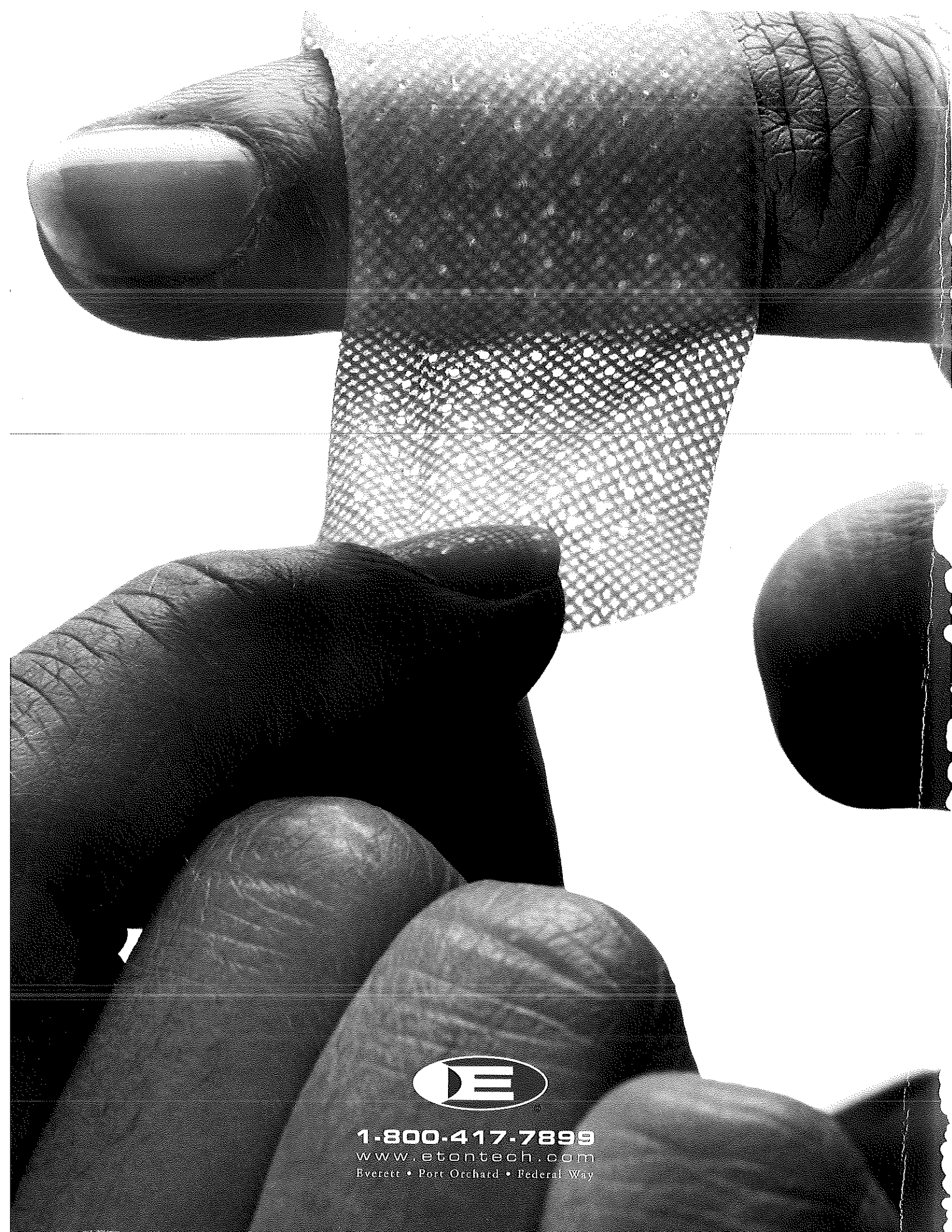


The institute is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements; and encourages lifelong learning and growth both on the job and in life.

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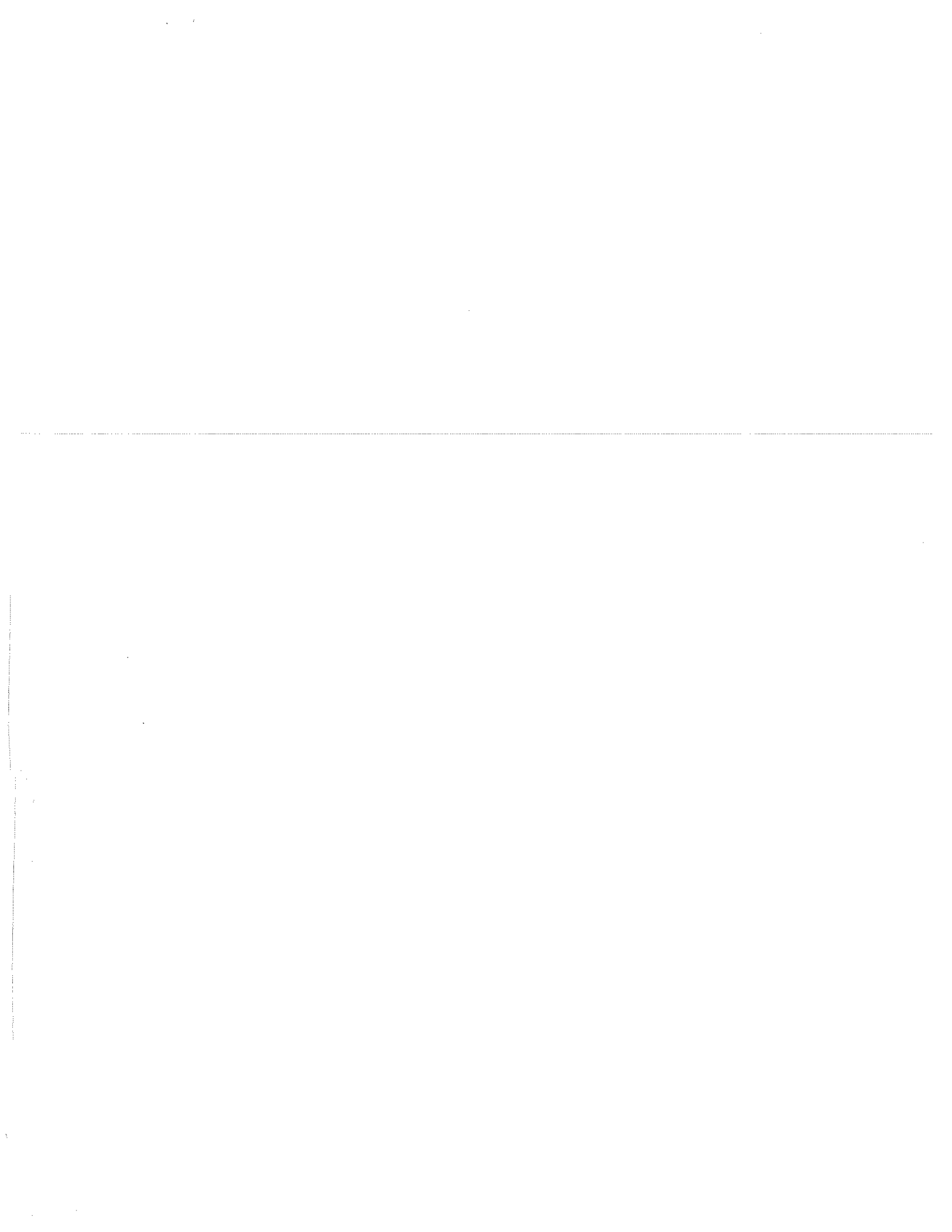
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June 2002 Catalog

Major Changes

- p. 9 Provides information about the Modular Program. Please note this will change for the September – December 2002 starts in an addendum to follow in the next 2 weeks. This will address the removal of the “Core Mod” in the program.
- “Prerequisites” – all students must pass the Core Module courses before entering the second module of study.
- p. 11-17 Please note these pages will be changed for the September – December 2002 starts in an addendum to follow in the next 2 weeks. This will address the removal of the “Core Mod” in the program.
- p. 25 Admissions Requirements:
1. The required Wonderlic passing scores are now listed.
 2. The high school diploma/GED proof requirement is now listed. This corresponds to the form that enrolling students must complete. (Form 12-AD)
 4. Because MA students can exempt themselves from the Hepatitis B immunizations, we now say they are “strongly encouraged” to complete the immunizations. This corresponds to the form that enrolling MA (Form 13-AD) students must complete.
 5. We do not conduct background checks for all PhT applicants. If they would like a criminal background check conducted, they may request one for a fee of \$10. This corresponds to the form that enrolling PhT students must complete. (Form 11-AD)
- p. 26 Dress Code updated. Corresponds to form that enrolling students must complete. (Form 09-AD)
- p. 30 “Re-establishing Satisfactory Academic Progress” policy added.
- p. 31 “Re-admittance after Termination” policy added.
- p. 32 “Transfer Credit” procedures added.
- p. 33 “Grading Scale” updated.
- p. 34 The courses that require a pass grade are listed.
- p. 41 At the time of publication, the final answer regarding the Washington Higher Education Coordinating Board has not been received. We are expecting approval any day.



A Message from the President

I'd like to personally welcome you to Eton Technical Institute and congratulate you on your decision to invest in your future through education. We hope you will find our quality programs, outstanding faculty, and "we care" attitude, the right combination to help you succeed. Your success will depend, in large part, on your approach to learning. We encourage you to make the most of your education. Go beyond what is required, and really take the time to develop new skills, try out new ideas, and challenge yourself to reach beyond what you thought was possible for yourself.

•

Being successful at Eton, and in the world of work, may require you to step outside your comfort zone and try new things or adopt new habits. Adjusting to new experiences can make you feel uneasy and insecure. Eleanor Roosevelt once said "You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do." I encourage you to meet your challenges with courage, to put all of your effort into becoming the best you can be.

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At Eton Technical Institute, we consider ourselves your partner in success. We care about your success and will provide you with the tools you need to acquire the knowledge and skills necessary to succeed in the workplace. It is up to you to put those tools to work. The administration, the faculty, the staff, and your fellow students are here to support and help you as you take this important step toward creating a better future for yourself.

We look forward to working together to enable you to realize your dream.

Wallace W. Wright
President

MISSION STATEMENT

Eton Technical Institute is an independent, private, diploma-granting institute of allied health, business, and technical education.

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The institute is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements; and encourages lifelong learning and growth both on the job and in life.

