

# ETON TECHNICAL INSTITUTE

**1998 CATALOG**  
VOLUME XV

A TRADITION OF QUALITY CAREER TRAINING SINCE 1922  
76TH ANNIVERSARY

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Publishing Date December 31, 1997  
Revised November, 1997  
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Effective Date: January 1, 1998

# CATALOG ERRATA

## PAGE 5 ADMISSIONS REQUIREMENTS

2. Add after first sentence: High School students may apply for conditional acceptance and be tested for admission prior to graduation. Students must pay a registration fee of \$100 to process their application. Enrollment is contingent upon receipt of a high school diploma or an equivalent G.E.D. Special scholarships are available to recent high school graduates and G.E.D. recipients through the Eton Foundation.

## PAGE 6 HOURS OF OPERATION

### SCHOOL

| Program   | Morning Session                           | Afternoon Session  | Evening Session                           |
|-----------|---|--------------------|---|
| MA,DA,COA | 8:00-12:00 p.m. M-F                       | 1:00-5:00 p.m. M-F | 5:30-10:30 p.m. M-Th                      |
| PhT       | 8:00-01:00 p.m. M-Th<br>8:00-12:00 p.m. F |                    | 5:30-10:30 p.m. M-Th<br>5:30-09:30 p.m. F |

## REPLACES PAGES 44-46

### ADMINISTRATION AND LEGAL CONTROL

#### BOARD OF DIRECTORS

|                   |                       |
|-------------------|-----------------------|
| Joseph W. Edmonds | Chairman of the Board |
| Bruce D. Berreth  | Director              |

#### CORPORATE ADMINISTRATION

|                    |  |
|--------------------|--|
| Joseph W. Edmonds  | CEO/President                              |
| Jeffrey Felix      | Vice President of Operations               |
| Ted Girgus         | Vice President of Marketing and Admissions |
| Wallace Wright     | CFO/Controller                             |
| Bente Berg         | Executive Assistant                        |
| -                  | Academic Dean                              |
| Jeanette McClellan | Director of Financial Aid                  |
| Rochelle Paulino   | Financial Aid Assistant                    |
| Diane Keck         | Registrar                                  |
| Winnie Ng          | Senior Accountant                          |
| Kristi Marino      | Accounts Receivable Manager                |
| -                  | Accounts Payable & Payroll Manager         |
| Suzanne Polites    | Director of Information Services           |
| Wardee Bruce       | Courier/Maintenance Manager                |

#### PORT ORCHARD CAMPUS ADMINISTRATION

|               |  |
|---------------|--|
| Tommy Gores   | Executive Director                             |
| Ann E. Garner | Director of Social Services/Assistant Director |

#### FEDERAL WAY CAMPUS ADMINISTRATION

|                  |  |
|------------------|--|
| Edmond L. Dalia  | Executive Director                               |
| Natalie Erickson | Director of Academic Services/Assistant Director |

#### EVERETT CAMPUS ADMINISTRATION

|                  |  |
|------------------|--|
| Joe Meek         | Executive Director                               |
| Stacey Lillquist | Director of Academic Services/Assistant Director |

#### SHAREHOLDERS

Mr. Joseph W. Edmonds is the sole stockholder of Bremerton Business College, Inc., dba Eton Technical Institute



## PORT ORCHARD CAMPUS DIRECTORY

### CAMPUS ADMINISTRATION

|               |  |
|---------------|--|
| Tommy Gores   | Executive Director                             |
| Ann E. Garner | Director of Social Services/Assistant Director |
| Karen Simpson | Director of Academic Services                  |
| Scott Mooney  | Director of Graduate Services                  |
| Lena Demmick  | Financial Aid Officer                          |
| John Faraca   | Admissions Representative                      |
| Jerry Rook    | Admissions Representative                      |
| Sue Ashcroft  | Front Office Administrator                     |
| Bob Wells     | Front Office Administrator                     |

### FACULTY – PHARMACY TECHNICIAN PROGRAM

|                                   |                          |
|-----------------------------------|--------------------------|
| Mark Banzon, Ph.A.                | Lead Pharmacy Instructor |
| Washington State University, B.A. |                          |
| Eton Technical Institute          |                          |

- Pharmacy Instructor

### FACULTY – COMPUTERIZED OFFICE ADMINISTRATION

|                                   |                          |
|-----------------------------------|--------------------------|
| Lee Weissenfels                   | Lead Business Instructor |
| Lewis & Clark State College, B.S. |                          |

|                                |                     |
|--------------------------------|---------------------|
| Dianne Welzbacker              | Business Instructor |
| University of Washington, B.A. |                     |

|                       |                     |
|-----------------------|---------------------|
| Dan Zabecki           | Business Instructor |
| St. Leo College, B.A. |                     |

### FACULTY – MEDICAL ASSISTANT PROGRAM

|                     |                         |
|---------------------|-------------------------|
| Lisa Cook, RMA, CMA | Lead Medical Instructor |
| Apollo College      |                         |

|                          |                    |
|--------------------------|--------------------|
| Barbara Egerdahl, MA     | Medical Instructor |
| Eton Technical Institute |                    |

|                                  |                    |
|----------------------------------|--------------------|
| Terry May, MA                    | Medical Instructor |
| Naval Undersea Medical Institute |                    |

|                     |                    |
|---------------------|--------------------|
| Becky Jo Bealer, MA | Medical Instructor |
| Apollo College      |                    |

|               |                       |
|---------------|-----------------------|
| Michael Cavin | Medical Lab Assistant |
|---------------|-----------------------|

### FACULTY – DENTAL ASSISTANT PROGRAM

|                       |                        |
|-----------------------|------------------------|
| Trent Knief           | Lead Dental Instructor |
| Regents College, B.A. |                        |

|   |                   |
|---|-------------------|
| Tina Born   | Dental Instructor |
| Southern California Regional<br>Occupational Center |                   |

|                          |                    |
|--------------------------|--------------------|
| Don Hornbeck, D.D.S.     | Consulting Dentist |
| University of Washington |                    |



## FEDERAL WAY CAMPUS DIRECTORY

### CAMPUS ADMINISTRATION

|                      |  |
|----------------------|--|
| Edmond L. Dalia      | Executive Director                               |
| Natalie Erickson     | Director of Academic Services/Assistant Director |
| Rita Dierck          | Director of Social Services                      |
| -                    | Director of Graduate Services                    |
| Kerry Neville-Miller | Financial Aid Officer                            |
| Susie Nielsen        | Financial Aid Officer                            |
| Len Arenas           | Admissions Representative                        |
| Laurie Crowston      | Admissions Representative                        |
| Susan Fawcett        | Admissions Representative                        |
| Tiffany Durgan       | Front Office Administrator                       |
| Christine Barker     | Front Office Administrator                       |

### FACULTY – PHARMACY TECHNICIAN PROGRAM

Timothy Allen, Ph.A., R.C.      Lead Pharmacy Instructor  
Academy of Health Sciences  
University of Southern Illinois, B.A.

James Widner, Ph.A.      Pharmacy Instructor  
Academy of Health Sciences

### FACULTY – COMPUTERIZED OFFICE ADMINISTRATION

Vance Graham      Lead Business Instructor  
Seattle Pacific University, B.A.

Jesse Chavez      Business Instructor  
Regis University, B.S.

Kirk Doughton      Business Instructor  
University of Oregon, B.S.

### FACULTY – MEDICAL ASSISTANT PROGRAM

Tamara Ivan, CMA      Lead Medical Instructor  
University of South Carolina, B.A.

Nettie Bell, CMA      Medical Instructor  
National Education Center

Alisa Loosveldt, CMA      Medical Instructor  
Clover Park Vocational College

Marlene Heath, MA      Medical Instructor  
Eton Technical Institute

Sandy Stewart, MA      Medical Instructor  
Eton Technical Institute

### FACULTY – DENTAL ASSISTANT PROGRAM

Connie Terry, CDA      Lead Dental Instructor  
Academy of Allied Health

Michael Smith, DA      Dental Instructor  
Clover Park Vocational College

Cynthia Thomas, DA      Dental Instructor  
Dental Assisting Schools of America

Dr. Donald Swanson, D.D.S.      Consulting Dentist





## EVERETT CAMPUS DIRECTORY

### CAMPUS ADMINISTRATION

|                        |  |
|------------------------|--|
| Joe Meek               | Executive Director                               |
| Stacey Lillquist       | Director of Academic Services/Assistant Director |
| Catherine Schellenberg | Director of Social Services                      |
| Susan Eriksen          | Director of Graduate Services                    |
| Jamie Boode            | Financial Aid Officer                            |
| Ambrose Herrera        | Admissions Representative                        |
| Ron Smith              | Admissions Representative                        |
| Lanette Riehl          | Front Office Administrator                       |
| Michelle Golder        | Front Office Administrator                       |

### FACULTY – PHARMACY TECHNICIAN PROGRAM

|                           |                          |
|---------------------------|--------------------------|
| Kristi Jones, Ph.A., R.C. | Lead Pharmacy Instructor |
|---------------------------|--------------------------|

North Seattle Community College

|                 |                     |
|-----------------|---------------------|
| Tim Ross, Ph.A. | Pharmacy Instructor |
|-----------------|---------------------|

Eton Technical Institute

### FACULTY – COMPUTERIZED OFFICE ADMINISTRATION

|                 |                          |
|-----------------|--------------------------|
| Toni Willoughby | Lead Business Instructor |
|-----------------|--------------------------|

Seattle University, MA.Ed

|                |                     |
|----------------|---------------------|
| Shawn Rohrbach | Business Instructor |
|----------------|---------------------|

Seminary Christ the King, B.A.

|              |               |
|--------------|---------------|
| John Kincaid | Lab Assistant |
|--------------|---------------|

Eton Technical Institute

### FACULTY – MEDICAL ASSISTANT PROGRAM

|                    |                         |
|--------------------|-------------------------|
| Louie Figueroa, PA | Lead Medical Instructor |
|--------------------|-------------------------|

George Washington University, B.S.  
University of Washington PA Program

|                  |                    |
|------------------|--------------------|
| Gerry Landes, MA | Medical Instructor |
|------------------|--------------------|

Northwest College for Medical Assistants

|                |                    |
|----------------|--------------------|
| Gail Burns, MA | Medical Instructor |
|----------------|--------------------|

Eton Technical Institute

### FACULTY – DENTAL ASSISTANT PROGRAM

|                       |                        |
|-----------------------|------------------------|
| Darlene Hunziker, RDA | Lead Dental Instructor |
|-----------------------|------------------------|

National Education Center

|                |                   |
|----------------|-------------------|
| Michelle Conto | Dental Instructor |
|----------------|-------------------|

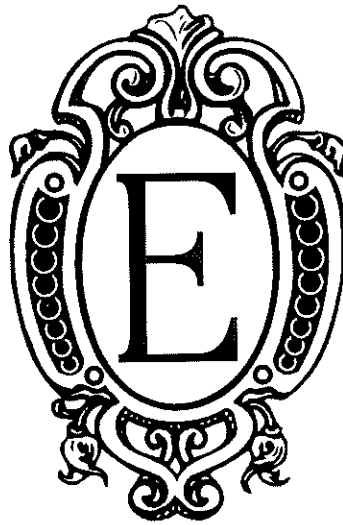
U.S. Navy DTA School

|            |                   |
|------------|-------------------|
| Cathi Cole | Dental Instructor |
|------------|-------------------|

Edmonds Community College, ATA

|            |                    |
|------------|--------------------|
| Alma Lynch | Consulting Dentist |
|------------|--------------------|





ETON TECHNICAL INSTITUTE



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## **ABOUT ETON TECHNICAL INSTITUTE**

### **Accreditation, Approvals and Memberships**

**ETON TECHNICAL INSTITUTE IS ACCREDITED AS A BUSINESS SCHOOL BY:**

ACICS (Accrediting Council for Independent Colleges and Schools)  
750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
(202) 336.6780

**THE MEDICAL ASSISTANT PROGRAM IS ACCREDITED BY:**

ABHES (Accrediting Bureau of Health Education Schools)  
2700 South Quincy Street, Suite 210  
Arlington, Virginia 22206  
(703) 998.1200

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

The college does not imply, promise, or guarantee that it will maintain affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to the students. The Executive Director of each campus will be happy to discuss present accreditation, approvals, and issues with individual students.

