE
DESCRIPTIONS**

**Computerized
Business
Management**

B311 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.

B312 Business English

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

B385 Keyboarding

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

B411 Professional Career Development

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

B485 Keyboarding

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

B511 Office Procedures

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

B512 Business Math

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

B585 Ten-Key

Students learn the proper positioning and ten-key techniques while reviewing and practicing various math applications. The emphasis is on accuracy and speed. Training on electric typewriter for tabs/margins and familiarization with this type of office equipment

C110 Introduction to DOS/Wordprocessing

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

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

C210 Spreadsheet I

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

C310 Desktop Publishing

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

C410 Introduction to DOS/Windowing

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

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

**BUSINESS
COURSE
DESCRIPTIONS**

**Computerized
Business
Management**

**Health Office
Management**

C510 Database

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

C610 Spreadsheet II

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

B611 Human Resources

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

B612 Customer Services

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

B685 Keyboarding

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

HEALTH OFFICE MANAGEMENT

H110 Patient Relations

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

H112 Keyboarding

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.

**BUSINESS
COURSE
DESCRIPTIONS**

**Health Office
Management**

H210 Anatomy, Procedures and Terminology

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

H212 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.

H310 Health Accounting

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

H312 Ten Key/Math

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

H410 Written Communications

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

H412 Keyboarding

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

**BUSINESS
COURSE
DESCRIPTIONS**

**Health Office
Management**

H510 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.

H512 Keyboarding

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

H610 Insurance and Coding

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

H612 Keyboarding

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

Computer Applications H113, H213, H313, H413, H513, H613

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

H001 Wordprocessing

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

H002 Spreadsheets

The use of spreadsheets in our current business environment is common. This class introduces the student to the power of Lotus 123, including screen layout, creating, and editing, functions and formulas.

H003 Computer Coding Applications

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

H004 Simulation Package

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

H005 Medical Transcription

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

**BUSINESS
COURSE
DESCRIPTION**

**Health Office
Management**

ALLIED HEALTH PROGRAMS

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 of dental assistants are also sought by dental schools, dental supply manufacturers, hospital dental departments, and insurance companies. Dental assistants have become an important part of the healthcare industry, and their responsibilities continue to grow.

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.

PROGRAM STRUCTURE

The Dental Assistant course is divided into six (6) 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.

Classes are scheduled Monday through Thursday for thirty-six (36) weeks. Fridays are "open" days with optional attendance. This "open lab" is supervised by a qualified teacher and may be used to make up attendance or for additional hands-on experience.

The daily schedule consists of physiology, related terminology, clinical practice, and basic office skills.

Certain skills are considered to be so critical for this profession that instruction and practice are included throughout the entire six (6) MOD program to ensure proficiency by each student. These critical skills include but are not limited to:

1. Chart Documentation
2. Instrument Nomenclature and Passing
3. Asepsis
4. Application of Fluorides and Sealants

Upon successful completion of the academic requirements, the graduate will participate in practical experience (Externship) in a healthcare facility. A minimum of twenty (20) hours of externship is required to graduate.

**DENTAL
ASSISTANT**

**36.6 Weeks
36.6 Credits**

DA111	Dental Structure and Development	1.2
DA112	Pedodontics	1.2
DA113	Patient Relations	1.2
DA114	Clinic I	2.4
DA211	Dental Instrumentation	1.2
DA212	Dental Lab Materials	1.2
DA213	Office Management	1.2
DA214	Clinic II	2.4
DA311	Fixed Prosthetics	1.2
DA312	Removable Prosthetics	1.2
DA313	Ethics and the Law	1.2
DA314	Clinic III	2.4
DA411	Nutrition	0.8
DA412	Periodontics	1.6
DA413	Office Dynamics	1.2
DA414	Clinic IV	2.4
DA511	Radiology	1.6
DA512	Emergencies in the Dental Office	0.8
DA513	Professional Development	1.2
DA514	Clinic V	2.4
DA611	Endodontics	1.2
DA612	Orthodontics and Oral Surgery	1.2
DA613	OSHA/AIDS	1.2
DA614	Clinic VI	2.4
DA711	Externship	0.6

Total Credit Hours 36.6

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

Training in CPR is scheduled on a regular basis.

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 entry-level medical positions and to advance to more responsible and rewarding positions.