TABLE OF CONTENTS

ABOUT ETON TECHNICAL INSTITUTE	4 - 5
DIPLOMA PROGRAM DESCRIPTIONS	6
SELECTING A PROGRAM OF STUDY	7
ACADEMIC CALENDAR	8
MODULAR PROGRAM DESCRIPTION	9
DENTAL ASSISTING	10 - 11
MEDICAL ASSISTING	12 - 13
MEDICAL BILLING	14 - 15
PHARMACY TECHNICIAN	16 - 17
PROGRAM TUITION AND FEES	18
METHODS OF PAYMENT	19 - 24
SCHOOL POLICIES	25 - 35
STUDENT SERVICES	36 - 40
CAMPUS LOCATIONS AND ADMINISTRATION	41 - 47
COURSE PREFIX	48 - 58

VOLUME: XXII
PUBLISHED: June 2002

DIPLOMA PROGRAM DESCRIPTIONS

The **Dental Assisting Program** is designed to prepare the student for a career as a Dental Assistant. Students learn theory and skills from classroom lectures, laboratory and hands-on practice in Eton's dental clinic. Additional experience is gained in private dental practices as part of the 160-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

The **Medical Assisting Program** is designed to prepare the student for a career as a Medical Assistant. Students learn theory and skills from classroom lectures, laboratory and hands-on practice in Eton's medical clinic. Additional experience is gained in private medical practices as part of the 160-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

The **Medical Billing Program** is designed to prepare the student with the necessary background, knowledge, and specialized skills for a career in the medical billing profession. Students learn theory and skills from classroom lectures, laboratory practice, and hands-on practice applications. Additional experience is gained in private practices as part of the 180-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

The **Pharmacy Technician Program** is designed to prepare the student with the necessary background, knowledge, and specialized skills for a career in a retail or hospital pharmacy practice. Students learn theory and skills from classroom lectures, laboratory practice, and hands-on practice in Eton's pharmacy lab. Additional experience is gained in pharmacies as part of the 240-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.



SELECTING A PROGRAM OF STUDY

Eton's academic structure consists of allied health programs. The school offers multiple fields of study.

Your Preferences

Deciding which career is best for you is not only a very important decision, it's often a very difficult one. Our counselors/advisors know this and will work to help you match your interests and abilities with appropriate careers. You can start your career decision process by taking a self-inventory of what's important to you.

Your Interests

Your interests play an important role in career selection. When you enjoy what you do, you increase your chances for success because you find your work satisfying and fulfilling.

Your Skills and Abilities

Identify what you are good at and then talk to others about your strengths. Your skills and abilities are the keys to knowing yourself better and making a positive career decision. When you enter a program which features your strengths, class work will be easier for you.

Your Preferred Work Style

Think about the kind of work structure and the kind of environment you wish to work in. Consider the amount of responsibility you'll want and the amount of stress you can handle. These personal characteristics affect your career success. Think about whether you prefer to work alone or with others, be your own boss, work outdoors, work in a large company or a small business, or interact with the public.

Your Values

You make all kinds of personal value decisions: where to live, what to do for entertainment, what kind of clothes to wear or food to eat. Think about these choices and by assessing them, you'll help identify the priorities in your life.

Your Lifestyle

The career you choose can influence the life you live. For example, some health care workers often work weekends, but they find the work rewarding and good for their self-esteem because it fulfills a personal value.



ACADEMIC CALENDAR 2002

Eton's academic calendar is based on a six-week modular system. Courses are offered continuously throughout the calendar year.

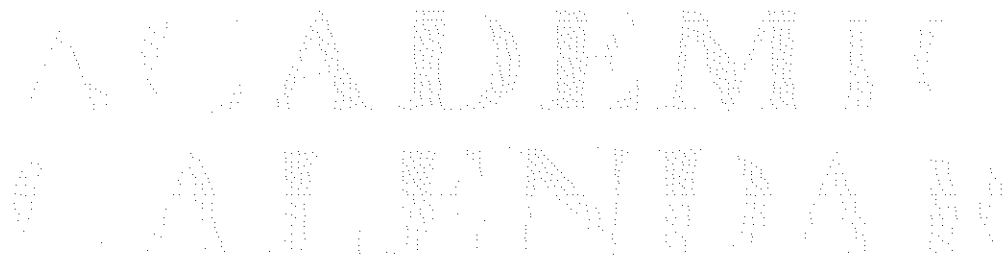
Module Starts

Module Ends

May 6, 2002	June 14, 2002
June 17, 2002	July 26, 2002
July 29, 2002	September 6, 2002
September 9, 2002	October 18, 2002
October 21, 2002	November 27, 2002
December 2, 2002	January 17, 2003

Student Holidays 2002

New Years Day	January 1, 2002
Martin Luther King Jr. Day	January 21, 2002
President's Day	February 18, 2002
Faculty In-Service	March 8, 2002
Memorial Day	May 27, 2002
Faculty In-Service	June 7, 2002
Independence Day	July 4, 2002
Labor Day	September 2, 2002
Faculty In-Service	October 11, 2002
Veteran's Day	November 11, 2002
Thanksgiving	November 28-29, 2002
Winter Break	December 23, 2002 - January 1, 2003



MODULAR PROGRAM

Modular Schedule

Eton Technical Institute offers its programs on a six-week modular basis consisting of lecture, laboratory work, and an externship period. Students may start programs at Eton every six weeks. All students begin their training with the module called the “Core Module.” Next, students attend four to five specialty modules. Finally, students participate in an externship where additional hands-on and professional level experience is provided. This externship lasts 6-8 weeks depending upon the program in which a student enrolls.

During a module, students may take up to six individual courses. Classes are offered in four-hour blocks during the morning session and four-hour or five-hour blocks during the afternoon and evening sessions. The length in hours for each course varies according to its credit value.

Modular Approach

The modular system uses a spiral approach to learning, which has been found to be very effective with adult learners. In the modular system, students have many opportunities to revisit and review concepts that are repeated and reinforced.

New students study courses in the same classroom with continuing students. This is advantageous for new students because they benefit from interaction with more experienced students, who help them to adjust and guide them along.

Advanced students benefit from assisting new students through review of essential material. Students form strong bonds with one another as they work closely together in the classroom. No student is alone, and each student learns teamwork.

Students, who have benefited from Eton's modular system, note that the close friendships they make, the supportive atmosphere, and constant review and introduction of new material, are instrumental to their success both in school and after graduation.

Scope and Sequence

After the Core Module, students engage in specialty courses. The specialty curriculum is presented

in a continuous rotation. Within specialty modules, all courses are offered as stand-alone components of curriculum. These do not require prerequisites. Similarly, courses are designed to be self-contained units.

Each specialty module brings together compatible concepts from its component courses. Students start their program in the module currently offered at the time of their entry, and progress in order, as each module is self-contained. Thus, specialty curriculum is open entry, open exit in design. Each course within a specialty module begins with fundamentals then builds to the presentation of more advanced material that students need to successfully meet course objectives.

Modular Classroom

Teaching methods for the modular classes are somewhat different from those found in a more traditional classroom. Instructors individualize instruction as much as possible in order to teach to all levels of students.

Instructors use a variety of approaches to teaching, such as lecture, demonstration, hands-on exercises, guest speakers, working with partners, group study, self-directed learning, and tutoring outside class, to address the needs of the beginner, the experienced, and the expert student.

Class Sizes

Eton Technical Institute's classes are small, with an average class ratio of 15 students to one instructor for lab and 30 students to one instructor for lecture. When enrollment in a specialty lab grows beyond 15 students, instructors have access to additional resources to be able to spend time with individual students if requested. Lecture and lab sizes can go higher depending on the facility and the subject being taught.

Prerequisites

Students must pass all of the Core Module courses before continuing into the second module.

Dental Assisting



DENTAL ASSISTING DIPLOMA PROGRAM

Dental Assisting Content and Credits

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

Core Module

CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9

Module 1

SC151A	Endodontics, Orthodontics, Oral Surgery, Pharmacology, Oral Pathology	2.4
BU152A	Special Needs Patient & AIDS	1.2
DA154A	Specialties Clinic	2.4

Module 2

SC151B	Dental Anatomy, Periodontics Embryology & Histology, Microbiology, Tooth Morphology	2.7
BU153A	Office Administration	0.9
DA154B	Periodontic Clinic	2.4

Module 3

SC151C	Operative Dentistry	2.4
BU156A	Law & Ethics	1.2
DA154C	Operative Dentistry Clinic	2.4

Module 4

SC151D	Fixed & Removable Prosthetics	2.4
BU153B	Office Dynamics	1.2
DA154D	Crown & Bridge Clinic	2.4

Module 5

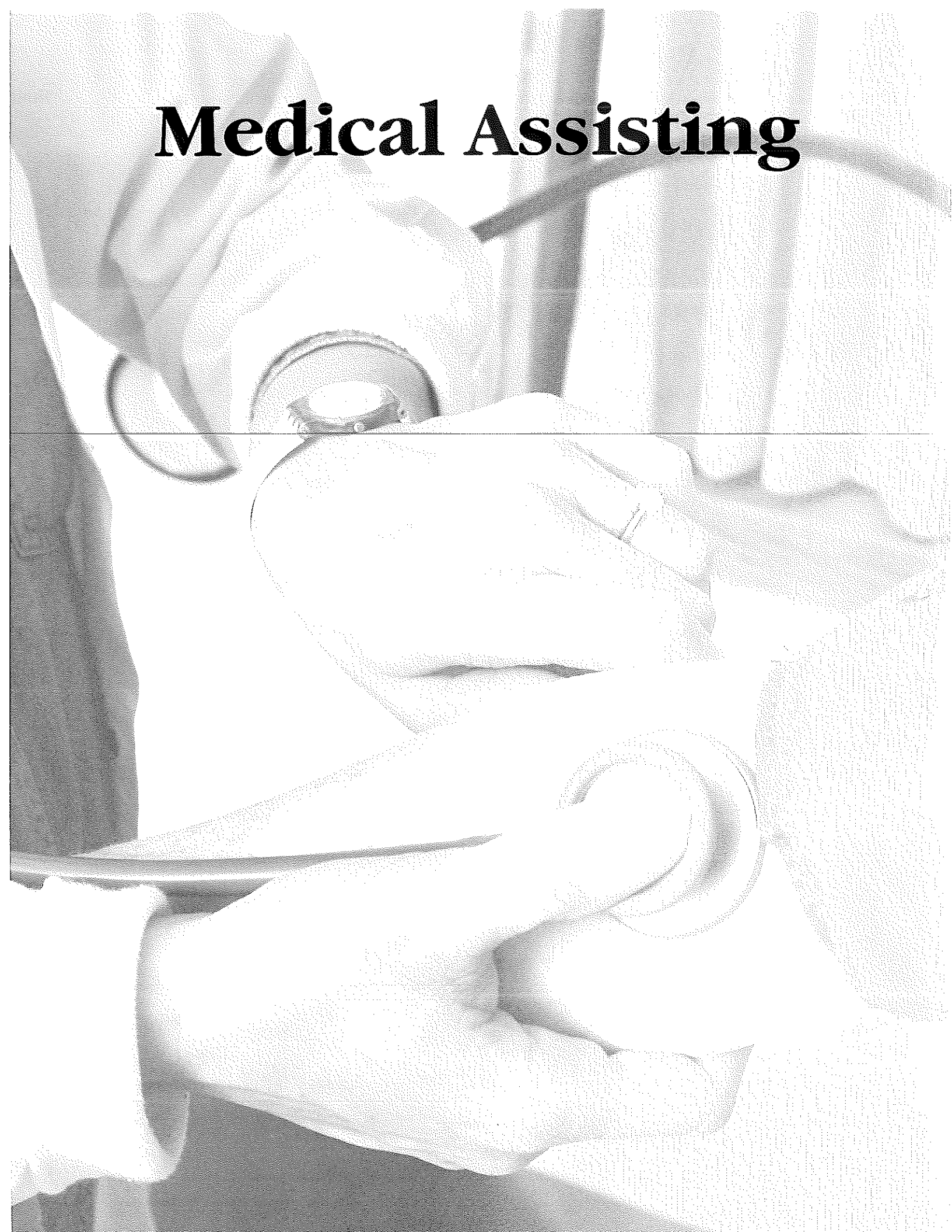
SC151E	Prevention, Nutrition, Radiology Office Emergencies, CPR	2.4
SC159A	OSHA/WISHA	1.2
DA154E	Radiology Clinic	2.4