### **MEMBERSHIPS**

Silverdale Chamber of Commerce  
Federal Way Chamber of Commerce  
Everett Chamber of Commerce  
Port Orchard Chamber of Commerce  
South West King County Chamber of Commerce  
U.S. Chamber of Commerce  
NAHCS National Association of Health Career Schools  
NASFAA National Association of Student Financial Aid Administrators  
WAFAA Washington Association of Financial Aid Administrators  
WASFAA Western Association of Student Financial Aid Administrators  
WFPVS Washington Federation of Private Vocational Schools  
Better Business Bureau

This School is Licensed as a Private Vocational School Under chapter 28C.10 RCW

Inquiries or complaints regarding this or any other Private Vocational School may be made to:

Workforce Training and Education Coordinating Board  
Building 17, Airdustrial Park, P.O. Box 43105  
Olympia, WA 98504-3105 (360) 753-5662

Publication date of this catalog is December 31, 1997

### **Advisory Board**

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

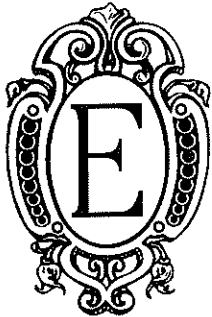
## **Approvals**

United States Department of Education

United States Department of Justice, Immigration and Naturalization Division

Washington State Board of Pharmacy

Eton Technical Institute is approved for the enrollment of veterans



## **A Message from the President**

Since 1922, Eton Technical Institute has been helping students to reach their career objectives. Our quality educational programs, combined with our caring attention to students' needs, ensure that Eton graduates are well prepared. Whether you are beginning a business program or are entering the allied health field, you are taking a positive step toward achieving your life goals.

Today's job market demands sharp skills and specialized education and training. At Eton, we recognize that students need to enter the workforce trained and ready for change and continual professional growth. As a student at Eton, you will spend the next several months working to acquire the knowledge, skills, and approach necessary to excel in the workplace.

Your success depends on your dedication and your willingness to try new things and develop new habits. The administration, the faculty, the staff, and your fellow students are here to support and help you as you take this step toward a better future. We care about you, and consider ourselves your partner in success.

Your education at Eton Technical Institute prepares you to enter into and prosper in the dynamic world of work. Congratulations on your decision to invest in yourself by choosing a course of study at Eton. We look forward to working together to enable you to realize your dreams.

A handwritten signature in black ink, appearing to read 'J. Edmonds', written in a cursive style.

Joseph Edmonds  
CEO/President

## Mission Statement

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

## Institutional Objectives

- To encourage our students to become contributing members of their communities.
- To provide job-relevant career training to all qualified students.
- To maintain our faculty, equipment, and teaching methods within the standards set forth by the State of Washington, the Department of Education, the Accrediting Council for Independent Colleges and Schools, the Accrediting Bureau of Health Education Schools and the various college associations and regulating agencies.
- To provide the community with specialized personnel for employment in entry-level positions.
- To provide placement assistance to all graduates throughout their career in the field for which they were trained.
- To continually provide professional development training to faculty and staff members.

## School History and Description

**1922–1998 Academic Excellence With Individual Attention**

- 1922** Eton Technical Institute was founded by W.B. Barger, and established as Bremerton Business College to serve the Bremerton and the Kitsap Peninsula area.
- 1962** Bremerton Business College was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985.
- 1985** Mr. Joseph W. Edmonds acquired Bremerton Business College and took the trade name (doing business as) Eton Business College. In July of 1985, Eton Business College opened a campus in Seattle. The following June 1986, Puget Sound Institute of Technology was acquired with extensions in Everett, Federal Way, and Seattle.
- 1986** The main campus of Eton moved to new facilities in Port Orchard where the school spent its first 64 years. In July 1986, Travel Central was purchased. In September 1986, the second campus opened in Federal Way. In May 1987, the third campus opened in Everett.
- 1987** Eton Business College was changed to Eton Technical Institute.
- Today** Eton has three campuses throughout the Puget Sound area offering quality career training in allied health and business professions.

### PORT ORCHARD CAMPUS

Occupies approximately 30,000 square feet on 5+ acres. It consists of four lecture classrooms, four clinical laboratories and two computer labs.

### FEDERAL WAY CAMPUS

Occupies approximately 15,000 square feet on 2+ acres. It consists of five lecture classrooms, four clinical laboratories and two computer labs.

### EVERETT CAMPUS

Occupies approximately 15,000 square feet containing three lecture classrooms, four clinical laboratories and two computer labs.

## **ADMISSIONS INFORMATION**

### **Application for Admissions**

#### **LOCATIONS**

Eton Technical Institute  
3649 Frontage Road  
Port Orchard, WA 98367  
(360) 479.3866

Eton Technical Institute  
31919 Sixth Avenue South  
Federal Way, WA 98003  
(253) 941.5800

Eton Technical Institute  
209 East Casino Road  
Everett, WA 98208  
(425) 353.4888

### **Administrative Office**

Office of the CEO / President  
2101 Fourth Avenue, Suite 1300  
Seattle, WA 98121  
(206) 269.6397

### **Admission Procedures**

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

Following the interview, the applicant completes a college entrance exam. The entrance exam confirms to the applicant his/her readiness to pursue a college-level career training program. The student should then complete an application for admission and an enrollment agreement.

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

### **Admission Requirements**

1. Admission to Eton Technical Institute requires a satisfactory score on the entrance exam.
2. A high school diploma or an equivalent G.E.D. is required for all applicants. Students are responsible for requesting an official transcript showing graduation from high school or a G.E.D.
3. A copy of all academic and financial aid transcripts, if applicable, is required in the student's first module, by the 30th day, for the student to continue enrollment.
4. Applicants interested in the Medical and Dental Assistant programs are required to complete a Hepatitis B immunization series prior to field work and/or externship.
5. Applicants interested in the Pharmacy Assistant program are required to complete a Washington State Patrol background check prior to start day. (Students can be admitted pending a delay in the background check, but if the report comes back with drug or alcohol convictions, the student will be withdrawn and will not be readmitted.)

## PROGRAMS OF STUDY

### Academic Calendar 1998

| Programs Start | Modules End  |
|----------------|--------------|
| January 20     | February 27  |
| March 2        | April 10     |
| April 13       | May 22       |
| May 26         | July 2       |
| July 6         | August 14    |
| August 17      | September 25 |
| September 28   | November 6   |
| November 9     | December 18  |

### Student Holidays

|                        |                                   |
|------------------------|-----------------------------------|
| New Year's Day         | January 1                         |
| Martin Luther King Day | January 19                        |
| Teacher In-Service     | February 2                        |
| Memorial Day           | May 25                            |
| Teacher In-Service     | June 5                            |
| Independence Day       | July 3                            |
| Labor Day              | September 7                       |
| Teacher In-Service     | October 16                        |
| Veteran's Day          | November 11                       |
| Thanksgiving           | November 26-27                    |
| Christmas Holiday      | December 21 to<br>January 3, 1999 |

### Hours of Operation

|   |   |                          |  |
|---|---|--------------------------|--|
| <b>OFFICE</b>                             |   |                          |  |
| 7:30 a.m. to 10:00 p.m. (Monday–Thursday) |   |                          |  |
| 7:30 a.m. to 9:00 p.m. (Friday)           |   |                          |  |
| <b>SCHOOL</b>                             |   |                          |  |
| <b>Program</b>                            | <b>Morning Session</b>                    | <b>Afternoon Session</b> | <b>Evening Session</b>                   |
| MA, DA, COA                               | 8:00–11:50 a.m. M–F                       | 1:00–4:50 p.m. M–F       | 5:30–10:00 p.m. M–Th                     |
| PhA                                       | 8:00–12:45 p.m. M–Th<br>8:00–11:50 a.m. F |                          | 5:30–10:00 p.m. M–Th<br>5:30–9:00 p.m. F |

**Program Tuition & Fees**

**MEDICAL ASSISTANT**

|  |                |
|--|----------------|
| Tuition . . . . .                                  | 6,915          |
| Registration . . . . .                             | 100            |
| Lab Fees . . . . .                                 | 975            |
| Other Costs (Books, Uniforms, NCMA Test) . . . . . | 438            |
| <b>Total Program Cost . . . . .</b>                | <b>\$8,428</b> |

**DENTAL ASSISTANT**

|  |                |
|--|----------------|
| Tuition . . . . .                                  | 6,873          |
| Registration . . . . .                             | 100            |
| Lab fees . . . . .                                 | 1,120          |
| Other Costs (Books, Uniforms, NCDA Test) . . . . . | 335            |
| <b>Total Program Cost . . . . .</b>                | <b>\$8,428</b> |

**PHARMACY TECHNICIAN**

|                                     |                |
|-------------------------------------|----------------|
| Tuition . . . . .                   | 7,505          |
| Registration . . . . .              | 100            |
| Lab Fees . . . . .                  | 350            |
| Other (Books, Uniforms) . . . . .   | 375            |
| <b>Total Program Cost . . . . .</b> | <b>\$8,330</b> |

**COMPUTERIZED OFFICE ADMINISTRATION (HEALTH)**

|                                     |                |
|-------------------------------------|----------------|
| Tuition . . . . .                   | 6,570          |
| Registration . . . . .              | 100            |
| Lab Fees . . . . .                  | 250            |
| Other (Books, NCMOA Test) . . . . . | 580            |
| <b>Total Program Cost . . . . .</b> | <b>\$7,500</b> |

**COMPUTERIZED OFFICE ADMINISTRATION (BUSINESS)**

|                                     |                |
|-------------------------------------|----------------|
| Tuition . . . . .                   | 6,655          |
| Registration . . . . .              | 100            |
| Lab Fees . . . . .                  | 250            |
| Other (Books) . . . . .             | 495            |
| <b>Total Program Cost . . . . .</b> | <b>\$7,500</b> |

Refunds are based on a percentage of the Total Program Cost in accordance with applicable regulations promulgated by the Department of Education, and the State of Washington, and are not based on an itemization or proration of the individual components of the Total Program Cost.

*Note:*

Program Costs are evaluated annually, any changes will be implemented January 1. Any changes made will not pertain to students who enroll prior to that date.

Portions of the Total Program Cost for each of the above programs have been allocated to categories applicable to each program. These allocations are estimates and have been provided for informational purposes only. While the exact amount of these allocations is dependent upon factors which are continually subject to change, these changes will not result in a change in Total Program Cost.

## Tuition and Methods of Payment

The college quotes standard tuition prices for each program offered. Arrangements for payment of tuition and fees must be made in advance of the first day of class. The college charges the student's account for tuition at the beginning of the student's first academic year. Tuition and fees are provided in the catalog. Should there be a change in tuition or fees, it will be provided in a current insert which will be considered part of this catalog. Inserts contain current information to keep the student up to date.

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

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

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

The college does not provide room and board but will assist the student in identifying available housing in the area.

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

## Self Payment Plans

Eton Technical Institute offers all students a 10% discount on their total tuition, if the entire tuition is paid within the first week of classes. Payment with Visa or MasterCard is accepted.

Eton Technical Institute also offers the students the opportunity to make monthly payments, interest free, to the college for the period of their enrollment for their program of study. The full amount of the payment plan must be paid on or before his/her last date of attendance.

Eton Technical Institute reserves the right to terminate the student's enrollment if he/she fails to meet his/her financial obligations. The college also reserves the right to withhold all official documents such as academic transcripts, grades and diplomas should the student become delinquent in any payments due to the college.