PROGRAM STRUCTURE

The training program is divided into six (6) units called modules (MODS), and each is distinct. Students may enter the program at the beginning of any MOD and continue until all six are completed.

Classes are scheduled Monday through Thursday for thirty-six (36) weeks. Fridays are "open" days with optional attendance. This "open lab" is supervised by a qualified teacher and may be used to make up attendance or for additional hands-on experience.

The daily schedule consists of anatomy and physiology, related terminology, clinical practice and basic office skills.

Certain skills are considered to be so critical for this profession that instruction and practice are included throughout the entire six (6) 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

Upon successful completion of the academic requirements, the graduate will participate in practical experience (Externship) in a healthcare facility. A minimum of twenty (20) hours of externship is required for graduation.

**MEDICAL
ASSISTANT**

		36.6 Weeks
		36.6 Credits
MA111	Reproductive	1.2
MA112	Life Stages	1.2
MA113	Office Standards/Management	1.2
MA114	MA Clinic I	2.4
MA211	Cardiovascular	1.6
MA212	Hematology	0.8
MA213	Career Development/Medical Specialties	1.2
MA214	MA Clinic II	2.4
MA311	Musculoskeletal	1.6
MA312	Integumentary	0.8
MA313	Business Administration	1.2
MA314	MA Clinic III	2.4
MA411	The Digestive System/Nutrition	1.6
MA412	Endocrinology	0.8
MA413	OSHA/AIDS	1.2
MA414	MA Clinic IV	2.4
MA511	Neurology	1.6
MA512	Special Senses	0.8
MA513	Pharmacology	1.2
MA514	MA Clinic V	2.4
MA611	Immunology/Infectious Diseases	1.2
MA612	Respiratory/Urinary	1.2
MA613	Medical Emergencies & Safety	1.2
MA614	MA Clinic VI	2.4
MA715	Externship	0.6

Total Credit Hours 36.6

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

CPR training and special guest speakers are scheduled on a periodic basis during the 6-MOD cycle.

ALLIED HEALTH COURSE DESCRIPTIONS

DENTAL ASSISTANT

DA 111 Dental Structure and Development

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

DA 112 Pedodontics

This class deals with the development of teeth in all stages of human growth. Because dentistry causes fear in children, the students learn special techniques and behavior management in the small patient.

DA 113 Patient Relations

As a dental assistant, the student must learn to handle all aspects of patient care. This class includes patient scheduling, reception, documentation, instruction and follow-up techniques.

DA 114 Clinic I

Charting, patient handling, and instrumentation procedures are practiced.

DA 211 Dental Instrumentation

The instruments and equipment for use on a patient require study and skill. This class defines the instruments and handpiece functions and care as well as sterile techniques.

DA 212 Dental Lab Materials

In modern dentistry, the dental assistant must know various materials and their properties including rubber dam placement and matrix and wedge use. Four-handed dentistry is taught.

**ALLIED
HEALTH
COURSE
DESCRIPTIONS**

**Dental
Assistant**

DA 213 DA Office Management

Areas of responsibility in a dental front office are often assigned to the dental assistant. This class is designed to familiarize the student with administrative details. Included is the study of insurance forms and procedures, billing and collection, inventory and supply, as well as patient tracking.

DA 214 Clinic II

All aspects of four-handed dentistry and instrumentation are practiced.

DA 311 Fixed Prosthetics

The student studies the use of alginates, waxes, study-model impressions, and custom trays. Special consideration is given to the geriatric patient.

DA 312 Removable Prosthetics

Partials, upper and lower dentures, and flippers are some of the fittings and materials studied.

DA 313 Ethics and the Law

Within recent years, much attention has been given to the laws and regulations relating to dentistry. In this class, students learn their responsibilities, requirements, and standards of modern dentistry under the law.

DA 314 Clinic III

Hands-on fabrication and manipulation of dental equipment and materials are used.

DA 411 Nutrition

The study and selection of appropriate dietary items to optimize the body's functional status as it relates to dental health.

DA 412 Periodontics

The student will learn to present oral hygiene instructions to the patient. This course also includes periodontal dressings, surgeries, and post-operative procedures.

**ALLIED
HEALTH
COURSE
DESCRIPTIONS**

**Dental
Assistant**

DA 413 Office Dynamics

This course deals with personnel within the dental office environment. It includes both vertical and horizontal relationships within the personnel structure. Teamwork is emphasized as a necessary facet of the dental office environment.