Externship

EX195	Dental Assisting Externship	5.3
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Total Credit Hours	41.3
Lecture/Lab Hours	880

Medical Assisting



MEDICAL ASSISTING DIPLOMA PROGRAM

Medical Assisting Content and Credits

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

Core Module

CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9

Module 1

SC131C	Anatomy & Physiology: Neurology, Musculoskeletal	2.4
CA132A	Office Billing	1.2
MA134C	Orthopedic, Eye & Ear Clinic	2.4

Module 2

SC131D	Anatomy & Physiology: GI, Urinary, Integumentary	2.4
BU130C	Financial Management	1.2
MA134D	Physical Exam & Urinalysis Clinic	2.4

Module 3

SC131E	Anatomy & Physiology: Immunology, Oncology, Microbiology	2.4
PH153A	Pharmacology	1.2
MA134E	Asepsis & Surgery Clinic	2.4

Module 4

SC131A	Anatomy & Physiology: Reproductive, Endocrine, Life Stages	2.4
BU130A	Medical Law, Ethics, & Records	1.2
MA134A	OB/GYN, Pediatrics, CPR Clinic	2.4

Module 5

SC131B	Anatomy & Physiology: Cardiology, Hematology, Respiratory	2.4
BU130B	Office Standards	1.2
MA134B	Hematology & EKG Clinic	2.4

Externship

EX196	Medical Assisting Externship	5.3
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Total Credit Hours	41.3
Lecture/Lab Hours	880

Medical Assisting

Medical Billing

ORT

HOSPITAL MGR CENTER

PO BOX DEPT

SEATTLE WA

DATE 05/23/99

454-4011

PROCEDURE	TOTAL CHARGES ALLOWED	TOTAL SALES	DEDUCTED CHARGES	OTHER PAYABLE	NET REVENUE
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MDIC

90505	2000	1063	00	1063	00
90505	2000	00	00	00	00
90517	8500	2884	00	00	00
	7500	4003	00	00	00
	2000	00	00	00	00
	6000	4003	00	00	00

MEDICAL BILLING DIPLOMA PROGRAM

Medical Billing Content and Credits

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

Core Module

CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9

Module 1

SC125A	Essential Body Systems	2.4
CA126A	Medical Office Transcription	1.2
SC121A	ICD-9 Coding	2.4

Module 2

BU124A	Health Insurance Processing	2.4
SC127A	Health Ins. Claims & Forms	2.4
SC121B	Third Party Reimbursement	1.2

Module 3

SC125B	Body System Fundamentals	2.4
BU124B	Customer Service	1.2
SC121C	CPT Coding	2.4

Module 4

CA126B	Computer Billing	2.4
BU129A	Medical Law & Ethics	1.2
SC127B	Health Care Billing	2.4

Externship

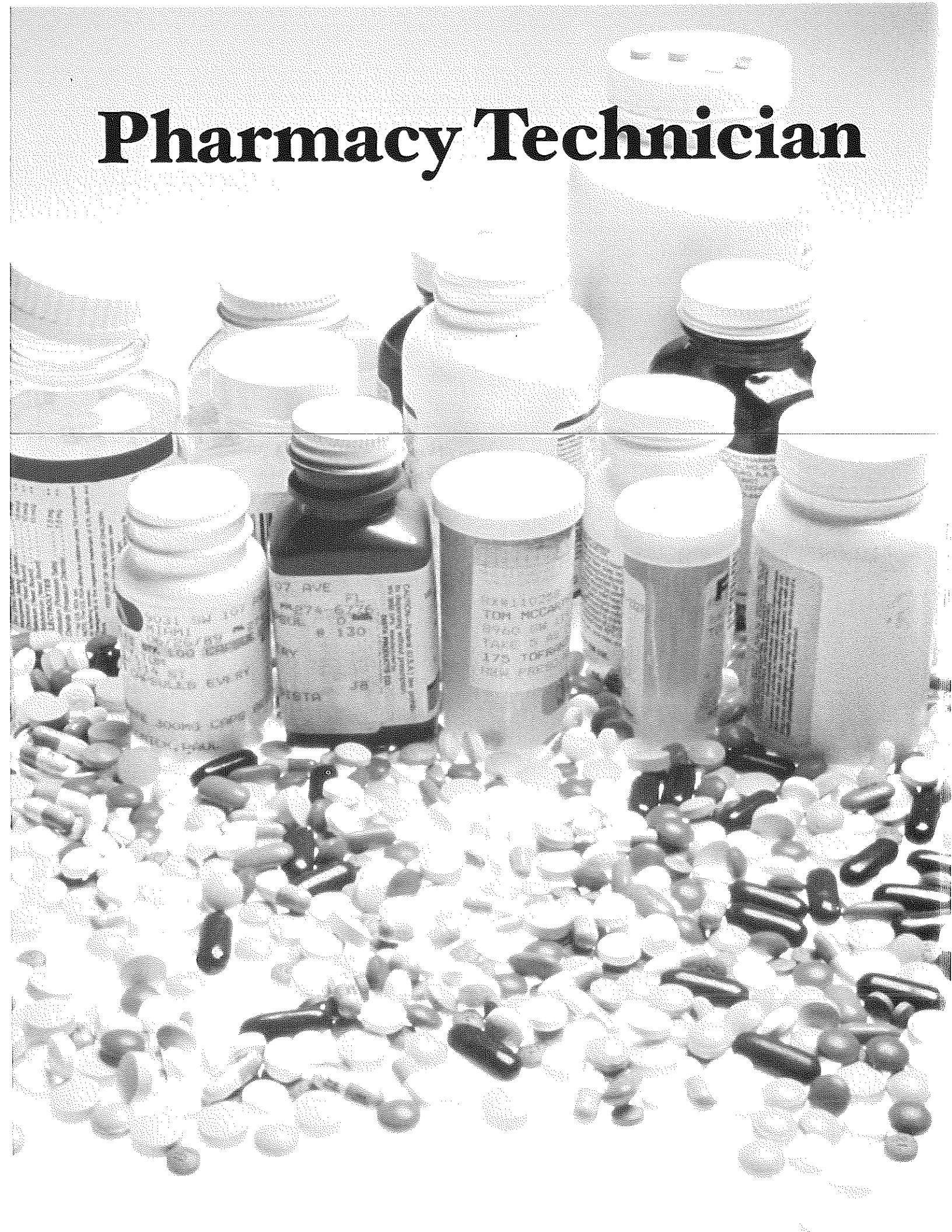
EX197	Medical Billing Externship	6.0
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Total Credit Hours 36.0

Lecture/Lab Hours 780



Pharmacy Technician



PHARMACY TECHNICIAN DIPLOMA PROGRAM

Pharmacy Technician Content and Credits

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

Core Module

CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9

Module 1

SC131F	Anatomy & Physiology: Musculoskeletal, Integumentary	0.9
BU140A	Federal Law	0.6
PH148A	Pharmacology & Drug Class: Musculoskeletal, Integumentary	0.9
SC141A	Basic Chemistry	0.9
PT144A	Pharmacy Compounding Lab	2.1
BU143A	Compounding & Manufacturing	0.6

Module 2

SC131G	Anatomy & Physiology: Nervous, Psychiatry, Oncology	0.9
BU140B	Washington State Retail Law	0.6
PH148B	Pharmacology & Drug Class: Nervous, Psychiatry, Oncology	0.9
BU142A	Retail & Records Management	0.9
PT144B	Pharmacy Retail Lab	2.1
MH145A	Pediatric Dosage Calculations	0.6

Module 3

SC131H	Anatomy & Physiology: Pharmacology, Digestive, Reproductive	0.9
BU140C	Washington State Institutional Law	0.6
PH148C	Pharmacology & Drug Class: Pharmacology, Digestive, Reproductive	0.9
PH135B	Basic Pharmacology	0.9
PT144C	Pharmacy Institutional Lab	2.1
MH145B	Dosage Calculations	0.6

Module 4

SC131I	Anatomy & Physiology: Urinary, Cardiovascular, Respiratory	0.9
BU140D	Washington State Hospital Law	0.6
PH148D	Pharmacology & Drug Class: Urinary, Cardiovascular, Respiratory	0.9
SC147A	Hospital & Parenteral Admix	0.9
PT144D	Pharmacy Hospital Lab	2.1
MH145C	IV Solutions Calculations	0.6

Module 5

SC131J	Anatomy & Physiology: Blood, Immune, Lymphatic, Endocrine	0.9
SC146A	Pharmacy Ethics & HIV/AIDS	0.6
PH148E	Pharmacology & Drug Class: Blood, Immune, Lymphatic, Endocrine	0.9
SC149A	Basic Microbiology	0.9
PT144E	Pharmacy Chemo Lab	2.1
MH145D	IV Flow Rate Calculations	0.6

Externship

EX198	Retail Externship	4.0
EX199	Hospital Externship	4.0

Total Credit Hours	44.0
Lecture/Lab Hours	960

PROGRAM TUITION AND FEES

Dental Assisting

Tuition	\$7,510
Registration	\$100
Lab Fees	\$1,224
Other Fees (Books, Misc. Supplies, Uniforms)	\$365
Total Cost	\$9,199

Medical Assisting

Tuition	\$7,556
Registration	\$100
Lab Fees	\$1,065
Other Fees (Books, Misc. Supplies, Uniforms)	\$478
Total Cost	\$9,199

Medical Billing

Tuition	\$7,371
Registration	\$100
Lab Fees	\$277
Other Fees (Books, Misc. Supplies)	\$547
Total Cost	\$8,295

Pharmacy Technician

Tuition	\$8,297
Registration	\$100
Lab Fees	\$387
Other Fees (Books, Misc. Supplies, Uniforms)	\$415
Total Cost	\$9,199

Tuition Notes

1. Program costs are evaluated annually. Changes are generally implemented January 1 each year, but may be made at any time as business conditions warrant.
2. Tuition changes are not applied retroactively, and any student who has signed an enrollment agreement is protected from tuition increases provided they start school on the date originally specified on the enrollment agreement.
3. 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 depends upon factors that are continually subject to change, these changes will not result in a change in total program cost.