## Alternative Loan Programs

At a student's request, Eton will arrange application for loans with one or more private lenders whose services are tailored specifically to student loans. Students will contract directly and exclusively with private lenders upon meeting lender's criteria for loan qualification.

## Scholarships

Eton Technical offers a scholarship program to students who have been enrolled at least two modules in a program of study at the School.

### DIRECTOR'S SCHOLARSHIP

\$1,000 to be applied toward payment of tuition. Four scholarships awarded per year at each campus.

Eligibility: Students must demonstrate 95% attendance and a GPA of at least 3.8. Qualified students should pick up an application packet and complete all necessary information and return it to the Director of Academic Services.

Deadlines for submitting completed applications are March 2, June 1, September 1 and December 1, 1998.

### PRESIDENT'S SCHOLARSHIP

\$2,000 to be applied toward payment of tuition. Four scholarships awarded per year. Eligibility: Students who are recipients of the Director's Scholarship are automatically eligible for consideration.

Selection process conducted by the President of the college.

### THE ETON FOUNDATION

The Eton Foundation is a 501(c)(3) non-profit organization. One of the Foundation's missions is "to provide scholarships and other assistance to individuals who have made a commitment to achieving career training in order to significantly and positively change the course of their lives."

For more information about the Eton Foundation, scholarships offered and the application process, please contact the Executive Director or the Assistant Director of your campus.



## Medical Assistant

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

### MAJOR EQUIPMENT

|                                   |                             |                            |
|-----------------------------------|-----------------------------|----------------------------|
| Autoclave                         | Centrifuge                  | Blood Chemistry Analyzer   |
| EKG Machine                       | Examination Tables          | Dual Training Stethoscopes |
| Dual Training Microscopes         | Mayo Stands                 | Sphygnomanometers          |
| Surgical Instruments              | Anatomical Skeleton         | Venipuncture Equipment     |
| Reference Library                 | Simulated Medication Dosing | Training Maniquins         |
| Multiple Thermometer Measurements | Fully OSHA / WISHA Equipped |                            |

### PROGRAM OUTLINE

Diploma Program – 41.3 Credits – Extern Required: 160 Hours – Program Length: 44 Weeks

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

| COURSES                        |  | CREDITS     |
|--------------------------------|--|-------------|
| MA 111                         | Reproductive / Life Stages . . . . .                               | 2.4         |
| MA 113                         | Office Standards . . . . .   | 1.2         |
| MA 114                         | MA Clinic I . . . . .  | 2.4         |
| MA 211                         | Cardiovascular / Hematology . . . . .                              | 2.4         |
| MA 213                         | Medical Specialties . . . . .                                      | 1.2         |
| MA 214                         | MA Clinic II . . . . .   | 2.4         |
| MA 311                         | Musculoskeletal / Integumentary . . . . .                          | 2.4         |
| MA 313                         | Business Administration . . . . .                                  | 1.2         |
| MA 314                         | MA Clinic III . . . . .  | 2.4         |
| MA 411                         | The Digestive System / Nutrition / Endocrinology . . . . .         | 2.4         |
| MA 413                         | OSHA/AIDS . . . . .  | 1.2         |
| MA 414                         | MA Clinic IV . . . . .   | 2.4         |
| MA 511                         | Neurology / Special Senses . . . . .                               | 2.4         |
| MA 513                         | Pharmacology . . . . .   | 1.2         |
| MA 514                         | MA Clinic V . . . . .  | 2.4         |
| MA 611                         | Immunology / Infectious Diseases / Respiratory / Urinary . . . . . | 2.4         |
| MA 613                         | Medical Emergencies and Safety . . . . .                           | 1.2         |
| MA 614                         | MA Clinic VI . . . . .   | 2.4         |
| MA 715                         | Extern 160 hours eight weeks maximum . . . . .                     | 5.3         |
| MA 000                         | Field Work Experience Elective . . . . .                           | 0.0         |
| <b>TOTAL CREDITS . . . . .</b> |  | <b>41.3</b> |

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

**MEDICAL ASSISTANT COURSE DESCRIPTIONS**

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

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

Levels A, C, and E cover the following:

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

|        |  |            |
|--------|--|------------|
| MA 111 | <p><b>Reproductive</b> . . . . . 1.2</p> <p>The basic structures, functions, and pathological conditions of the male and female reproductive systems are studied.</p> <p><b>Life Stages</b> . . . . . 1.2</p> <p>In this class the student learns the ever changing stages of life starting with fetal development and progressing through the pediatric years to adulthood.</p>   | 1.2        |
| MA 113 | <p><b>Office Standards</b> . . . . . 1.2</p> <p>This class incorporates the many legal and ethical standards set by modern medical practice.</p>   | 1.2        |
| MA 114 | <p><b>MA Clinic I</b> . . . . . 2.4</p> <p>The student practices applications of various tests and skills relating to the reproductive systems including urinalysis, pregnancy testing, pelvic exam preparation, and sterile procedures. This also includes injections, vitals, and venipuncture.</p>  | 2.4        |
| MA 211 | <p><b>Cardiovascular</b> . . . . . 1.6</p> <p>Nutrients are distributed to the body through systems: from the cells, waste products are removed, the organs then communicate with each other in the form of hormonal control via the body's blood stream. The circulatory system (both heart and vascular components) by which the blood is disseminated to the body is investigated.</p> <p><b>Hematology</b> . . . . . 0.8</p> <p>The study of blood is emphasized here with discussion of the components and the usage of blood in testing.</p> | 1.6<br>0.8 |
| MA 213 | <p><b>Medical Specialties</b> . . . . . 1.2</p> <p>By selecting the medical profession, the student has begun an exciting expanding career. Students are encouraged to continue expanding their horizons in this vast field. Time is allotted for the different aspects of medical specialties.</p>  | 1.2        |
| MA 214 | <p><b>Clinic II</b> . . . . . 2.4</p> <p>Students practice skills such as phlebotomy, blood pressure readings, testing, sed-rate testing, glucose levels, mono spot testing, vitals, injections, venipuncture, and other circulatory system lab procedures.</p>  | 2.4        |

|        |  |            |
|--------|--|------------|
| MA 311 | <p><b>Musculoskeletal / Integumentary</b> . . . . . 2.4</p> <p>The emphasis of this class is on the subject of a bony structure called the skeleton and its movement abilities, muscles. These two systems comprise the organ systems that are emphasized in this class.</p>   | 2.4        |
| MA 313 | <p><b>Business Administration</b> . . . . . 1.2</p> <p>The Medical Assistant is often called upon to perform front office duties. In this class the student learns basic procedures and skills for handling the paper flow, including insurance coding, scheduling, and billing.</p>   | 1.2        |
| MA 314 | <p><b>MA Clinic III</b> . . . . . 2.4</p> <p>Procedures relating to the skeletal, muscular, and integumentary systems are practiced. Care of burns as well as dressing and bandaging of various musculoskeletal injury sites are practiced. Injections, vitals, and venipuncture are included.</p>   | 2.4        |
| MA 411 | <p><b>The Digestive System / Nutrition</b> . . . . . 1.6</p> <p>The digestive system brings various foods and nutrients to the body where they are broken down into a usable form. The selection of appropriate dietary items to optimize the body's functional status is the study of nutrition in this class.</p> <p><b>Endocrinology</b> . . . . . 0.8</p> <p>This class studies hormones, which act as regulators in the body, that are dependent upon the circulatory system for transportation through the body.</p> | 1.6<br>0.8 |
| MA 413 | <p><b>OSHA / AIDS</b> . . . . . 1.2</p> <p>An introduction to the Federal and State regulations relating to blood-borne pathogens and other OSHA standards are studied as they relate to the role of the Medical Assistant. A seven-hour AIDS orientation required by the State of Washington is also included.</p>  | 1.2        |
| MA 414 | <p><b>MA Clinic IV</b> . . . . . 2.4</p> <p>Instrument identification, sterile trays, bandage, asepsis, injections, cold chemical disinfecting, and hemocult are covered. This class also includes injections, vitals, and venipuncture.</p>   | 2.4        |
| MA 511 | <p><b>Neurology</b> . . . . . 1.6</p> <p>The nervous system acts as a communication and control center for the body. The special senses and nervous system are presented in this course.</p> <p><b>Special Senses</b> . . . . . 0.8</p> <p>The following special senses will be studied: vision, hearing, taste, smell, and balance.</p>   | 1.6<br>0.8 |
| MA 513 | <p><b>Pharmacology</b> . . . . . 1.2</p> <p>Because of the profound impact medications have upon the practice of medicine, time is devoted to a study of the principles of pharmacology as it relates to the Medical Assistant. This course assists the MA with systems and procedures for handling the various medications.</p>   | 1.2        |
| MA 514 | <p><b>MA Clinic V</b> . . . . . 2.4</p> <p>EKG, eye, and ear irrigation and instillation are practiced. This class also includes injections, vitals, and venipuncture.</p>   | 2.4        |

|               |   |     |
|---------------|---|-----|
| <b>MA 611</b> | <b>Immunology / Infectious Diseases / Respiratory / Urinary</b> . . . . .   | 2.4 |
|               | The defense of our body from a continuous barrage of potential disease-causing sources in the immune system. How infecting agents cause the disease process and what is the outcome, are studied in this class.   |     |
| <b>MA 613</b> | <b>Medical Emergencies and Safety</b> . . . . .   | 1.2 |
|               | In this unit the student is presented with the basics of aseptics, sterilization, CPR, first aid, and radiation safety.   |     |
| <b>MA 614</b> | <b>MA Clinic VI</b> . . . . .   | 2.4 |
|               | Procedures relating to the respiratory and urinary systems are practiced. This class also includes injections, vitals and venipuncture.   |     |
| <b>MA 715</b> | <b>Extern – 160 Hours – Eight Weeks</b> . . . . .   | 5.3 |
|               | Upon successful completion of the program, each student is required to complete an externship of 160 hours, during an eight-week period of time. This is a very important part of the student's education and allows the student the opportunity to apply his/her new skills in a medical facility supervised by qualified personnel.   |     |
| <b>MA 000</b> | <b>Field Work Experience Elective</b> . . . . .   | 0.0 |
|               | Students who are in their second module or higher with a cumulative GPA of 3.00 or above, an attendance average of 90% or higher and who have started their hepatitis B immunization series, may choose to develop a field work relationship with a physician or clinic in the community. Initially this involves weekly observations in the clinic until the student's skills increase to a level that allows him/her to start assisting in the office on a limited basis. This provides the student with a gradual progression of responsibility, development in the clinical environment, and prepares him/her for the extern experience. Students interested in this field work experience need to see their instructor for program guidelines and paperwork. An award is given to students who have fulfilled all the field work prerequisites and who have completed 20 or more field work hours during one module. Volunteer positions at various clinics, labs and/or hospitals may be considered field work and must be discussed with and approved by the instructor. |     |

Career Day is part of program. (See page 28.)