DA 414 Clinic IV

Development of skills focusing on periodontics and the importance of nutrition.

DA 511 Radiology

Diagnostic value of dental radiology, the safety factors involved while using the radiography equipment and accuracy in measurement techniques are studied and mastered. The procedures of processing, mounting and reviewing film quality are introduced.

DA 512 Emergencies in the Dental Office

The student learns to identify normal and abnormal reactions to dental procedures. Special emergencies that can arise in a dental office is the subject of this class.

DA 513 Professional Development

Dentistry is growing and changing rapidly. This class assists each student to explore and develop the many facets of becoming a true dental professional. Included topics are: setting realistic goals, preparation for employment, development of team spirit and initiative, stress management, strategies for continued growth, and managing a career in the dental environment.

DA 514 Clinic IV

Competency and efficiency in all aspects of radiography and medical emergencies are developed.

DA 611 Endodontics

This class concentrates on all aspects of root canal and pulpotomy procedures.

DA 612 Orthodontics and Oral Surgery

Orthodontics (braces) is a vital part of family dentistry. In this course the student learns the usage of various orthodontic instruments and appliances. This class also includes the study of simple and complex surgery procedures, medication and suture removal.

**ALLIED
HEALTH
COURSE
DESCRIPTIONS**

**Dental
Assistant**

**Medical
Assistant**

DA 613 OSHA/AIDS

This seven hour AIDS orientation class meets the State requirements for dental assisting. The student is also introduced to the Federal and State regulations relating to sterilization, safety and especially blood-borne pathogens.

DA 614 Clinic V

Skills relating to the various types of dental specialties are developed.

DA 711 Externship

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

MEDICAL ASSISTANT

MA 111 Reproductive

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

MA 112 Life Stages

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

MA 113 Medical Standards and Ethics

As the field of medicine expands, regulations and laws must be known and carefully observed. This class assists the student to clarify and observe the many legal and ethical standards set by modern medical practice.

MA 114 MA Clinic I

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

**ALLIED
HEALTH
COURSE
DESCRIPTIONS**

**Medical
Assistant**

MA 211 Cardiovascular

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

MA 212 Hematology

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

MA 213 Career Development/Medical Specialties

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

MA 214 MA Clinic II

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

MA 311 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 class.

MA 312 Integumentary

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

MA 313 MA Business Administration

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

**ALLIED
HEALTH
COURSE
DESCRIPTIONS**

**Medical
Assistant**

MA 314 MA Clinic III

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

MA 411 The Digestive System/Nutrition

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

MA 412 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 413 OSHA/AIDS

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

MA 414 MA Clinic IV

Gastrointestinal and Endocrine system procedures are studied.

MA 511 Neurology

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 512 Special Senses

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

**ALLIED
HEALTH
COURSE
DESCRIPTIONS**

**Medical
Assistant**

MA 513 Pharmacology

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. This course assists the MA with systems and procedures for handling the various medications.

MA 514 MA Clinic V

Clinical experience relating to the neurology and the special senses systems and accurately calculating dosages and measurements are part of this important MOD.

MA 611 Immunology / Infectious Diseases

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

MA 612 Respiratory / Urinary

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

MA 613 Medical Emergencies / Safety

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

MA 614 MA Clinic VI

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

Externship

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

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CALENDAR

CALENDAR

Start and End Dates 1994 -1995

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

Holidays

	1994	1995
New Year's Day	01-03-94	01-02-95
Martin Luther King Day	01-17-94	01-16-95
President's Day	02-21-94	02-20-95
Teacher-in-Service	03-11-94	03-10-95
Spring Break	04-04/04-08	04-03/04-07
Memorial Day	05-30-94	05-29-95
Teacher-in-Service	06-10-94	06-09-95
Independence Day	07-04-94	07-04-95
Labor Day	09-05-94	09-04-95
Teacher-in-Service	09-23-94	08-18-95
Columbus Day	10-10-94	10-09-95
Veterans's Day	11-11-94	11-13-95
Thanksgiving	11-24/11-25	11-23/11-24
Teacher-in-Service	12-09-94	12-01-95
Christmas Holiday	12-19/01-01-95	12-18/01-01-96