METHODS OF PAYMENT

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

For each program of study, incidentals such as paper, pencils, pens, and steno pads are the student's responsibility. Eton Technical Institute does not provide room or board but will assist the student in identifying available housing in the area. All Title IV financial aid funds received by the school are credited to the student's account in compliance with the current federal regulations.

Alternative Loan Programs

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

Payment Plans

If all tuition owed by a student is received by Eton during the first week of classes, Eton Technical Institute offers a 5% discount. If payment is not received in the first week, the discount does not apply.

Students using student loan programs do not receive this discount because funds are not disbursed to Eton in the first week of school. Payment with Visa or MasterCard is accepted and full payment during the first week qualifies for the 5% discount.

Eton Technical Institute offers the students the opportunity to make monthly payments to the school.

Payment plans are subject to credit approval.

Eton Technical Institute reserves the right to terminate the student's enrollment if the student fails to meet financial obligations to the school. Eton Technical Institute also reserves the right to withhold all official documents such as academic transcripts, grades and diplomas should a student become delinquent in payments due to the school. In event of delinquency, Eton Technical Institute may require balance in full on unpaid tuition.

Eton Technical Institute reserves the right to send unpaid balances to an outside agency for collection. If this occurs, the student will be responsible for all collection costs, attorney fees, court costs, and any other reasonable collection cost and charges. In addition, a \$15 late fee will be charged to delinquent accounts following a ten day grace period. A \$25 fee will be charged for any checks returned due to insufficient funds.

SCHOLARSHIPS

Directors' Scholarship

The Director's Scholarship of \$1,000 is awarded four times per year at each campus and will be applied toward payment of tuition, books and fees.

Eligibility: students must have completed at least two modules of instruction at the school, demonstrate 95% attendance and hold a grade point average (GPA) of at least 3.8 to qualify.

Qualified students are encouraged to apply. Deadlines for submitting completed applications are the first Monday of the following months: March, June, September, and December annually.

Methods of
Payment

Directors' Scholarship Continued

The information below states the process for applying for the Director's Scholarship.

1. The student must obtain an application from the Director of Administration or the front desk.
2. The student will complete the application along with an essay (requirements stated in the application packet) and submit the information to the Director of Administration.
3. The Director(s) at each campus will review each application and essay from each applicant and select a final winner.
4. The Director(s) will notify the winning student in writing within seven business days of the application deadline.
5. The Directors(s) will forward the winning applicant's application and essay to the President to be reviewed for the President's Scholarship.

President's Scholarship

The President's Scholarship of \$2,000 will be applied toward payment of tuition, books and fees. Four scholarships are awarded annually.

Eligibility: Students who are recipients of the Director's Scholarship at each campus are the only individuals eligible for consideration.

The information below states the process for applying for the President's Scholarship.

1. The President will review the applications and essays of the winners of the Director's Scholarship from each Eton Campus.
2. The President will select and send a letter to the winner within seven days of awarding the Director Scholarship at each campus.
3. The President will notify the Directors at each campus of the President's Scholarship winner.

Tuition Assistance Grants

Eton Technical Institute is offering special Tuition Assistance Grants to help laid-off workers develop new skills for new employment opportunities. This Tuition Assistance Grant program is open to applicants who have been laid-off between September 1, 2001 and April 1, 2002.

Applicants need to provide proof in writing from the employer that laid them off. There are a total of 200 grants available of \$500 each. The grant is deducted from the account balance of eligible students. Interested applicants should contact the campus Financial Aid Officer for additional information and to apply.

Other scholarships

Additional information is available in the Financial Aid Office. Students are encouraged to research other scholarship opportunities.

Students

The cost of education is the responsibility of the student. Federal financial aid is awarded based on 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

Student Financial Aid

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 and whose financial resources meet the eligibility requirements for Title IV funding.

Title IV funds allocated to Eton Technical Institute include:

- 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

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:

1. Be a U.S. citizen or eligible noncitizen.
2. 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.
3. Be working towards a degree or diploma.
4. Have a high school diploma or GED.
5. Have financial need as determined by an approved need analysis system by the Department of Education (not required for some loan programs).

6. Maintain satisfactory academic progress.
7. Not owe a refund on a Federal Grant or be in default on any Federal Educational Loan.
8. Not have borrowed in excess of the annual aggregate loan limits for the Federal Family Educational Loan Program or Federal Direct Loan Program.
9. Be registered with Selective Service (if required).
10. Sign a Statement of Educational Purpose.
11. Have a valid Social Security number.
12. 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 (FAFSA). This is used to determine eligibility for all types of financial aid programs. Once processed the application will produce an Expected Family Contribution (EFC).

This number is calculated by the Federal Student Aid Central Processing System. To be eligible for a Federal Pell Grant, the EFC must be equal to or less than \$4,000 for the award year 2002/2003. 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 school regarding their financial aid status and eligibility.

Educational expenses included in the need analysis calculations for determining the student's cost of attendance are calculated 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:

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

The borrower has the responsibility to:

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

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.

Processing System

Selected applicants must submit, at minimum, the required year's 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, he/she will be withdrawn from the school. The student may reenter the school when he/she 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.

Methods of Payment

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.

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 Grants

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of school education. Students or prospective students may obtain an application to participate in the Federal Pell Grant program from the Financial Aid Office of Eton Technical Institute. 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. The maximum Pell Grant for the 2002-2003 award year is \$4,000.00.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need with priority given to Federal Pell Grant recipients. FSEOG awards are given to those students with the lowest EFC that 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.

Parent Loans

The Federal Family PLUS Loan is available to parents of dependent students that 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. Up to a four-percent origination and guarantee fee will be deducted by the bank from the loan principal. The interest rate is variable with a maximum of 9 percent. Maximum loan size is limited by the student's cost of attendance.

Repayment begins within 60 days of the final 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 Eton Technical Institute's Financial Aid Office or from a lender selected by the parents. For deferment information, contact the Financial Aid Officer at the campus.

Methods of Payment

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 \$2,625 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 Federal Government pays the interest as long as the student remains in school 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 have a variable interest rate and are 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 payments, or
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 Federal Family Education Loan 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 his/her 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 Counseling

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.

ADMISSIONS

Contact Admissions

Prospective students may apply to the school at any of three 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
906 SE Everett Mall Way, Suite 600
Everett, WA 98208
(425) 353-4888

Additional information about Eton Technical Institute is available by calling **800-417-7899**.

Admissions Procedures

A prospective student begins by scheduling a campus tour and admissions conference with an admission representative of Eton Technical Institute. This allows the candidate to learn about career program choices available and view the facilities and equipment.

If Eton's training programs will meet the prospective student's goals, an application for admission and an enrollment agreement are completed. Candidates then meet with a Financial Aid Officer to arrange funding of their education.

Admission Requirements

1. Admission to Eton Technical Institute is based on an assessment that determines readiness to engage the training program selected by a prospective student. Students are asked to take the Wonderlic Test and must pass with a score of at least 10 except students entering the Pharmacy Technician program who must pass with a score of at least 15.
2. All applicants are required to provide a copy of their high school diploma or GED certificate. Applicants who have not yet completed high school or received their GED may apply for conditional acceptance prior to completion. Proof of high school graduation or GED must be provided before a student begins school if conditionally accepted. Eton does not currently accept ability to benefit students.
3. Students must pay a registration fee of \$100. All necessary forms must be completed.
4. Applicants to the Medical and Dental Assisting programs are strongly encouraged to complete a Hepatitis B immunization and present official documentation of series prior to externship. Students are responsible for fees associated with all immunizations.
5. Washington State conducts a background check on all Pharmacy Technician License applicants. An adverse criminal background may result in the denial of a PHT license. Applicants to Eton's Pharmacy Technician program may request a background check prior to enrolling for a \$10 fee. Applicants to the Pharmacy Tech program must sign a form acknowledging the implications of an adverse criminal background.

School Policies

Hours of Operation Facilities and Offices

7:30 a.m. to 10:30 p.m. (Monday-Thursday)

7:30 a.m. to 5:00 p.m. (Friday)

Class Times

Morning Session

8:00 a.m. to 12:00 p.m. (Monday-Friday)

Afternoon Session

Port Orchard and Federal Way

1:00 p.m. to 5:00 p.m. (Monday-Friday)

Everett

12:10 p.m. to 5:10 p.m. (Monday-Thursday)

Evening Session

5:30 p.m. to 10:30 p.m. (Monday-Thursday)

CLASSROOM BEHAVIOR AND RESPONSIBILITIES

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

1. Courtesy and respect in the classroom and on all school premises.
2. An attentive attitude in the classroom.
3. Respect of private property, property of fellow students, and school facilities and equipment.
4. Adherence to established policies and regulations of the institution.

These standards are in conformance with the Washington Administrative Code for college student code of conduct. Violation or failure to adhere to these standards may result in disciplinary action by the school and may include the student's termination.

Dress Code

Eton trains students for employment in the allied health industry. In order to effectively train students for employment in these highly professional fields, an appropriate professional appearance is very important. The following items are not in compliance with our professional standards: beach clothing, sports apparel (sweats, warm-ups, etc.), shorts or cutoffs, tank or halter tops, torn, soiled, or frayed clothing, message shirts, jeans and T-shirts. Skirts and/or pants should be knee length or below. Open-toed shoes are not permitted in lab. Students are responsible for maintaining uniforms and other attire in a professional manner.

Within the first module of the Medical or Dental Assisting programs, 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

School Policies

student. Students in the Medical and Dental Assisting programs must purchase their own white leather or synthetic leather shoes to wear with the uniform.

Students in the Pharmacy and Medical Billing programs are not issued uniforms. Men are required to wear a professional shirt 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.