## Dental Assistant

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

### MAJOR EQUIPMENT

|                    |               |               |
|--------------------|---------------|---------------|
| Operatory Chairs   | X-ray Machine | Vacuum Former |
| Perio Processor    | Lathe         | Model Trimmer |
| Dexter             | Autoclave     | Handpieces    |
| Ultrasonic Cleaner | Typodonts     |               |

### PROGRAM OUTLINE

Diploma Program – 41.3 Credits – Extern Required: 160 Hours – Program Length: 44 Weeks

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

| COURSES              |  | CREDITS     |
|----------------------|--|-------------|
| DA 111               | Dental Structure and Development / Tooth Morphology . . . . .        | 2.4         |
| DA 113               | The Special Needs Patient . . . . .                                  | 1.2         |
| DA 114               | DA Clinic I . . . . .  | 2.4         |
| DA 211               | Operative Dentistry / Instrumentation . . . . .                      | 2.4         |
| DA 213               | Office Administration . . . . .                                      | 1.2         |
| DA 214               | DA Clinic II . . . . .   | 2.4         |
| DA 311               | Fixed Prosthodontics / Removable Prosthodontics . . . . .            | 2.4         |
| DA 313               | Ethics and the Law . . . . .   | 1.2         |
| DA 314               | DA Clinic III . . . . .  | 2.4         |
| DA 411               | Prevention and Periodontics / OSHA . . . . .                         | 2.4         |
| DA 413               | Office Dynamics . . . . .  | 1.2         |
| DA 414               | DA Clinic IV . . . . .   | 2.4         |
| DA 511               | Radiology / Emergencies in the Dental Office . . . . .               | 2.4         |
| DA 513               | Oral Pathology . . . . .   | 1.2         |
| DA 514               | DA Clinic V . . . . .  | 2.4         |
| DA 611               | Endodontics / Orthodontics / Oral Surgery and Pain Control . . . . . | 2.4         |
| DA 613               | AIDS/ Hepatitis . . . . .  | 1.2         |
| DA 614               | DA Clinic VI . . . . .   | 2.4         |
| DA 715               | Extern – 160 Hours – Eight Weeks Maximum . . . . .                   | 5.3         |
| DA 000               | Field Work Experience Elective . . . . .                             | 41.3        |
| <b>TOTAL CREDITS</b> |  | <b>41.3</b> |

DENTAL ASSISTANT COURSE DESCRIPTIONS

|        |   |     |
|--------|---|-----|
| DA 111 | <b>Dental Structure and Development / Tooth Morphology</b> . . . . . 2.4<br>Teeth development and formation, head and neck anatomy, occlusions, and major muscles of mastication are studied. The class focuses on recognizing and defining teeth, the anatomy of the mouth, understanding how the tooth surfaces are labeled, and how the universal numbering system is used in dentistry. | 2.4 |
| DA 113 | <b>The Special Needs Patient</b> . . . . . 1.2<br>This class studies how to care for patients who have special needs; the elderly, children, and the mentally handicapped.  | 1.2 |
| DA 114 | <b>DA Clinic I</b> . . . . . 2.4<br>This lab will focus on charting examination appointments, documentation of procedures, review of basic assisting skills, oral hygiene skills, and techniques designed to work with children.  | 2.4 |
| DA 211 | <b>Operative Dentistry / Instrumentation</b> . . . . . 2.4<br>Students develop an understanding of the basic restorative procedures and knowledge when assisting the dentist. This includes material comprehension, instrument ordering, and equipment operation.   | 2.4 |
| DA 213 | <b>Office Administration</b> . . . . . 1.2<br>This class explores the various elements in managing an office: knowledge of dental forms, scheduling, and reception skills to support the office manager.  | 1.2 |
| DA 214 | <b>DA Clinic II</b> . . . . . 2.4<br>The practice of "four-handed dentistry" requires attention, concentration, knowledge of instruments, materials, skill procedures, and confidence. This course provides guidance and practice of the many techniques essential for being a successful dental assistant.   | 2.4 |
| DA 311 | <b>Fixed Prosthodontics</b> . . . . . 1.2<br>The student studies the utilization of alginates, waxes, impressions and custom trays, as they relate to crown and bridge work. The "four-handed dentist" concept is studied in order to assist the dentist with equipment, instruments and materials, in crown and bridge preparation.  | 1.2 |
|        | <b>Removable Prosthodontics</b> . . . . . 1.2<br>Students develop an understanding of the effects and limitations of removable prosthodontics. Full dentures, partials, and flippers are studied with a focus on how they are constructed. The assistant's role in removing prosthodontics is also covered.   | 1.2 |
| DA 313 | <b>Ethics and the Law</b> . . . . . 1.2<br>An assistant's knowledge of the laws and regulations relating to dentistry is vital in his/her career. During this class the student develops an awareness of the current laws and learns the concept of risk management.  | 1.2 |
| DA 314 | <b>DA Clinic III</b> . . . . . 2.4<br>The student studies the types, functions, purposes, and materials of fixed prosthodontics. In this course students practice assisting the doctor during fixed and removable prosthodontics procedures in a clinic setting.  | 2.4 |

|        |   |     |
|--------|---|-----|
| DA 411 | <p><b>Prevention and Periodontics / OSHA</b> . . . . . 1.2</p> <p>This course offers a basic understanding of what periodontal disease is, how it can be prevented, and how a nutritious diet and the right home care can reduce patient risks. Basic treatment and prevention of gum disease will be covered.</p> <p><b>OSHA</b> . . . . . 1.2</p> <p>This course teaches the principles of infection control and why it is important. It covers subjects such as: handling of infectious waste, accident prevention, hazardous material protocol, and how to put together a federal MSDS mandate book.</p>  | 1.2 |
| DA 413 | <p><b>Office Dynamics</b> . . . . . 1.2</p> <p>This course focuses on relationships with your co-workers and employer. Communication skills, stress management, anger management, and conflict resolution are some of the areas this class will explore.</p>  | 1.2 |
| DA 414 | <p><b>DA Clinic IV</b> . . . . . 2.4</p> <p>Pertaining to the field of Periodontics, the student will learn the instrumentation used at chairside: how to complete a coronal polish and oral hygiene instructions, healthy gum characteristics, and early detection of the onset of periodontal disease.</p>  | 2.4 |
| DA 511 | <p><b>Radiology</b> . . . . . 1.2</p> <p>The students will learn about radiation safety and how to protect themselves and patients from over-exposure. This course also focuses on practical radiology skills expected of the assistant such as bite-wings, full mouth x-rays, and periapical x-rays. The student also learns the different film sizes and how to mount x-rays.</p> <p><b>Emergencies in the Dental Office</b> . . . . . 1.2</p> <p>The students will learn how to identify normal and abnormal reactions to dental procedures. They will learn protocol for handling emergencies and life threatening situations such as; items needed in the office first aid box, what OSHA requires for office emergency documentation, as well as Healthcare Provider CPR.</p> | 1.2 |
| DA 513 | <p><b>Oral Pathology</b> . . . . . 1.2</p> <p>Dental assistants provide a vital role in oral health care, and often see the patient in a triage situation prior to the dentist's oral examination. The student will learn a basic understanding of common oral lesions and pathology which will help them understand oral conditions and facilitate communications with the doctor and patient.</p>   | 1.2 |
| DA 514 | <p><b>DA Clinic V</b> . . . . . 2.4</p> <p>The student will practice in all areas of radiology: bite-wings, PA's, full mouth x-rays, processing methods, film duplicating, film labeling and mounting. The student will learn to take patient vital signs, blood pressures, and health histories. The legal ramifications of health history issues are included.</p>  | 2.4 |

|        |  |     |
|--------|--|-----|
| DA 611 | <p><b>Endodontics / Orthodontics</b> . . . . . 1.2</p> <p>Endodontics and orthodontics are two concentrations in the field of dentistry. The student will learn instrumentation, theory, and the "four-handed dentistry" techniques.</p> <p><b>Oral Surgery and Pain Control</b> . . . . . 1.2</p> <p>This course includes types of oral surgeries performed in the dental and oral surgery office. The student will learn the instrumentation and basic surgery procedures to assist the dentist. Medications and legalities involved with surgery patients are included.</p>   | 1.2 |
| DA 613 | <p><b>AIDS / Hepatitis</b> . . . . . 1.2</p> <p>This course educates students on AIDS, the immune system and hepatitis. The student studies how diseases are transmitted, statistics of transmission to the health care worker, how to work safely on infected patients, and how to develop compassion and support for the infected patient.</p>   | 1.2 |
| DA 614 | <p><b>DA Clinic VI</b> . . . . . 2.4</p> <p>Skills relating the various types of dental specialties are developed: chairside procedures, instrumentation and needed materials.</p>   | 2.4 |
| DA 715 | <p><b>Extern – 160 Hours – Eight Weeks</b> . . . . . 5.3</p> <p>Upon successful completion of the program each student is required to complete an externship of 160 hours within a time period of eight weeks. This is a very important part of the student's education and allows the student the opportunity to apply his/her new skills in a clinical office setting.</p>   | 5.3 |
| DA 000 | <p><b>Field Work Experience Elective</b> . . . . . 0.0</p> <p>Students who are in their second module or higher, with a cumulative GPA of 3.00 or above, and attendance average of 90% or higher and who have started their hepatitis B immunization series, MMR vaccine, current tetanus vaccine, and current TB test, may choose to develop a field work relationship with a dentist in the community. Initially this involves weekly observations in the clinic until the student's skills increase to a level that allows him/her to start assisting in the office on a limited basis. This provides the students with a gradual progression of responsibility, development in the clinical environment, and prepares them for the extern experience. Students interested in this field work experience need to see their instructor for program guidelines and paperwork.</p> | 0.0 |

Career Day is part of program. (See page 28.)



## Pharmacy Technician

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

### MAJOR EQUIPMENT

|              |                   |                    |
|--------------|-------------------|--------------------|
| Laminar Hood | Heat Press Sealer | Computers/Printers |
| Typewriters  | Cash Register     | Scales             |
| Weights      | Ten Keys          |                    |

### PROGRAM OUTLINE

Diploma Program – 51.2 Credits – Hospital and Retail Extern Required: 240 Hours – Program Length: 44 Weeks  
Students can enter the program at the beginning of any module and proceed forward.

| COURSES |   | CREDITS |
|---------|---|---------|
| PH 141  | Anatomy & Physiology I . . . . .                    | 1.2     |
| PH 142  | Washington State Pharmacy Law I . . . . .           | 0.6     |
| PH 143  | Pharmacology / Drug Classifications I . . . . .     | 1.2     |
| PH 144  | Prescriptions & Medication Orders . . . . .         | 1.2     |
| PH 145  | Pharmacy Lab I . . . . .                            | 2.4     |
| PH 146  | Pharmaceutical Calculations . . . . .               | 0.6     |
| PH 241  | Anatomy & Physiology II . . . . .                   | 1.2     |
| PH 242  | Washington State Pharmacy Law II . . . . .          | 0.6     |
| PH 243  | Pharmacology / Drug Classifications II . . . . .    | 1.2     |
| PH 244  | Introduction to Computers . . . . .                 | 1.2     |
| PH 245  | Pharmacy Lab II . . . . .                           | 2.4     |
| PH 246  | General Principles of Pharmacology . . . . .        | 0.6     |
| PH 341  | Anatomy & Physiology III . . . . .                  | 1.2     |
| PH 342  | Washington State Pharmacy Law III . . . . .         | 0.6     |
| PH 343  | Pharmacology / Drug Classifications III . . . . .   | 1.2     |
| PH 344  | Materials Management . . . . .                      | 1.2     |
| PH 345  | Pharmacy Lab III . . . . .                          | 2.4     |
| PH 346  | Pharmaceutical Calculations . . . . .               | 0.6     |
| PH 441  | Anatomy & Physiology IV . . . . .                   | 1.2     |
| PH 442  | Pharmaceutical Calculations . . . . .               | 0.6     |
| PH 443  | Pharmacology / Drug Classifications IV . . . . .    | 1.2     |
| PH 444  | Parenteral Admixture Services . . . . .             | 1.2     |
| PH 445  | Pharmacy Lab IV . . . . .                           | 2.4     |
| PH 446  | Clerical Procedures . . . . .                       | 0.6     |
| PH 541  | Anatomy & Physiology V . . . . .                    | 1.2     |
| PH 542  | Basic Microbiology / HIV / AIDS Awareness . . . . . | 1.2     |
| PH 543  | Pharmacology / Drug Classifications V . . . . .     | 1.2     |
| PH 544  | Pharmaceutical Calculations . . . . .               | 0.6     |
| PH 545  | Pharmacy Lab V . . . . .                            | 2.4     |
| PH 546  | Human Relations/Communication Skills . . . . .      | 0.6     |

|                                |  |             |
|--------------------------------|--|-------------|
| PH 641                         | Anatomy & Physiology VI . . . . .                            | 1.2         |
| PH 642                         | Federal Pharmacy Law . . . . .                               | 0.6         |
| PH 643                         | Pharmacology / Drug Classifications VI . . . . .             | 1.2         |
| PH 644                         | Pharmacy Specialties / Pharmaceutical Calculations . . . . . | 1.2         |
| PH 645                         | Pharmacy Lab VI . . . . .                                    | 2.4         |
| PH 646                         | Manufacturing & Repackaging . . . . .                        | 0.6         |
| PH 700                         | Hospital Extern . . . . .                                    | 4.0         |
| PH 710                         | Retail Extern . . . . .                                      | 4.0         |
| <b>TOTAL CREDITS . . . . .</b> |  | <b>51.2</b> |