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 procedure is followed:

1. The student must first try to resolve the issue with the school staff member involved.
2. If the matter is unresolved, the student must submit a written statement describing his/her concern to the Director of Administration. Upon receiving a student's written statement, the Director of Administration will schedule a meeting to discuss the concern and attempt resolution of the grievance.
3. If the matter is still not resolved, the student should then request an appeal hearing through the Director of Administration. The Appeals Committee is selected by the Director of Administration and is comprised of faculty and staff. The Committee will make a decision by a simple majority vote and communicate the decision to the Director of Administration. The student will then be notified of the

decision. The decision is binding.

4. Additional inquiries may be made to the President of Eton Technical Institute. Presidential decisions are final.
5. Additional inquiries can be directed to the Accrediting Council for Independent Colleges and Schools (ACICS) at:
750 First St. N.E., Suite 980
Washington, D.C. 2002-4241
or (202) 336-6780.

Nondiscrimination Policy

Eton Technical Institute does not discriminate against anyone based on age, sex, religion, race, national origin or disability. Eton Technical Institute reserves the right not to enroll a student whom, in the judgment of college personnel, cannot benefit from the school's educational training. It is the policy of Eton Technical Institute to provide accessibility and reasonable accommodations for persons defined as disabled in section 504 of the Rehabilitation Act of 1973.

Eton Technical Institute evaluates the individual's needs, advises, and provides appropriate support in the student's program of study. Disabled students are responsible for contacting the Director of Administration for an initial interview to assess their needs prior to the beginning of the Core 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 Director of Administration on each campus is the designated individual to handle inquiries regarding ethical or nondiscrimination policies.

Eton Technical Institute has been designed to accommodate the needs of students with physical

School Policies

impairments. Floor levels in the elevators are marked in Braille signs. Entrances and exits are wide enough for a standard wheelchair to pass through them and restrooms are equipped to accommodate disabled individuals. Parking spaces are reserved for the handicapped near entrances and ramp access is provided to the buildings.

Permits are available through state vehicle licensing agencies. Proper identification is required to park in the handicapped-reserved spaces.

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 available through Student Services.

Eton Technical Institute prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If a student suspects someone to be under the influence of any drug (or alcohol) they should immediately bring this concern to the attention of the Director of Education or Director of Administration. Violation of Eton's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is 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 Director of Administration.

Weapons Policy

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. Eton maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the school and a complaint with local law enforcement.

Personal Property

Eton Technical Institute assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

Student Attendance Policy

The entire staff at Eton Technical Institute is committed to helping students attain their educational goals. To assist in these efforts, regular attendance is strongly encouraged. All course work must be completed to the satisfaction of the instructor. The student is responsible for initiating procedures to make up any course work missed.

Attendance is recorded daily at the beginning of each class and after each break. Absences are recorded in 15-minute increments (rounded up).



Hours absent will be the criteria used for the following:

15 hours absent

Progress Report: The instructor or administrator will complete a progress report and may meet with the student.

25 hours absent

Probation 1: The student will be placed on first probation. Attendance probations carry over from mod to mod.

30 hours absent

Probation 2: The student will be placed on second probation. Attendance probations carry over from mod to mod.

35 hours absent

Termination: The student will be terminated.

Leave of Absence

A leave of absence (LOA) may be granted for a documented medical or legal reason. For reasons other than medical or legal, special application must be made to campus administration.

1. One leave of absence is permitted per program enrollment.
2. The length of an approved LOA may not exceed 14 calendar days.
3. An approved LOA does not consider the student a withdrawal for Title IV purposes.
4. If a student does not return from their LOA on his/her scheduled return date, he/she will be terminated even if the scheduled return date is prior to the full 14 calendar days available.

The following criteria apply:

1. If a student's LOA is less than nine (9) calendar days in any one module, students will be required to complete all coursework as a regular student.

2. If a student's LOA is nine (9) to 14 calendar days (in any one module) an incomplete may be granted for that module. This will be noted as an "I" on the student's transcript. The student must successfully complete all course work within seven business days.
3. If a student fails to successfully complete in this period of time, all credits will be considered failed and all "I"'s on the transcript will be changed to "F"'s.
4. Students will have to pay a repeat credit charge when returning to take any credits for which an "F" grade was earned.

Progress Reports

Students may be counseled about progress and behavior at any time. These "progress reports" are cumulative throughout a module. Three progress reports result in probation.

Attendance/Academic Probation Periods

Students are allowed two incidents of probation, academic and/or attendance per program.

Satisfactory Academic Progress

Students enrolled at Eton Technical Institute are required to meet the following minimum standards to achieve academic progress toward course completion. Students not meeting these standards will be considered as failing to make satisfactory academic progress. They will proceed through the probationary stages and may become 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. Students on probation are considered to be making satisfactory progress for financial aid eligibility.

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 measured against a norm. Students must maintain a 2.0 grade point average or better each module to avoid being placed on probation or terminated as outlined below. Students must pass all courses and labs with a letter grade of "C" or better, and all externships with a letter grade of "P".
2. A student must complete the educational program within one and one half times the published program length measured in credit hours. Therefore, to be considered making satisfactory progress towards completion, a student must successfully complete the following percentages of total credit hours attempted:

Required Evaluation Point	Minimum CGPA	Minimum Successful Course Completion % of Courses Attempted
25% of maximum time frame (a)	1.25	55%
50% of maximum time frame (b)	1.5	60%
100% of maximum time frame	2.0	100%

- (a) Students not meeting this standard will be placed on probation.
- (b) Students not meeting this standard will be terminated.

Re-establishing Satisfactory Academic Progress

A student may re-establish satisfactory progress at Eton Technical Institute by meeting the following requirements.

1. The student must successfully retake courses previously failed or upgrade the skills applicable to the student's educational objective so that the recalculated GPA and successful completion percentage meet or exceed the minimum requirements.
2. Some form of academic evaluation must be conducted by the institution to determine that the student has the desire and the academic ability to progress satisfactorily in the program.
3. The student must be placed on academic probation for a predetermined period of time after reestablishing satisfactory progress.

Academic Probation

Students who do not meet the minimum standards of satisfactory academic progress will be directed through the probation stages. Students are allowed two incidents of probation, academic and/or attendance per program.

Course Exemption

Students with experience or previous training may request and take a one-time challenge examination during the first week of each class. Students may not challenge more than 15% of their required credits. Students must attain 90% or better on the examination. If the challenge is successful, students receive an "E" grade on their transcript which will count as credits attempted and successfully completed but will not be calculated into a student's GPA. Depending on a student's financial aid funding, he/she may still have to attend the course but will still receive an "E" grade if the course is exempted.

Program/Course Withdrawal

Students who want to discontinue their training for any reason should schedule an exit interview with a school official to discuss withdrawal from Eton Technical Institute. Students who withdraw in the progression of a module will receive a “W” with a credit value of zero. These credits are not considered “successfully completed” but do count as credits attempted.

Re-admittance after Administrative Withdrawal

Students that re-enter within one calendar year from their last date of attendance are considered re-entry students. If more than one calendar year has elapsed from their last date of attendance the student is considered a new student and regular admissions procedures apply.

Re-Admittance After Termination

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 Director of Administration.

Student Academic Appeal Process

Students who have not maintained satisfactory academic progress or who feel there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory academic progress may appeal by requesting, in writing, a review of their situation. The Director of Administration will conduct the review process. Any decision resulting from the review is final.

Student Records

In compliance with Public Law 93-380 of 1974, The Family Educational Rights and Privacy Act, Eton Technical Institute has adopted policies and procedures that 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. Eton Technical Institute 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 school and the signature of the registrar.

Transcripts of a student’s previous education that have been submitted to Eton Technical Institute become the property of the school and cannot be returned to the student. Eton Technical Institute does not issue or certify copies of transcripts from any other institution. Eton Technical Institute also reserves the right to withhold all official documents such as transcripts, grades, and diplomas should the student become delinquent in any payments due to the school.

School Policies

Transfer Credit

Eton can accept a maximum of 15% of the total credits required to complete a program as transfer credits. Eton Technical Institute reserves the right to accept or reject any or all credit units earned at another institution at its own discretion.

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 21.4253 (d) (3).

The information below describes the processes at Eton for transferring credits.

1. Any time during the enrollment process the student can request through the Director of Education to have his/her transcript reviewed for transfer of credit.
2. Students are asked to turn into the Director of Education a copy of or a request for his/her transcript as well as a course description of transferable courses (preferably a school catalog) if requested by Eton. In addition, students may be asked to take a test to demonstrate competency.
3. The Director of Education reviews applicable courses as it pertains to the student's program of study and fills out the transfer credit form.
4. If any credits are accepted by Eton through the Director of Education, the Director of Education will notify the student regarding which credits were accepted and transferred.
5. The Director of Education will work with the Registrar/Director of Administration and Financial Aid to complete the enrollment process based on the student's revised schedule and any tuition adjustments.

The student will receive an "E" grade on his/her transcript for credits transferred which will count as credits attempted and successfully completed but will not be calculated into a student's GPA. Depending on a student's financial aid funding, he/she may still have to attend the course but will still receive an "E" grade if the credits are transferred.

Transferring Credits Earned at Eton to Other Institutions

Each school reserves the right to evaluate credits earned at other institutions for awarding credit for previous training. Eton Technical Institute cannot guarantee the transferability of credit earned in Eton's programs to other institutions. Accepting transfer credits is always at the sole discretion of the receiving institution.

Program Transfers

Program transfers must be approved and processed by the Director of Administration. In such cases, the school's refund policy shall be applied to the student's obligation unless the change is made prior to the end of the Core Module.

If a student transfers from one program to another during the Core Module, no transfer fee is charged. If a student transfers from one program to another within the first week of the second mod, a \$300.00 transfer fee is charged and student begins the new program immediately. If a student transfers from one program to another after the first week of the second Module, the student is withdrawn from school and will re-enter in the next start date. No transfer fee is charged. The student is given course and tuition credit for all classes successfully completed in the Core Module.

A student failing to begin his or her new program of study on the designated start date will be charged according to the school's regular refund policy. This policy is stated on the back of the Enrollment Agreement from his or her prior enrollment and elsewhere in this catalog. Credits completed or attempted in the

prior program will not affect satisfactory academic progress in the student's new program of study. Students are permitted to change programs a maximum of two times.

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 business and health-related industries.