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

**PHARMACY TECHNICIAN COURSE DESCRIPTIONS**

The Washington State Department of Health regulation WAC 246-901 requires the following criteria in order to obtain certification as a Level A Pharmacy Technician:

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

|               |  |     |
|---------------|--|-----|
| <b>PH 141</b> | <b>Anatomy &amp; Physiology I</b> . . . . .  | 1.2 |
|               | The focus of this course provides the student with an overview of the body systems with additional information on medical specialties and pharmacology. This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be basic word structure, pharmacology, terms pertaining to the body as a whole, and suffixes. |     |
| <b>PH 142</b> | <b>Washington State Pharmacy Law I</b> . . . . .   | 0.6 |
|               | In this course students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.  |     |
| <b>PH 143</b> | <b>Pharmacology / Drug Classifications I</b> . . . . .   | 1.2 |
|               | The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications and patient side effects. Each course will apply to a specific group of drugs.   |     |
| <b>PH 144</b> | <b>Prescriptions &amp; Medication Orders</b> . . . . .   | 1.2 |
|               | Familiarization with all phases of prescription and medication processing is the goal of this course. This includes label and prescription requirements, profile management, manually filling prescriptions, medication orders and retrieving and interpreting prescriptions.  |     |
| <b>PH 145</b> | <b>Pharmacy Lab I</b> . . . . .  | 2.4 |
|               | This course provides each student with teacher directed practicum, skill applications, and theory development relevant to the current module.  |     |
| <b>PH 146</b> | <b>Pharmaceutical Calculations</b> . . . . .   | 0.6 |
|               | In this course students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportion; as they pertain to pharmacy practice. This course will concentrate on systems of measurement used in pharmacy practice (apothecary, household, metric, pediatric and intravenous calculations).   |     |

|        |   |
|--------|---|
| PH 241 | <p><b>Anatomy &amp; Physiology II</b> . . . . . 1.2</p> <p>This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be prefixes and the male and female reproductive systems.</p> |
| PH 242 | <p><b>Washington State Pharmacy Law II</b> . . . . . 0.6</p> <p>In this course the students will learn responsibilities, requirements, and standards, mandated by the Washington State Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAS and RCW laws.</p>  |
| PH 243 | <p><b>Pharmacology / Drug Classifications II</b> . . . . . 1.2</p> <p>The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications and patient side effects. Each course will apply to a specific group of drugs.</p>  |
| PH 244 | <p><b>Introduction to Computers</b> . . . . . 1.2</p> <p>In this course the student has the opportunity to learn applications of software as they pertain to pharmacy practice. The practicum allows the student to become familiar with the use of computer hardware. Skill at keyboard operations is the focus of this class and development of these skills takes practice and application.</p>  |
| PH 245 | <p><b>Pharmacy Lab II</b> . . . . . 2.4</p> <p>This course provides each student with teacher directed practicum, skill applications, and theory development relevant to the current module.</p>  |
| PH 246 | <p><b>General Principles of Pharmacology</b> . . . . . 0.6</p> <p>This course provides an overview of pharmacology, drug sources, dosage forms, drug standards, drug names, and drug actions and reactions.</p>   |
| PH 341 | <p><b>Anatomy &amp; Physiology III</b> . . . . . 1.2</p> <p>This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests and abbreviations pertinent to each system. Topics to be covered in this module will be cardiovascular, blood, and the digestive system.</p>       |
| PH 342 | <p><b>Washington State Pharmacy Law III</b> . . . . . 0.6</p> <p>In this course students will learn responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.</p>  |
| PH 343 | <p><b>Pharmacology / Drug Classifications III</b> . . . . . 1.2</p> <p>The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications and patient side effects. Each course will apply to a specific group of drugs.</p>   |

|        |   |     |
|--------|---|-----|
| PH 344 | <p><b>Materials Management</b> . . . . . 1.2</p> <p>The focus of this course will be the management of pharmaceuticals, procurement, drug storage and control, packaging and repackaging requirements, recapture and disposal of medications, and quality control.</p>  | 1.2 |
| PH 345 | <p><b>Pharmacy Lab III</b> . . . . . 2.4</p> <p>This course provides each student with teacher directed practicum, skill applications and theory development relevant to the current module.</p>  | 2.4 |
| PH 346 | <p><b>Pharmaceutical Calculations</b> . . . . . 0.6</p> <p>In this course students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportions , and system of measurement as they pertain to pharmacy practice. This course will focus on pediatric and intravenous calculations as they relate to the practice of pharmacy.</p>  | 0.6 |
| PH 441 | <p><b>Anatomy &amp; Physiology IV</b> . . . . . 1.2</p> <p>This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be the respiratory system, nervous system, and the lymphatic-immune system.</p> | 1.2 |
| PH 442 | <p><b>Pharmaceutical Calculations</b> . . . . . 0.6</p> <p>In this course students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportions as they pertain to pharmacy practice. The course will focus on systems of measurement, pediatric calculations, and an introduction to compounding calculations as they pertain to pharmacy practice.</p>  | 0.6 |
| PH 443 | <p><b>Pharmacology / Drug Classifications IV</b> . . . . . 1.2</p> <p>The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications, and patient side effects. Each course will apply to a specific group of drugs.</p>   | 1.2 |
| PH 444 | <p><b>Parenteral Admixture Services</b> . . . . . 1.2</p> <p>The students will learn the principles of asepsis as it applies to the preparation of intravenous drug administration systems and parenteral nutrition product. Topics include: chemotherapy, amineplastic preparations and safety precautions, types of I.V. administration sets, and associated equipment.</p>   | 1.2 |
| PH 445 | <p><b>Pharmacy Lab IV</b> . . . . . 2.4</p> <p>This course provides each student with teacher directed practicum, skill applications and theory development relevant to the current module.</p>   | 2.4 |
| PH 446 | <p><b>Clerical Procedures</b> . . . . . 0.6</p> <p>The focus of this course is on non-technical aspects of working in the pharmacy, including ten-key, typing, adding machines, inventory, third party billing, record-keeping, and operation of a cash register and other office equipment.</p>  | 0.6 |

|        |  |
|--------|--|
| PH 541 | <p><b>Anatomy &amp; Physiology V</b> . . . . . 1.2</p> <p>This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be the endocrine system, skin, and oncology.</p>                               |
| PH 542 | <p><b>Basic Microbiology / HIV / AIDS Awareness</b> . . . . . 1.2</p> <p>This course provides students with a basic understanding of Microbiology, body, defenses, and infectious diseases. This course also provides HIV/AIDS awareness training for the Health Care Worker as required by the Department of Health.</p>  |
| PH 543 | <p><b>Pharmacology / Drug Classifications V</b> . . . . . 1.2</p> <p>The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications and patient side effects. Each course will apply to a specific group of drugs.</p>  |
| PH 544 | <p><b>Pharmaceutical Calculations</b> . . . . . 0.6</p> <p>In this course students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportions as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to stock solution preparations and pure solution preparations.</p>  |
| PH 545 | <p><b>Pharmacy Lab V</b> . . . . . 2.4</p> <p>This course provides each student with teacher directed practicum, skill applications and theory development relevant to the current module.</p>   |
| PH 546 | <p><b>Human Relations / Communication Skills</b> . . . . . 0.6</p> <p>This course will focus on dealing with personal issues within the work environment, including the need for teamwork. Emphasis is placed on telephone technique, relations, verbal and written communication, and customer service.</p>   |
| PH 641 | <p><b>Anatomy &amp; Physiology VI</b> . . . . . 1.2</p> <p>This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be the musculoskeletal system, the sense organs, and psychiatry.</p> |
| PH 642 | <p><b>Federal Pharmacy Law</b> . . . . . 0.6</p> <p>Students will learn responsibilities, requirements, and standards mandated by the United States Drug Enforcement Administration and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.</p>  |
| PH 643 | <p><b>Pharmacology / Drug Classifications VI</b> . . . . . 1.2</p> <p>The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications, and patient side effects. Each course will apply to a specific group of drugs.</p>  |

|        |  |     |
|--------|--|-----|
| PH 644 | <p><b>Pharmacy Specialties / Pharmaceutical Calculations</b> . . . . . 1.2</p> <p>This course is divided in two parts, the first part students will be introduced to the different branches of pharmacy practice, and the role of the pharmacy technician and on how it applies to each part. The second part the students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportions as they pertain to pharmacy practice. Students will learn how to solve pharmaceutical calculations pertaining to compounding of medications.</p> | 1.2 |
| PH 645 | <p><b>Pharmacy Lab VI</b> . . . . . 2.4</p> <p>This course provides each student with teacher directed practicum, skill applications, and theory development relevant to the current module.</p>   | 2.4 |
| PH 646 | <p><b>Manufacturing &amp; Repackaging</b> . . . . . 0.6</p> <p>The focus of the course is the manufacturing techniques, regulations and equipment used in compounding pharmaceuticals.</p>   | 0.6 |
| PH 700 | <p><b>Hospital Extern – 120 Hours – Four Weeks</b> . . . . . 4.0</p> <p>Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship, within a four week period of time, in a hospital pharmacy setting.</p>  | 4.0 |
| PH 710 | <p><b>Retail Extern – 120 Hours – Four Weeks</b> . . . . . 4.0</p> <p>Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship, within a four week period of time, in a retail pharmacy setting.</p>  | 4.0 |

Career Day is part of program. (See page 28.)

## Computerized Office Administration

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

### MAJOR EQUIPMENT

Computers  
Printers

Ten-key Calculators

Transcription Machines

### PROGRAM OUTLINE

Diploma Program – 36 Credits – No Extern Required – Program Length: 36 Weeks  
Students can enter the program at the beginning of any module and proceed forward.  
Business and Health office emphasis are in modules one and four.

| COURSES              |   | CREDITS             |
|----------------------|---|---------------------|
| OA 111               | Keyboarding ✓   | 1.2                 |
| BA 110               | Small Business Management ✓                                   | <b>Business</b> 2.4 |
| BA 112               | Spreadsheets I ✓  | <b>Business</b> 2.4 |
| HA 110               | Medical Office Procedures/Insurance and Coding                | <b>Health</b> 2.4   |
| HA 112               | Computer Applications and Health Office Simulation            | <b>Health</b> 2.4   |
| OA 210               | Office Procedures ✓   | 2.4                 |
| OA 211               | Keyboarding ✓   | 1.2                 |
| OA 212               | Word Processing I ✓   | 2.4                 |
| OA 310               | Automated Accounting Applications – Accounting Fundamentals ✓ | 2.4                 |
| OA 311               | Keyboarding   | 1.2                 |
| OA 312               | Operating Systems   | 2.4                 |
| OA 411               | Keyboarding ✓   | 1.2                 |
| BA 410               | Business Mathematics ✓  | <b>Business</b> 2.4 |
| BA 412               | Spreadsheets II ✓   | <b>Business</b> 2.4 |
| HA 410               | Medical Terminology   | <b>Health</b> 2.4   |
| HA 412               | Computer Applications and Health Office Simulation            | <b>Health</b> 2.4   |
| OA 510               | Accounting Fundamentals – Automated Accounting Applications ✓ | 2.4                 |
| OA 511               | Ten-Key ✓   | 1.2                 |
| OA 512               | Database Management   | 2.4                 |
| OA 610               | Business Communications ✓                                     | 2.4                 |
| OA 611               | Keyboarding ✓   | 1.2                 |
| OA 612               | Word Processing II ✓  | 2.4                 |
| <b>TOTAL CREDITS</b> |   | <b>36.0</b>         |



COMPUTERIZED OFFICE ADMINISTRATION COURSE DESCRIPTIONS

|               |   |          |     |
|---------------|---|----------|-----|
| <b>BA 110</b> | <b>Small Business Management</b> . . . . .  | Business | 2.4 |
|               | This course introduces the student to basic management principles and techniques on how to plan and organize small business operations. The student will learn how to create a business plan and discover the many facets of business management and entrepreneurship.  |          |     |
| <b>BA 112</b> | <b>Spreadsheets</b> . . . . .   | Business | 2.4 |
|               | The student is introduced to beginning and intermediate spreadsheet applications. Emphasis will be on manipulating payroll records, inventory worksheets, charts, and mathematical tables. Instruction focuses on editing existing files and establishing new files. Practical exercises range from spreadsheet maintenance to creating charts and graphs for business presentations. |          |     |
| <b>HA 110</b> | <b>Medical Office Procedures / Insurance and Coding</b> . . . . .   | Health   | 2.4 |
|               | The focus of this course is to introduce the student to various insurance forms that are used in the health care profession. The student is taught ICD-9 and CPT coding procedures. The class is designed to clarify the processing of various insurance forms, billing procedures, and the insurance claims register.  |          |     |
| <b>HA 112</b> | <b>Computer Applications and Health Office Simulation</b> . . . . .   | Health   | 2.4 |
|               | The student is introduced to current medical software applications. Emphasis will be on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer.  |          |     |
| <b>OA 210</b> | <b>Office Procedures</b> . . . . .  |          | 2.4 |
|               | This course will focus on the functions performed within the work environment. Students are introduced to a broad range of office skills: filing, mail handling, telephone techniques, attitude and behavior skills conducive to good job performance.  |          |     |
| <b>OA 212</b> | <b>Word Processing I</b> . . . . .  |          | 2.4 |
|               | This is a self-paced, hands-on course that provides the student with a solid foundation in window-based applications. The student is introduced to beginning word processing concepts and learns how to create and manipulate business documents, resumes, and letters. Desktop publication is introduced and the student will learn how to create newsletters.                       |          |     |
| <b>OA 310</b> | <b>Automated Accounting Applications Accounting Fundamentals</b> . . . . .  |          | 2.4 |
|               | This course introduces the student to an electronic business accounting program. Accounting theories and computerized accounting applications are reinforced.   |          |     |
| <b>OA 312</b> | <b>Operating Systems</b> . . . . .  |          | 2.4 |
|               | The student will have an understanding of computer operating systems. The basic computer terminology and how to interact with other features of the computer operating systems are discussed.   |          |     |

|        |   |              |
|--------|---|--------------|
| BA 410 | <b>Business Mathematics</b> . . . . .   | Business 2.4 |
|        | <p>Mathematics plays a vital role in the success of an office assistant. This course will help the student strengthen the command of numbers and develop an understanding of mathematical concepts used in various business situations. The student will learn proper checkbook management skills and is introduced to payroll procedures.</p>  |              |
| BA 412 | <b>Spreadsheets II</b> . . . . .  | Business 2.4 |
|        | <p>This course offers a hands-on, self-paced introduction to electronic spreadsheet applications. The student will learn the fundamentals to create various business spreadsheets, apply formulas, use functions, create macros, and import graphs.</p>   |              |
| HA 410 | <b>Medical Terminology</b> . . . . .  | Health 2.4   |
|        | <p>This course introduces medical terminology including spelling and definitions that are vital to the accuracy of recording patient history, medications, procedures, and treatments. A basic discussion of the anatomy and diagnostic procedures is also included.</p>  |              |
| HA 412 | <b>Computer Applications and Health Office Simulation</b> . . . . .   | Health 2.4   |
|        | <p>The student is introduced to current medical software applications. Emphasis will be on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer.</p>   |              |
| OA 510 | <b>Accounting Fundamentals Automated Accounting Applications</b> . . . . .  | 2.4          |
|        | <p>This course introduces the student to accounting theory and establishes a foundation to apply accounting concepts. The student will learn the rules and applications of the accounting cycle. Bank reconciliation and payroll accounting procedures are also reviewed.</p>   |              |
| OA 512 | <b>Database Management</b> . . . . .  | 2.4          |
|        | <p>The computer helps businesses collect, sort, and process information with rapid and accurate rates. This course introduces the skills needed to create, organize, retrieve, and manipulate data effectively.</p>   |              |
| OA 610 | <b>Business Communications</b> . . . . .  | 2.4          |
|        | <p>The student will be introduced to written and oral communication skills. A review of basic business grammar, word usage, proofreading, editing skills, and spelling. These skills will enable the student to communicate in an effective, efficient manner in the business environment. How to format letters, memos, and reports is emphasized through practice and repetition.</p> |              |
| OA 612 | <b>Word Processing II</b> . . . . .   | 2.4          |
|        | <p>The student is introduced to beginning and intermediate word processing concepts. This self-paced, hands-on course will teach the student how to create, format, store, retrieve, and print various business documents through problem-solving exercises.</p>  |              |

OA 111 / 211 / 311 / 411 / 511 / 611 Keyboarding and Ten-key . . . . . 1.2

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

Career Day is part of program. (See page 28.)

## Career Day

Career Day is designed to prepare students for their job searches. Job search techniques, resume writing and effective cover letter writing will be covered. In addition, interviewing skills, planning the job search, and nurturing a positive attitude will also be taught, discussed and practiced throughout the course.

Career Day is integrated as a part of each program. All students in the same mod will take the class together.

|       |                         |
|-------|-------------------------|
| MOD 1 | Skills Identification   |
| MOD 2 | Job Search Methods      |
| MOD 3 | Applications / Resumes  |
| MOD 4 | Planning the Job Search |
| MOD 5 | Interviewing            |
| MOD 6 | Job Survival Skills     |

## Graduation Requirements

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

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

## **ACADEMIC INFORMATION**

### **Terminology**

#### **ACADEMIC YEAR**

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

#### **AWARD YEAR**

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

#### **EXEMPTION CREDIT**

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

#### **MODULE**

An academic period six weeks in length. (MOD)

#### **NEW STUDENT**

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

#### **NON-REGULAR STUDENT**

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

#### **PROBATIONARY STATUS**

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

#### **PROGRAM OF STUDY**

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

#### **QUARTER-CREDIT HOUR**

Eton adheres to the quarter-credit hour practice for calculating credit for all courses. One clock hour is based on one actual hour of attendance, which is equivalent to 50 minutes. One instructional/lab credit hour is defined as a class session of 50 minutes and a 10 minute break. Courses are assigned credits based upon the following:

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

#### **RE-ENTRY STUDENT**

A student who has previously attended the college.

#### **REGULAR STUDENT**

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

#### **STUDENT-TEACHER RATIO**

Eton Technical Institute generally follows the guidelines of our accrediting body in establishing the maximum number of students for lecture and lab classes.

Ratio for lecture classes usually do not exceed 30:1

Ratio for lab classes usually do not exceed 15:1

#### **TRANSFER CREDIT**

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

#### **WEEK OF INSTRUCTION**

Includes 20 hours of instruction, examinations, or preparation for examination.

## **Transfer Credit & Course Exemption**

### **ACCEPTANCE OF TRANSFER CREDIT**

Course credits may be awarded to students who have previously and satisfactorily completed college courses with a "C" grade or better which are equivalent to those required by Eton Technical Institute curricula. Transfer credit units that are more than five years old are generally not accepted. The college reserves the right to accept or reject any or all credit units earned at another institution. In the case of veterans, Eton will review previous education and training and adjust credit and tuition where appropriate, in accordance with the Department of Veteran's Affairs Regulations (CFR 21.4254 © (4)).

### **TRANSFERRING CREDITS EARNED AT ETON TO OTHER INSTITUTIONS**

Each school reserves the right to evaluate credits earned at other institutions for the purpose of awarding credit for previous training. Eton Technical Institute cannot guarantee the transferability of credit earned in Eton's programs to other institutions.

### **COURSE EXEMPTION**

Students with business skills, experience or previous training may request and take exemption tests during the first week of class. If they pass any exemption exam with a minimum of 90 percent, they receive an "A" and are awarded the number of credits allocated to the course.

### **PROGRAM TRANSFERS**

Program transfers must be approved and processed by the Assistant Director. In such cases, the school's refund policy shall be applied to the student's obligation, unless the change is made prior to the 3rd week of his/her first mod. If the student transfers in or before the three-week period, the student will be charged a \$300.00 program transfer fee that will be added to their financial obligation for the new program of study. Should the student fail to begin their new program of study on the designated start date, he/she will be charged according to the regular refund policy as stated on the back of the enrollment agreement for their prior enrollment.

## **Faculty**

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

## **Curriculum**

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

## **Grading System**

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

**GRADING SCALE FOR MA-DA-COA/BH**

|        |       |       |      |
|--------|-------|-------|------|
| A/E    | B     | C     | F    |
| 100-90 | 89-80 | 79-70 | 69-0 |
| 4.0    | 3.0   | 2.0   | 0.0  |

**GRADING SCALE FOR PHARMACY PROGRAM**

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

**Grade Point Average**

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

(Cumulative grade point average = credits earned divided by credits attempted.)

**Other Marks of Progress**

**PASS—FAIL**

Eton offers a few courses that are pass/fail. Students who fail these courses will proceed through the probation stages, students are required to repeat and pass the class in order to graduate.

**REPEAT CREDITS**

Any student who receives a letter grade of "F" must repeat the course to graduate. These credits are considered not successfully completed but do count toward credits attempted. Repeat credits will be an additional charge and will require the student to complete an addendum to his/her current enrollment contract. A letter grade of "R" will appear on the academic transcript when the student re-takes the course. The letter grade "R" has a credit value of zero.

**INCOMPLETES**

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

**REMEDIAL COURSES**

Eton Technical Institute does not offer remedial courses at this time.

**STUDENT ATTENDANCE POLICY**

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

- **Attendance**

Attendance is recorded daily at the beginning of each class and after each break. Students who arrive late for the class period will receive a thirty (30) minute absence for attendance. Hours absent will be the criteria used for the following:

|                 |                 |   |
|-----------------|-----------------|---|
| 15 hours absent | Progress Report | The student will meet with his/her instructors to complete a progress report. |
| 25 hours absent | Probation One   | The student will be placed on his/her first probation.                        |
| 30 hours absent | Probation Two   | The student will be placed on his/her second probation.                       |
| 35 hours absent | Termination     | The student will be terminated.   |

- **Attendance Probation Periods**

Students who are placed on probation have to the end of the current module to resolve the reason they were put on probation. Students are allowed two probations per program, attendance and/or academic. Probations are accumulated throughout the student's program. Hours absent accumulate for each individual module.

- **Reinstatement to the College**

Students who have been terminated are eligible to reapply to the college six weeks from their last date of attendance or at the discretion of the Executive Director or the Assistant Director:

- **Progress Reports**

Three progress reports of any kind are equivalent to one probation. Progress reports are cumulative throughout the module.

## Satisfactory Progress

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

### EVALUATION AND STANDARDS

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

1. Qualitative components: grades, work projects completed and other comparable factors are measurable against a norm.  
Students must maintain a 2.0 grade point average or better each module  
Students must pass all class lectures and labs with a letter grade of "C" or better.
2. Quantitative components: a maximum time frame in which a student must complete his/her educational program within the maximum time frame as defined in credit hours. The maximum time frame may not exceed 150 percent of the published, standard length of the program measured in credit hours.

Your program in credit hours \_\_\_\_ x 150% = maximum time available to complete your program requirements.