Grading System

Grades are earned in each course and are recorded on the student's academic transcript. Evaluation of a student's 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 all courses except Pharmacy Technician

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

E=Exempt/Transfer; R=Retake; P=Pass;
W=Withdraw; I=Incomplete

Pharmacy Technician Grading Scale

A	B	C	F	P/E
100-93	92-84	83-75	74.0	0
4.0	3.0	2.0	0.0	0.0

E=Exempt/Transfer; R=Retake; P=Pass;
W=Withdraw; I=Incomplete

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 taking the credit value of each class multiplied by the value of the grade earned in each class. The accumulated number of all classes is then divided by the total number of credits attempted. The letter grade of "F" is counted as hours attempted, but not credit hours successfully completed.

Any courses for which an "F" grade is earned must be successfully completed in order to graduate. See Repeat Credits and Evaluation Standards.

CGPA necessary for graduation from individual programs as well as National and State Certification CGPA requirements may vary.

Marks of Progress

Pass/Fail

Eton offers select courses on a pass/fail basis. Students who fail these courses will proceed through the probationary stages. Students are required to repeat and pass the courses in order to graduate. Fees to repeat credits will apply.

The following is a list of courses at Eton that require a pass grade:

Number	Course Name	Credits
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB106	Program Orientation	0.3
EX195	Dental Assisting Externship	5.3
EX196	Medical Assisting Externship	5.3
EX197	Medical Billing Externship	6.0
EX198	Retail Externship	4.0
EX199	Hospital Externship	4.0

~~A "P" grade will count as credits attempted and successfully completed but will not be calculated into a student's GPA.~~

Repeat Credits

Any course for which an "F" grade is earned must be successfully completed in order to graduate. Failed courses are not considered "completed" but do count toward credits attempted. Repeat credits incur an additional charge and will require the student to complete an addendum to their Enrollment Agreement. A letter grade of "R" will replace the "F" on the student's transcript when the student repeats the course. The letter grade "R" has a credit value of zero.

Incomplete

An incomplete is given to students who do not complete all course requirements due to illness or legal difficulties. These extenuating circumstances are documented in the student's academic file. Students must clear their incomplete letter grade within seven school days (excluding weekends and holidays) from the end of the module in which the incomplete was given.

For determining progression toward completion a grade of "I" is counted as attempted and not counted as hours successfully completed.

However, when the "I" is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on the new letter grade.

Administrative Withdrawal

Students who withdraw in the progression of a module will receive a "W" with a credit value of zero. These credits are not considered "successfully completed" and do count toward credits attempted.

Grade Changes

Grades may be changed by instructors only in cases of clerical errors or subsequent completion of course work. It is the student's responsibility to initiate a grade change with the appropriate instructor. A grade change form must be completed, signed by the instructor, and submitted to the Director of Administration before a grade change becomes official. Grade changes must be completed within two weeks following the end of the module in which the grade was posted.

REFUND POLICIES

Refund Policy

In the event of termination or withdrawal prior to graduation, tuition refunds are based on a percentage of Total Program Cost defined by applicable U.S. Department of Education and Washington State regulations. Refunds are not based on an itemization or prorating of the individual components of the Total Program Cost.

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 will be made within 30 days from the date the institution determines the student has withdrawn or the date the student gives notice of his/her withdrawal.

Cancellation and Refund Policy (Prior to Start)

1. A full refund is due if the applicant is not accepted by the school.
2. A full refund is due if the applicant cancels by midnight of the fifth business day (excluding Sundays and holidays) after signing the contract or making an initial payment.
3. 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 is 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, Section 484B of the Higher Education Act Amendments require the institution to calculate the amount of Title IV earned. Any amounts of unearned Title IV funds will be distributed back to the Title IV program. The institution does not issue refunds or credit balances for less than one-dollar, unless requested in writing by the student.

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund must be paid within 30 days after receipt of such a request.

Student Withdrawal Charges

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

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

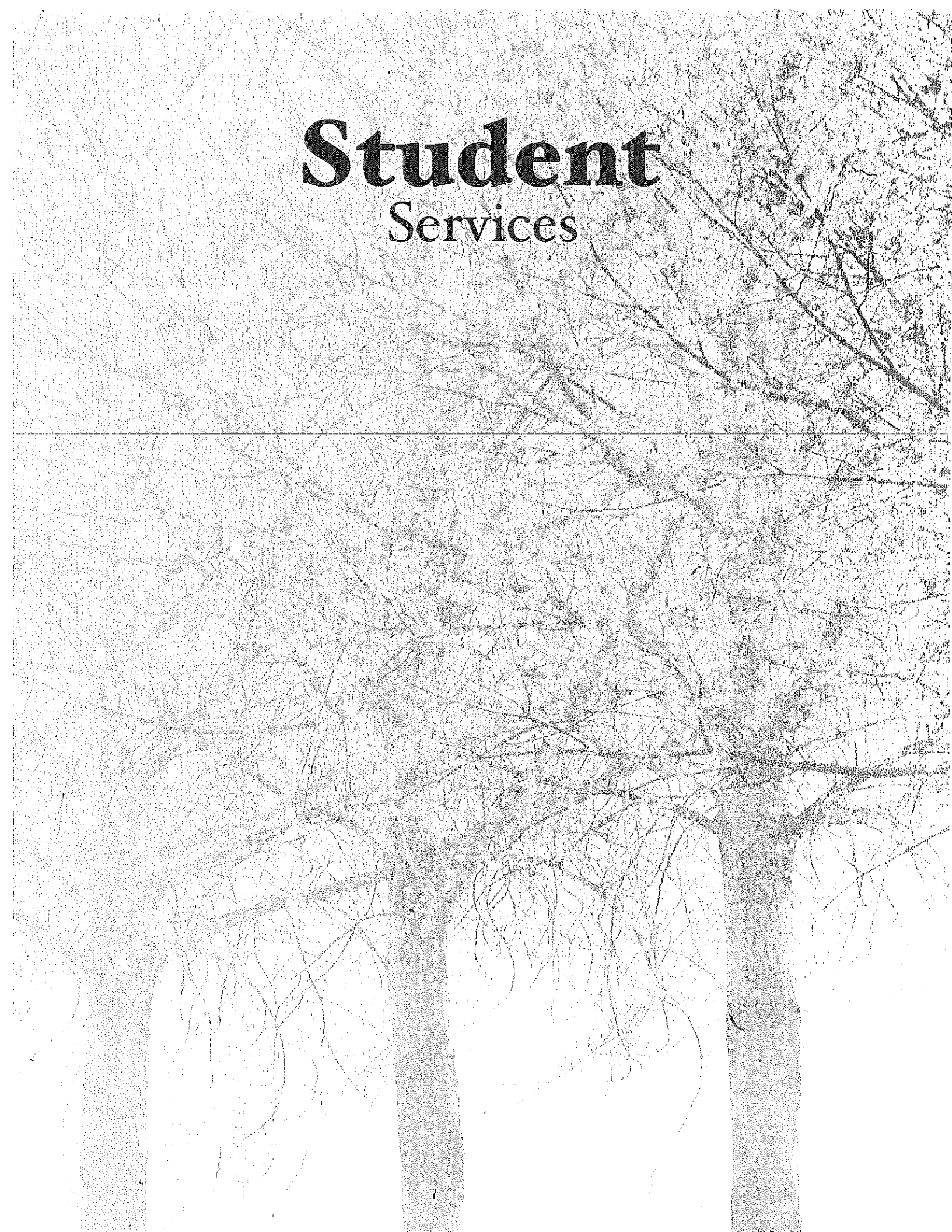
26% through 50% of Program

50% of charges

51% through 100% of Program

100% of charges

Student Services



STUDENT SERVICES

Counseling Services

The school staff, advisors, and faculty are available to offer vocational counseling to students and prospective students.

Student Services Advisor

Eton's programs are designed with the adult learner in mind. For this reason, each Eton campus has a Student Services Advisor on staff to assist students in overcoming obstacles to their success. For example, Student Services Advisors can often help with transportation, childcare, or personal issues. Ultimately, however, a student's individual success or satisfaction may not be guaranteed because it is dependent upon the student's personal efforts, abilities, and attention to coursework.

Eton's staff and faculty are available to assist students with educational, career, or personal needs so that students can successfully complete their career training.

Student Council and Activities

Eton Technical Institute has an active Student Council, which serves as a bridge between students, faculty and the administration. Students provide input to decisions that affect the institution and themselves to improve the quality of education. Student Council members: learn leadership, become involved in student activities, contribute to the quality of life at the institution, participate in a professional meeting environment, and benefit from the opportunities the student council offers. Most employers also desire these qualifications and positions held on the council can be a valuable addition to any student's resume.

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 and/or the Student Services Advisor.

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.

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 may be nominated for membership into the National Vocational-Technical Honor Society.

Graduate Services

The placement assistance program is a very important component of Eton's offerings, since our mission is to train graduates for success in the working world. Eton provides students with training and skill development for effective job search and career improvement.

The Graduate Services Advisor at each campus works with students individually to smooth rough edges, educate, and help students reach for new opportunities. Students develop job search skills that

Student Services

help them to find their first job and subsequent jobs after graduating from Eton.

Eton's comprehensive placement assistance program contains the following elements:

Job Search Skill Development

Career development sessions, offered throughout each program of study, prepare the student for the job search process. These sessions focus on developing effective job search skills: using the Internet for research, resume writing, dressing for success, and sharpening interviewing skills. Individuals receive help with resume preparation.

Contact with Employers

The Graduate Service Advisor contacts employers who advertise and list job openings in the Puget Sound area newspapers and works with employers to match students to jobs. The Graduate Services office also keeps in contact with local health care providers, businesses, and government agencies to receive notification of job openings.

Many student externships lead to employment. Externship sites are often excellent sources of employment for Eton graduates. The Graduate Services Advisor helps to schedule interviews for the students and provides coaching and guidance. This helps students perfect their interview techniques for future interviews.

Follow-up with Graduates and Employers

Graduate Services keeps in contact with graduates after they leave Eton and are on the job. Students are encouraged to keep in touch with Eton as they progress in their career. Eton sends a survey to employers of Eton graduates to learn more about their satisfaction with the graduate's performance, and to receive their suggestions for program enrichment. This enables Eton to keep current with employer needs.

Eton does not guarantee employment or starting salaries and is not obligated to provide placement services to students who do not complete their program of study. Placement and advancement in the workforce depends on personal initiative. While Eton's programs offer superb training, the utilization of the training is the responsibility of the graduate.

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. Fulfill 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.



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-credit 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.

Course Challenge Credits

Credit units earned by challenging a course. A student takes an examination created and monitored at Eton Technical Institute during the first week of a course.

Module (Mod)

An academic period six weeks in length.

New Student

A student who has not previously attended classes at Eton Technical Institute or who re-enters after a one-year (or greater) period of absence.

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 uses the quarter-credit hour practice for calculating academic 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.