## Academic Probation

Students who do not meet the minimum standards of satisfactory progress will be directed through the probation stages. Students are only entitled to two probations per program. Academic probations are only given out at the end of each module. Students who are placed on academic probation have the next six weeks (one module) to resolve the reason they were put on probation. Students who do not resolve this probation by the end of the next module will be placed on their second probation. Students are only allowed two probations (academic or attendance) per program and are accumulated throughout the student's enrollment.

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



**WITHDRAWAL FROM THE COLLEGE**

See the refund section of the catalog (page 41).

Students who withdraw in the progression of a module and have completed less than 50% of all work required for the class will receive a "W" with a credit value of zero. An "I" may be awarded when students withdraw with more than 50% of all required classwork completed.

**Re-Admittance After Termination**

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

1. Students may reapply to the college six weeks after their last date of attendance or at the discretion of the Executive Director.
2. Students must submit, in writing, the reason they are now academically motivated to complete their program of study while maintaining satisfactory academic progress.
3. Members of the appeal board are responsible for accepting or rejecting the student's appeal for reentry. Decisions of the appeal board are final.
4. A student whose appeal is accepted must complete a re-admittance interview with the Executive Director, financial aid and all other applicable departments.
5. At reinstatement, the student's prior academic and attendance records will be carried forward if the student is entering into the same program within one year from his/her last date of attendance.
6. Students who are readmitted are considered on academic probation. In order to remain in school, students must meet the minimum standards of satisfactory progress by the end of their first module back. Students who do not meet the above requirements will be terminated.

**Student Appeal Process For Re-Admission**

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

**Leave of Absence Policy**

A Leave of Absence may be granted for a pre-requested, written, medical or legal reason. For reasons other than medical or legal, special application must be made to the Executive Director.

- The Assistant Director must approve all Leaves of Absence.
- One Leave of Absence is permitted per program enrollment.
- A re-entry student can only take one LOA in a 12 month period.
- The length of an approved LOA cannot exceed 60 days in length.
- A LOA does not involve additional charges to the student.
- An approved LOA does not consider the student a withdrawal for Title IV purposes.
- Standards of satisfactory progress will not be affected during an approved LOA.

Students who do not complete the required credits covered through the LOA period in the module of their LOA must adhere to the following procedure:

- An incomplete grade may only be given if a student's LOA meets or exceeds seven school days.

The following applies upon determining the student meets the above criteria:

- If a student's LOA is eight (8) to (15) calendar days, an incomplete can be granted at the end of the mod. This will be noted as an "I" on the student's transcript. The student must successfully complete all course work within the seven days allotted. If a student fails to successfully complete in this time period, all credits will be considered failed and all "I"s on the transcript will change to "F"s. Students will have to pay a repeat credit charge when returning to take any credits for which a "F" grade was earned.
- If a student's LOA is fifteen (15) to (60) sixty calendar days their transcript will be noted with a "L" for all classes attempted during the mod of which the LOA was granted. (Any classes noted with a "L" will remain on the student's permanent transcript)

Students who need to complete a module on the next rotation due to their LOA will be withdrawn from school, charged 100 percent for the course, and then readmitted at no charge to complete the module pending their graduation requirements. It is the student's responsibility to contact the school two (2) weeks prior to the start date of the module needed to begin the readmittance process.

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## **STUDENT INFORMATION**

### **Dress Code Policy**

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

#### **GENERAL DRESS CODE APPLICABLE TO EVERYONE**

Eton Technical Institute takes a conservative dress code approach and requires students attending class to dress as they would when employed. The following are not in compliance with our professional standards: beach clothing; sports apparel (sweats, warm-ups, etc.); sandals or thongs; shorts or cut-offs, tank or halter tops; torn, soiled, or frayed clothing; message shirts; T-shirts; hats; lycra or stretch pants; torn, ripped, or soiled shoes; short skirts; or jeans.

#### **MEDICAL AND DENTAL PROGRAMS DRESS CODE**

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

#### **PHARMACY AND COMPUTERIZED OFFICE ADMINISTRATION PROGRAMS DRESS CODE**

Men are required to wear a shirt and tie along with slacks (consistent with the expectation in the work environment). Women must dress professionally in slacks, skirts, or dresses. Clean, professional appearing shoes are required. Pharmacy program students will receive a consultation jacket to wear over their professional attire.

### **Tutoring**

Faculty members are available to provide additional academic help to students. Students may schedule appointments with their instructors during their regular weekly office hours to arrange for additional academic assistance. Individual peer tutoring in many of the basic courses may also be available and can be arranged through the student's instructor.

### **Dean's List**

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

### **Student Honor Society**

This organization honors students who have outstanding skills in their program of study. Recognition is given to students who achieve excellence in knowledge, skill development, leadership, dependability, service, and individual responsibility. Students who consistently demonstrate these traits are nominated by their instructors for membership into the National Vocational-Technical Honor Society. Students who are nominated will then interview with the review committee before final approval of their nomination.

### **Student Records**

In compliance with Public Law 93-380 of 1974, The Family Educational Rights and Privacy Act, the college has adopted policies and procedures which permit students the opportunity to review their educational records upon request. Educational records refer to the records, files, documents, and other material containing information directly related to the student. Educational records do not include working papers concerning students such as:

informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff; these items are not accessible or revealed to any other individuals. The college will not permit access to or release of educational records without the written consent of the student.

## Transcripts

A permanent set of academic records is maintained on file at Eton Technical Institute for all students. One copy of the official academic transcript is provided at no charge; additional copies requested will carry a charge of \$3.00 each. Each request must be in writing with an authorized signature to release the transcript. Official transcripts of student records bear the official seal of the college and the signature of the registrar. Transcripts of students' previous education that have been submitted to Eton Technical Institute become the property of the college and cannot be returned to the student. Eton Technical Institute does not issue or certify copies of transcripts from any other institution. The college also reserves the right to withhold all official documents such as transcripts, grades, diplomas and degrees should the student become delinquent in any payments due to the college.

## Student Conduct

Eton Technical Institute is proud of the academic standards it maintains. In today's competitive job market, professional conduct is a crucial factor in securing and keeping a job. For this reason, Eton Technical Institute places continual emphasis on regular attendance, promptness, honesty, a positive attitude and a team-player spirit of cooperation. A mutual respect of individual rights must exist between staff, faculty, and fellow students to ensure a positive learning environment at Eton Technical Institute.

Student responsibilities are:

- Courtesy and respect in the classroom and on all college premises.
- Attentive attitude in the classroom.
- Respect of private property, property of fellow students, facilities and equipment.
- Adherence to established policies and regulations of the college. Violation or failure to adhere to these standards may result in disciplinary action by the institute and may include the student's termination.

## Ethical and Discrimination Standards

The college does not discriminate against anyone on the basis of age, sex, religion, race, national origin or physical challenge. The college will not enroll a student who, in the judgment of the college personnel, cannot benefit from the educational training that we provide. It is the policy of Eton Technical Institute to provide accessibility and reasonable accommodations for persons defined as handicapped in section 504 of the Rehabilitation Act of 1973. The college evaluates the individual's needs, advises, and provides appropriate support in his/her program of study. Physically challenged students are responsible for contacting the Executive Director for an initial interview to assess their needs prior to the first module. Students are also responsible for identifying themselves and their needs to each instructor no later than the first day of class. Faculty members are responsible for familiarity with Section 504 of the Rehabilitation Act and for reasonably accommodating each student in each class on an individual basis. The Executive Director of each campus is the designated individual to handle inquiries regarding ethical or discriminatory policies or practices.

## Drug Awareness

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is 1-800-622-HELP.

Eton Technical Institute prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students and employees on its property and at any college activity. Persons who are suspected to be under the influence of any drug should be directed to speak with the Executive Director. Violation of this policy will result in appropriate disciplinary actions, including expulsion of the student and termination of the employee. The appropriate law enforcement authorities will be notified in applicable circumstances.

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

### **Crime Awareness**

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

### **Personal Property**

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

### **Student Council**

Each campus has established a Student Council, which is operated by currently enrolled students of Eton. Participation in the council is encouraged because it helps to develop those leadership and organizational qualities that are beneficial to the success of each student. These qualifications are also appreciated by most employers and positions held on the Council can be a valuable addition to any student's resume.

### **Student Grievance Policy**

Many questions or concerns that students may have can be resolved simply through discussion. In the event a student has a concern or feels his/her rights have been violated, the following procedures should be followed:

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

1. The student must first try to resolve the issue with the college staff member involved.
2. If the matter is unresolved, the student must submit a written statement describing their concern to the Executive Director. Once the student has submitted a written statement, the Executive Director will schedule a meeting to discuss the concern.
3. If the matter is still not resolved, the student should then request an appeals hearing through the Executive Director. The appeals committee is selected by the Executive Director or Corporate Officer and is comprised of six (6) neutral individuals: two from the faculty, two from corporate and two staff plus the Executive Director (a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the Executive Director or Corporate Officer. The student will then be notified of the decision. This decision shall be final and binding.

Inquiries or complaints regarding this or any other private vocational school may be made to:

Workforce Training and Education Coordinating Board  
Building 17, Airdustrial Park, P.O. Box 43105  
Olympia, WA 98504-3105  
(360) 753.5662

## **FEDERAL STUDENT FINANCIAL AID PROGRAMS**

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

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

The Title IV funds allocated to Eton Technical Institute are:

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

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

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

Cost of Attendance – Expected Family Contribution = Financial Need

### **Consumer Information**

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

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

### **Application Process for Financial Aid**

To apply for financial aid a student must complete a standard application titled, the Free Application for Federal Student Aid, F.A.F.S.A. This is used to determine eligibility for all types of financial aid programs. Once processed the application will produce an Expected Family Contribution, E.F.C. This number is calculated by the Federal Student Aid Central Processing System. To be eligible for a Federal Pell Grant, the E.F.C. must be equal to or less than \$2,500 for the award year 1997/98. Financial Aid award years begin July 1 and end June 30.

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

## **Borrower Rights and Responsibilities**

The borrower has the right to:

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

The borrower has the responsibility to:

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

## **Verification Process**

Verification is a process to ensure the accuracy of the information received from the student when applying for federal student aid. Eton Technical Institute verifies all applicants selected by the U.S. Department of Education's Central Processing System.

Selected applicants must submit, at minimum, the required years federal tax returns or W-2 statements for non-tax filers and a verification worksheet.

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

Referrals to the local or state agencies are reported on an annual basis to the Inspector General.

## Financial Aid Transcripts

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

## Selection of Eligible Applicants

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

### FEDERAL PELL GRANT

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may obtain an application to participate in the Federal Pell Grant program from the financial aid office of the college. The application will be transmitted electronically through an approved Federal need analysis system that will determine the applicant's expected family contribution (EFC). Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This grant is available to students with exceptional financial need with priority given to federal pell grant recipients. SEOG awards are given to those students with the lowest expected family contribution (EFC) who will receive a federal pell grant in the same award year.

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

### FEDERAL FAMILY PARENT LOANS

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

Repayment begins within 60 days of the second disbursement unless the parent qualifies for and is granted a deferment by the lender. The minimum payment is \$50 per month with a maximum ten year repayment schedule. The actual payment and repayment schedule is determined by the total amount borrowed. Applications can be obtained from the college's financial aid office or from a lender selected by the parents. For deferment information contact the Financial Aid Officer at the campus.

### FEDERAL FAMILY STAFFORD LOANS

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

**Subsidized** means the Federal Government pays the accruing interest on the loan while the student is in school at least half time, and during the six month grace period, therefore, subsidizes or supports these loans.

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



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

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

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

1. make monthly or quarterly payment
2. the student and the lender agree to capitalize the accrued interest

### **Disbursement Process**

Disbursements of Title IV funds are credited directly to the students tuition, fees and other charges in two payments. The first disbursement of Title IV funds will be disbursed upon the completion and processing of all necessary documents. In accordance with the Department of Education regulations, the first disbursement of FFEL proceeds, for first year, first time borrowers must be delayed 30 days after the student's classes begin and all necessary documents have been processed. The subsequent disbursement will be made when the student has completed one half of the required credits and weeks in their program of study. The student will be notified of the date, amount of disbursement and the Title IV program funds that were credited.

### **Entrance and Exit Loan Counselling**

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

### **Refund Distribution Policy**

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

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

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

Refunds for the programs, 1 through 3, will be made within 60 days from the DOD (the date the institute determines the student has withdrawn or the date the student gives notice of their withdrawal). Refunds for the programs, 4 through 7, will be made within 30 days from the LDA (the last day the student attends classes).

### **WA State Cancellation and Refund Policy Prior to Start**

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

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

On the sixth business day (excluding Sundays and Holidays) an administrative fee of \$100 is retained, or the lesser of ten percent of the program charged.

## **Refund Policy Upon Class Entrance**

Computation of all refunds are based upon the student's last date of attendance. For all Title IV recipients who withdraw before completing the period of enrollment for which they were charged, the Higher Education Act, as amended in 1992, requires that all possible refunds be calculated to determine which refund is largest.

### **OPTION ONE – PRO RATA REFUND**

Institutions are required to have a fair and equitable refund policy for Title IV programs refunding students, or parents for a PLUS loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register; withdraws, or otherwise fails to complete the period of enrollment.

The Higher Education Amendments of 1992 resulted in the establishment of an alternate refund policy to prorate tuition refunds for all Title IV Funds recipients. For each first time student who withdraws, the college will calculate a pro-rata refund which conforms to the U.S. Department of Education regulations. This pro-rata refund policy will be applied to all Title IV recipients who withdraw prior to completing 60% of the period of enrollment.

The term "Pro-Rata refund" is defined as a refund to a student of not less than that portion of tuition, fees, room and board, and any other charges assessed the student by the institution equal to the period of enrollment for which the student has been charged remains on the last recorded day of attendance by the student, rounded down to the nearest 10 percent of that period, less any unpaid charges and less a reasonable administrative fee. A reasonable administrative fee is defined as documented charge of the lesser of 5% of the tuition, fees, room and board, and other charges assessed the student, or \$100.

The period of enrollment is determined by: For programs measured in credit hours, dividing the total number of weeks comprising the enrollment period for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance.

The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications. However, the refund will be based upon the refund policy which yields the larger refund to the student.

### **OPTION TWO – STATE REFUND**

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

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

### **WITHDRAWAL ON – SCHOOL RETAINS:**

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

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

## GRADUATE SERVICES

For the duration of a student's training program, Eton emphasizes the employability of a student in the business world. Great care is taken to train our students to acquire the skills necessary for entry-level positions in their career fields. Eton Technical Institute is committed to the success of our students and strives to assist them in securing a position.

Eton does assist all graduates that are pursuing employment in the field for which they were trained. It is the responsibility of the graduate to contact the Graduate Services Department to initiate assistance.

Eton does not imply or guarantee employment or starting salaries and is not obligated to provide placement services to students who do not complete their program of study.

### Refresher Courses

Eton graduates have another advantage. Graduates have the opportunity to come back to Eton at any time at no additional charge and take refresher courses in their program of study. Enrollment is on a space-available basis. Students are responsible for any applicable lab and/or book fees. For those students who have left the job market, changed jobs, or want to brush up, this advantage is both valuable and rewarding.

### Part-time Employment Assistance

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

### Alumni Association

Upon graduation all students are encouraged to become members of the Alumni Association. Success in the workplace is often dependent upon the ability to network with others who are in the same fields of endeavor. The Alumni Association is an excellent tool for this type of networking.

## **ADMINISTRATION AND LEGAL CONTROL**

### **BOARD OF DIRECTORS**

|                   |                       |
|-------------------|-----------------------|
| Joseph W. Edmonds | Chairman of the Board |
| Bruce D. Berreth  | Director              |

### **CORPORATE ADMINISTRATION**

|                    |  |
|--------------------|--|
| Joseph Edmonds     | CEO/President                              |
| Bente Berg         | Executive Assistant                        |
| Wallace Wright     | CFO/Controller                             |
| Ted Girgus         | Vice President of Marketing and Admissions |
| Dr. Peggy Jacobson | Academic Dean                              |
| Jeanette McClellan | Director of Financial Aid                  |
| Rochelle Paulino   | Financial Aid Assistant                    |
| Cheryl Bradley     | Registrar                                  |
| Kristi Marino      | Accounts Receivable Manager                |
| Suzan Boyer        | Accounts Payable & Payroll Manager         |
| Suzanne Polites    | Director of Information Services           |
| Wardee Bruce       | Courier/Maintenance Manager                |

### **PORT ORCHARD CAMPUS ADMINISTRATION**

|               |                               |
|---------------|-------------------------------|
| Tommy Gores   | Executive Director            |
| Karen Simpson | Director of Academic Services |

### **FEDERAL WAY CAMPUS ADMINISTRATION**

|                  |  |
|------------------|--|
| Fred Wessman     | Executive Director                               |
| Natalie Erickson | Director of Academic Services/Assistant Director |

### **EVERETT CAMPUS ADMINISTRATION**

|                  |  |
|------------------|--|
| Joe Meek         | Executive Director                               |
| Stacey Lillquist | Director of Academic Services/Assistant Director |

### **SHAREHOLDERS**

Mr. Joseph W. Edmonds is the sole stockholder of Bremerton Business College, Inc. dba Eton Technical Institute.

### **PORT ORCHARD CAMPUS DIRECTORY**

#### **CAMPUS ADMINISTRATION**

|               |                               |
|---------------|-------------------------------|
| Tommy Gores   | Executive Director            |
| Karen Simpson | Director of Academic Services |
| Ann E. Garner | Director of Social Services   |
|               | Director of Graduate Services |
| Lena Demmick  | Financial Aid Officer         |
| Toni Gibbs    | Admissions Representative     |
| John Faraca   | Admissions Representative     |
| Sue Ashcroft  | Front Office Administrator    |
| Dwayne Smith  | Front Office Administrator    |

#### **FACULTY – PHARMACY TECHNICIAN PROGRAM**

|   |                          |
|---|--------------------------|
| Sylvia Quinones, Ph.A.<br>University of Washington, B.A.<br>Trident Technical College | Lead Pharmacy Instructor |
| Mark Banzon, Ph.A.<br>Washington State University, B.A.<br>Eton Technical Institute   | Pharmacy Instructor      |

#### **FACULTY – COMPUTERIZED OFFICE ADMINISTRATION**

|  |                          |
|--|--------------------------|
| Lee Weissenfels<br>Lewis and Clark State College. B.S. | Lead Business Instructor |
| Dianne Welzbacker<br>University of Washington, B.A.    | Business Instructor      |

**FACULTY – MEDICAL ASSISTANT PROGRAM**

|   |                         |
|---|-------------------------|
| Lisa Cook, RMA,CMA<br>Apollo College              | Lead Medical Instructor |
| Barbara Egerdahl, MA<br>Eton Technical Institute  | Medical Instructor      |
| Terry May, MA<br>Naval Undersea Medical Institute | Medical Instructor      |
| Becky Jo Bealer, MA<br>Apollo Medical College     | Medical Instructor      |
| Michael Cavin                                     | Medical Lab Assistant   |

**FACULTY – DENTAL ASSISTANT PROGRAM**

|   |                        |
|---|------------------------|
| Marti Stoddard<br>Clover Park Vocational College          | Lead Dental Instructor |
| Trent Knief<br>Regents College, B.A.                      | Dental Instructor      |
| Dan Michaels, D.D.S.<br>University of Southern California | Consulting Dentist     |

**FEDERAL WAY CAMPUS DIRECTORY**

**CAMPUS ADMINISTRATION**

|   |  |
|---|--|
| Fred Wessman  | Executive Director                               |
| Natalie Erickson  | Director of Academic Services/Assistant Director |
| Rita Dierck   | Director of Social Services                      |
| Daniel O'Keefe<br>Community College of<br>the Air Force, A.A.S. | Director of Graduate Services                    |
| Kerry Neville-Miller  | Financial Aid Officer                            |
| Susan Nielsen   | Financial Aid Officer                            |
| Len Arenas  | Admissions Representative                        |
| Sonia DeLeon  | Admissions Representative                        |
| Tiffany Durgan  | Front Office Administrator                       |
| Christine Barker  | Front Office Administrator                       |

**FACULTY – PHARMACY TECHNICIAN PROGRAM**

|   |                          |
|---|--------------------------|
| Timothy Allen, Ph.A., R.C.<br>Academy of Health Sciences<br>University of Southern Illinois, B.A. | Lead Pharmacy Instructor |
| James Widner, Ph.A.<br>Academy of Health Sciences   | Pharmacy Instructor      |

**FACULTY – COMPUTERIZED OFFICE ADMINISTRATION**

|  |                     |
|--|---------------------|
| Jesse Chavez<br>Regis University, B.S.           | Business Instructor |
| Vance Graham<br>Seattle Pacific University, B.A. | Business Instructor |

**FACULTY – MEDICAL ASSISTANT PROGRAM**

|  |                         |
|--|-------------------------|
| Tamara Ivan, CMA<br>University of South Carolina, B.A. | Lead Medical Instructor |
| Nettie Bell, MA<br>National Education Center           | Medical Instructor      |
| Alisa Loosveldt, CMA<br>Clover Park Vocational College | Medical Instructor      |
| Marlene Heath, MA<br>Eton Technical Institute          | Medical Instructor      |
| Jeff Markwith, MA<br>Eton Technical Institute          | Medical Instructor      |

**FACULTY – DENTAL ASSISTANT PROGRAM**

|   |                        |
|---|------------------------|
| Connie Terry, CDA<br>Academy of Allied Health         | Lead Dental Instructor |
| Amy Schuler, CDA<br>Highline Community College        | Dental Instructor      |
| Cynthia Thomas<br>Dental Assisting Schools of America | Dental Instructor      |
|   | Consulting Dentist     |

**EVERETT CAMPUS DIRECTORY**

**CAMPUS ADMINISTRATION**

|   |  |
|---|--|
| Joe Meek                                      | Executive Director                               |
| Stacey Lillquist                              | Director of Academic Services/Assistant Director |
| Catherine Schellenberg                        | Director of Social Services                      |
| Ken Webber<br>Oregon State University, M.B.A. | Director of Graduate Services                    |
| Jamie Boode                                   | Financial Aid Officer                            |
| Ambrose Herrera                               | Admissions Representative                        |
| Ron Smith                                     | Admissions Representative                        |
| Lanette Riehl                                 | Front Office Administrator                       |
| Claudia Roberts                               | Front Office Administrator                       |

**FACULTY – PHARMACY TECHNICIAN PROGRAM**

|  |                          |
|--|--------------------------|
| Kristi Jones, Ph.A., R.C.<br>North Seattle Community College | Lead Pharmacy Instructor |
| Tim Ross, Ph.A.<br>Eton Technical Institute                  | Pharmacy Instructor      |

**FACULTY – COMPUTERIZED OFFICE ADMINISTRATION**

|  |                          |
|--|--------------------------|
| Tami Lowry                                       | Lead Business Instructor |
| John Hellyer<br>University of Oregon, B.A.       | Business Instructor      |
| Shawn Rohrbach<br>Seminary Christ the King, B.A. | Business Instructor      |

**FACULTY – MEDICAL ASSISTANT PROGRAM**

|  |                         |
|--|-------------------------|
| Louie Figueroa, PA<br>George Washington University, B.S.<br>University of Washington, PA Program | Lead Medical Instructor |
| Gerry Landes, MA<br>Northwest College for Medical Assistants                                     | Medical Instructor      |
| Gail Burns, MA<br>Eton Technical Institute   | Medical Instructor      |

**FACULTY – DENTAL ASSISTANT PROGRAM**

|  |                        |
|--|------------------------|
| Darlene Hunziker, RDA<br>National Education Center | Lead Dental Instructor |
| Michelle Conto<br>U.S. Navy DTA School             | Dental Instructor      |
|  | Consulting Dentist     |

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