All courses except externships are assigned credits based upon the following: One credit = 20 hours of instruction or lab to determine the number of credit hours in a program for a Federal Student. Externships are assigned credits based upon the following: One credit = 30 hours of externship to determine the number of credit hours in an externship for a Federal Student.

Student Services

Memberships

- Bremerton Chamber of Commerce
- Federal Way Chamber of Commerce
- Everett Chamber of Commerce
- Port Orchard Chamber of Commerce
- Northwest Private Career Schools Association (NPCSA)
- National Association of Health Career Schools (NAHCS)
- National Association of Student Financial Aid Administrators (NASFAA)
- Washington Association of Financial Aid Administrators (WAFAA)
- Western Association of Student Financial Aid Administrators (WASFAA)
- Washington Federation of Private Career Schools and Colleges (WFPVS)
- Better Business Bureau

Approvals

- United States Department of Education
- United States Department of Justice (Immigration and Naturalization Division)
- Washington State Board of Pharmacy
- Veterans Administration
- Workforce Training Coordinating Board

Licensure

Eton Technical Institute 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
128 Tenth Avenue SW
Olympia, WA 98504-3105
(360) 753-5673

and/or

ACICS (Accrediting Council for Independent Colleges and Schools)
750 First St. N.E., Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

Disclaimer

This catalog provides required information about Eton Technical Institute. However, in a continual effort to maintain the highest educational standards, Eton reserves the right to make appropriate operational and policy modifications at any time. Such modifications will maintain compliance with all accrediting, state, federal, and licensing/certification agencies. When appropriate, Eton will notify students, staff, regulatory agencies and other interested third parties of changes prior to application.

ETON FACULTY

Port Orchard

Adcock, Ernest
BS City University
MDiv Diocesan School of Theology
Core Module Instructor

Ballard, JoAnne CPhT
AA North Seattle Community College
Pharmacy Technician Instructor

Binney, Jerien CDA
National Education Center
Dental Assisting Instructor

Born, Tina NCDA
Southern CA Regional Occupational Center
Dental Assisting Instructor

Calderon, Dolores MA, EMT
USN Hospital Corpsman School
Medical Assisting Instructor

Clarke, William
BS University of Washington
Pharmacy Program Director

Cook, Lisa RMA, CMA
Apollo College
Medical Assisting Instructor

Hutsell, David
AS Olympic College
BA Evergreen State College
Core Module Instructor

Lee, Edward
BS Southern Illinois University
BS Hampton University
Medical Assisting Instructor

Murray, Keisha CPC
Medical Billing Instructor

Parker, Barbara CMA-AC, RICS
BS University of Arizona
Medical Billing Instructor

Powell, Tamra CPC
Medical Billing Instructor

Smith, Julie CMA
Watterson Technical College
Medical Assisting Instructor

VanCleave, Cheryl PhT
USN Hospital Corpsman School
USN School of Health Sciences
Pharmacy Technician Instructor

Young, Matt MA
BA Washington State University
Eton Technical Institute
Medical Assisting Instructor

Federal Way

Armstead, Karen
BS Park University
MA St. Martins College
Core Module Instructor

Bell, Nettie CMA
National Education Center
Medical Assisting Instructor

Doughton, Kirk
BS University of Oregon
Core Module Instructor

Glossen, Melissa
Eton Technical Institute
Medical Assisting Instructor

Lee, Clea
Medical Billing Instructor

Loosveldt, Alisa CMA
Clover Park Vocational College
Medical Assisting Instructor

Marshall, Dan
BA Dartmouth College
Core Module Instructor

Melendez, Alicia
Columbia Basin
Dental Assisting Instructor

Naeher, Jim
BS University of Maryland
MS Chatman
Core Module Instructor

Ruth, Doris
Clover Park Technical College
Pharmacy Technician Instructor

Administration

Sanchez, Frank CPhT
Academy of Health Sciences
Pharmacy Technician Instructor

Thomas, Cynthia CDA
Dental Assistant School of America
Dental Assisting Instructor

Everett

Anderson, George PhT
Bellingham Technical Institute
Pharmacy Technician / Core Module Instructor

Anderson, Jeri
BS Portland State University
MSW Portland State University
Core Module Instructor

Baller, Dan
BS Central Washington University
Core Module Instructor

Bennett, Stacy DA
Eton Technical Institute
Dental Assisting

Brown, Sally DA
Vocational-Technical Certification Seattle
Community College
BS Washington State University
Dental Assisting Instructor

Carlson, Lacey MA
Eton Technical Institute
Medical Assisting Instructor

Caskey, Toni
AA Skagit Valley College
BA Western Washington University
Medical Billing / Core Module Instructor

Cole, Cathi CDA
ATA Edmonds Community College
Dental Assisting Instructor

Figueroa, Louie CMA
BS George Washington University
PA University of Washington
Medical Assisting Instructor

Jackson, Nikki CMA
Eton Technical Institute
Medical Assisting Instructor

Lambie, Jacqueline
BS City University
MA Bastyr University
Core Module Instructor

Landes, Gerry CMA
NW College for Medical Assistants
Medical Assisting Instructor

McClimans, Krista
AA Everett Community College
BA Western Washington University
Core Module Instructor

Payton, Christine
AAS Edmonds Community College
Core Module Instructor

Redwine, Mike
BS University of Washington
Medical Billing Instructor

Shankle, Sarah DA
Eton Technical Institute
Dental Assisting Instructor

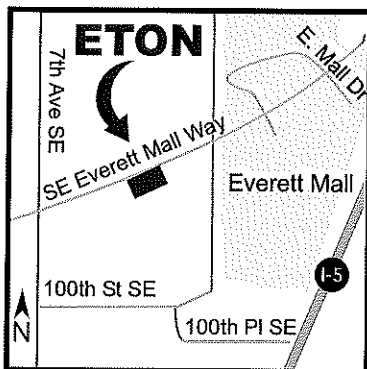
Tomason, Nikki DA
Eton Technical Institute
Dental Assisting Instructor

Traba, Allyson MA
Bryman College
Medical Assisting Instructor

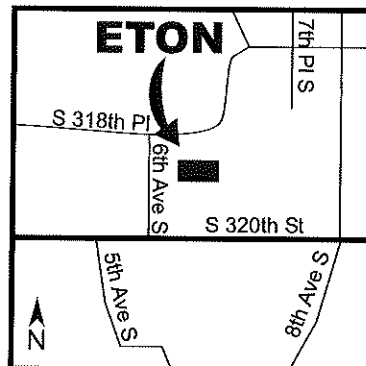
Susan Wilson
BA University of Washington - Zoology/Botany
AAS Pierce College General Studies
AA University of Maryland -
Munich Wurzburg Germany General Studies
Pharmacy Technician Academy of Health Sciences
Pharmacy Technician Instructor



CAMPUS LOCATIONS AND ADMINISTRATION



Eton Technical Institute
906 SE Everett Mall Way
Sixth Floor
Everett, WA 98208
(425) 353-4888



Eton Technical Institute
31919 Sixth Ave South
Federal Way, WA 98003
(253) 941-5800

The **Everett** campus facilities consist of a 19,800 square foot facility containing lecture classrooms, clinical laboratories and computer labs.

Everett Campus Administration

Cari Crabtree, BS, M.Ed
Director of Education

Stacey Lillquist
Director of Administration

Jeri Anderson, BS, MSW
Student Services Advisor

Jacqueline Lambie, BS, MA
Graduate Services Advisor

Ricki Fordham
Financial Aid Officer

Tim Gruhalla
Admissions Representative

Shelley Anderson
Admissions Representative

Michelle Golder
Customer Service Representative

Tara Williams
Customer Service Representative

The **Federal Way** campus consists of a 15,000 square foot training facility on 2+ acres. It consists of lecture classrooms, clinical laboratories and computer labs

Federal Way Campus Administration

Timothy E. Allen, BS, CPhT
Director of Education and Administration

Natalie Graham
Registrar

Karen Armstead, BS, MA
Student Services Advisor

James Naecher, BS, MS
Graduate Services Advisor

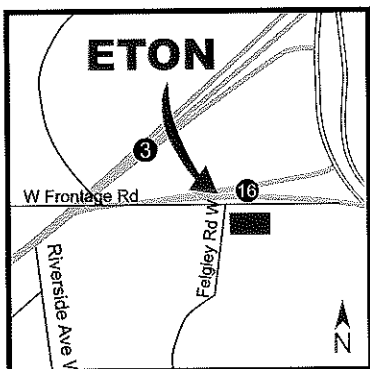
DeAnn Merkel
Financial Aid Officer

Kathy McGuire, BS, MA
Admissions Representative

Joseph Hayward
Admissions Representative

Cindy Eiseman
Front Office Administrator

Administration



Eton Technical Institute
 3649 Frontage Road
 Port Orchard, WA 98367
 (360) 479-3866

Corporate Office
 6 Nickerson Street, Suite 101
 Seattle, WA 98109
P: (206) 381-4420
F: (206) 382-3579

Corporate Administration

Wallace W. Wright
 President

The **Port Orchard** campus occupies approximately 30,000 square feet of instructional space on 5+ acres. It consists of lecture classrooms, clinical laboratories and computer labs

Port Orchard Campus Administration

Robert Reese, BS, MS
 Director of Education and Administration

Janet DeShryer
 Registrar

Karen Armstead, BS, MA
 Student Services Advisor

Scott Mooney
 Graduate Services Advisor

Tara Mooney
 Financial Aid Officer

Jerry Rook
 Admissions Representative

Sue Ashcroft
 Front Office Administrator

Cathi Davies
 Front Office Administrator

Nancy Hulshizer
 Front Office Administrator

Guy Bell
 Vice President Administration

Jack Kempt
 Vice President Admissions

Kim Lothyan, BS, MBA
 Vice President Education

Hamilton Oswald
 Chief Financial Officer

Amy Kuntz, MBA
 Director of Marketing

Patti Wagner
 Controller

Jeff Cooler
 Accounts Payable

Robin O'Donnell
 Marketing Coordinator

Melanie Denman
 Payroll Lead

Patricia Kirwan
 Human Resources

Elina Petrosova
Accounts Receivable

Anna-Lisa Mosesson
Director of Compliance

Financial Aid Administration

Jeanette McClellan
Director of Financial Aid

Susan Vargo
Student Accounts Supervisor

Susan Jensen
Student Accounts Specialist

Shareholders

**Career Choices Inc. is the sole stockholder of
Eton Education, Inc. d.b.a. Eton Technical
Institute.**

Board of Directors

Wallace W. Wright
President

Hamilton Oswald
CFO and Secretary



ALPHABETICAL LISTING BY COURSE PREFIX

BU124A Health Insurance Processing

This course is designed to acquaint the student with the basic steps in processing an insurance claim and the principles, eligibility guidelines, and billing procedures for Medicare, Medicaid, CHAMPUS/TRICARE, Workers' Compensation, state and federal disability and other private insurance.

BU124B Customer Service

This course covers the importance of the use of positive customer service techniques when dealing with clients in the medical office. Personality types, nonverbal communication, skills for explaining and persuading and handling challenging clients will be discussed.

BU129A Medical Law & Ethics

This course provides an overview of legal and ethical issues relevant to medical careers. Issues such as contracts, professional liability, medical malpractice, consent, workplace legalities and social issues will be explored.

BU130A Medical Law, Ethics, & Records

This class will cover a brief overview of medical history, discuss medical practice systems, medical ethics, and medical law and its impact upon the practice and the duties of the MA. Also covered will be filing methods, record keeping and health information management.

BU130B Office Standards

Because of the importance for a Medical Assistant to be cross-trained for front office duties in addition to the clinical duties, time is devoted to the principles of Office Standards (Transcription / Correspondence, Mailing / Scheduling / Travel Planning / Computer Transcribing). This course assists the MA with the procedures and preparations to be an efficient cross-trained employee in a medical facility.

BU130C Financial Management

This class will cover an overview of the financial aspects of the medical office. Subjects to be covered will include

management of practice finances, banking procedures, facility environment and management responsibilities.

BU140A Federal Law

In this course, the students will learn the responsibilities, requirements, and standards mandated by the federal government pertaining to the practice of pharmacy. This course will also cover how these laws impact the practice of pharmacy, pharmacist, and pharmacy technician.

BU140B Washington State Retail Law

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of retail pharmacy and the pharmacy assistant. Each course will apply to a specific set of WAC and RCW laws.

BU140C Washington State Institutional Law

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of institutional pharmacy and the pharmacy technician. Each course will apply to a specific set of WAC and RCW laws.

BU140D Washington State Hospital Law

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of hospital pharmacy and the pharmacy technician. Each course will apply to a specific set of WAC and RCW laws.

BU142A Retail & Records Management

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, and retrieving and interpretation of prescriptions, and an introduction to legal requirements, common medication errors, and third party billing.

BU143A Compounding & Manufacturing

The focus of this course is to provide the student with manufacturing and repackaging techniques, regulations, and knowledge on the equipment used in compounding pharmaceuticals.

BU152A Special Needs Patient & AIDS

The purpose of this course is to focus on the groups of patients who present special challenges and rewards to the dental health team. There is particular emphasis on the needs of children and the elderly. The students will learn various methods of dealing with the psychological and physical needs of various types of special needs patients. In addition, this course focuses on the two infectious diseases that are the greatest concern both for the patient and the health care worker. The student will study AIDS in depth and learn how the disease is transmitted, the statistics of transmission for the health care worker, how to work on an AIDS patient safely, and develop a compassionate understanding of the AIDS patient. The student will learn about the 5 different types of hepatitis, the immunizations available, and what to do if exposed to the disease. The student will become aware of basic oral manifestations of AIDS. This class is empowering to the students as they learn that they can indeed protect themselves and their patient from the effects of cross contamination.

BU153A Office Administration

This course offers the chairside assistant an introduction to a manager's position. This knowledge supports the team approach in that it gives the chairside assistant a greater appreciation of the office manager's responsibilities. It also provides the chairside assistant with rudimentary knowledge of forms, scheduling, and

reception skills to support the office manager when schedule needs arise.

BU153B Office Dynamics

This course focuses on communication skills between the patient and practitioner as well as between the practitioner and staff. This will include instruction on how to handle the various types of patients encountered in the dental practice.

BU156A Law & Ethics

The study of ethics and jurisprudence allows the student an opportunity to review ethical and legal standards practiced in their personal and professional lives. This course will also offer the students an overview of the risk management issues found in dentistry and how they affect their professional decisions in the dental environment.

CA101 Computer Applications

This course is designed to develop basic skills used in today's professional environment. The student will learn proper finger placement and ten-key techniques in keyboarding and ten-key as well as computer operations and terminology in Microsoft Word and Microsoft Excel.

CA126A Medical Office Transcription

This course is designed to help the student develop transcribing speed and accuracy, gain skills in proofreading and correcting documents and increase their knowledge of medical terminology. Experience in transcribing dictated medical documents including chart notes, history and physical reports, consultations, office progress notes, and correspondence will be provided.

CA126B Computer Billing

This course is an introduction to current medical software used in the medical office. Emphasis will be placed on patient billing, claims submission, scheduling maintenance of financial records and health information on the computer.

Course Prefix

CA132A Office Billing

This class will cover a brief overview of the procedural steps in performing the administrative functions in a medical facility, from the role of receptionist to the responsibilities of office management. Special attention will be directed to the evolution of managed care and the changes that are taking place in the administrative aspects of medical assisting.

DA 154A Specialties Clinic

This course focuses on the set up, instrumentation, and procedures dealing with the specialties of Endodontics, Orthodontics and Oral Surgery.

DA154B Periodontic Clinic

This clinic focuses on Periodontics, Preventive Dentistry, Microbiology, and OSHA/WISHA guidelines. The student will study the long term effects of periodontal disease and how to avoid its debilitating effects. The student will also study OSHA/WISHA and will learn the necessary regulations that are mandated for the dental office. The student will also learn the requirements for an office Hazardous Materials and Infection Control Program. He/she will combine this knowledge with his/her ability to

efficiently practice infection control measures in all aspects of the role as a chairside assistant.

DA154C Operative Dentistry Clinic

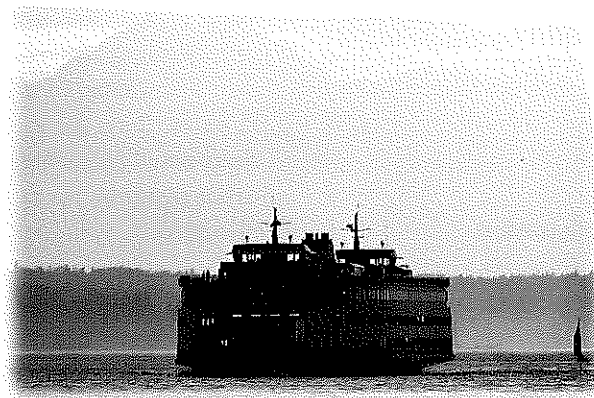
This clinic concentrates on the study of the types, function and materials of restorative procedures in the dental office. The students will practice what they have learned about assisting the doctor when cavity preparations are accomplished in the clinic setting.

DA154D Crown & Bridge Clinic

This clinic concentrates on the study of the types, function and materials of fixed and removable prosthodontics. The students will practice what they have learned about assisting the doctor when prosthodontics are accomplished in the clinic setting.

DA154E Radiology Clinic

This clinic focuses on the set up and procedures relating to radiology and management of office emergencies. All aspects of radiology and office emergencies are practiced until competencies are met. The student is also encouraged to continue practicing previously acquired skills. Prerequisite: all program coursework must be completed.



EX195 Dental Assisting Externship

Upon successful completion of the Dental Assisting, each student is required to complete a 160-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.

EX196 Medical Assisting Externship

Upon successful completion of the Medical Assisting program, each student is required to complete a 160-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.

EX197 Medical Billing Externship

Upon successful completion of the Medical Billing each student is required to complete a 180-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.

EXT198 Retail Externship

Upon successful completion of the Pharmacy Technician program, each pharmacy student is required to complete a retail externship of 120 hours. The Externship is an important culmination of each student's education. The Externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.

EXT199 Hospital Externship

Upon successful completion of the Pharmacy Technician program, each pharmacy student is required to complete a hospital externship of 120 hours. The Externship is an important culmination of each student's education. The Externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.

GE102 Master Student I

The Student Survival Course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include: Time Management, Memory Skills, Communication Skills, Reading Techniques, Note-taking Techniques, Test-taking Techniques, Diversity Critical Thinking, Writing.

GE103 Master Student II

Upon completion of this course students will be able to: (1) review basic labor market information and be able to provide facts supporting the advantages of going to school beyond high school, (2) list the three major factors that employers use in screening out prospective employees, (3) list several basic skills employers want people hired, (4) develop a self-concept inventory then discuss awareness, (5) challenge negative thoughts and replace them with action and positive changes, which enhance self-esteem, (6) enhance their intrapersonal and interpersonal competence in communication and conflict resolution, (7) handle personal and work challenges in a satisfying way, while building esteem in self and others, (8) recognize psychological changes during conflict, and (9) recognize the reasons for conflict as well as essential rules for open communication. Students will participate in small group activities, which will reinforce the training.

LB105 Open Lab

The open lab allows the student the opportunity to practice on areas in which the student may be having difficulty. The open lab also provides the student with the opportunity to work on any course material the student may have.

LB106 Program Orientation

This course allows the student the opportunity to visit his/her program of study. The visit also provides the student with the opportunity to meet with his/her future instructor(s) and classmates.

**MA134A OB/GYN, Pediatrics,
CPR Clinic**

The student practices applications of various tests and skills relating to the reproductive systems including urinalysis, pregnancy testing, pelvic exam preparations, and how to assist in the pediatric examinations. The student will train in adult, child, and infant cardiopulmonary resuscitation (CPR) and foreign body airway obstruction (FBAO). This also includes vital signs, injections, and venipuncture.

MA134B Hematology & EKG Clinic

Skills practiced include phlebotomy, blood pressure readings, EKG testing, sedimentation rate testing, blood glucose levels, mono spot testing, vital signs, injections, venipuncture, and other circulatory system lab procedures.

MA134C Orthopedic, Eye & Ear Clinic

Procedures relating to the eye and ear are practiced. Orthopedic procedures are performed including ambulatory aids and bandaging of various musculoskeletal injury sites. Assisting with diagnostic x-rays and hot and cold therapies are also discussed. This class also includes vital signs, injections, and venipuncture.

**MA134D Physical Exam &
Urinalysis Clinic**

Urinalysis, complete physical examination set up, patient assessment and hemocult are covered. This class also includes injections, vitals, and venipuncture.

MA134E Asepsis & Surgery Clinic

Instrument identification, sterile trays, asepsis, cold chemical disinfecting, and sterilizing with the autoclave are covered. Strep testing and administering oral medications are also performed. This class also includes injections, vitals, and venipuncture.

MH107 Math

This course will provide the student with the skills necessary to complete calculations that will be pertinent to their chosen field of study. Topics in this course include: Fractions, Decimals, Percentages, the Metric System, the Apothecary and Household Systems, Roman Numerals, and Ratio and Proportion.

**MH145A Pediatric Dosage
Calculations**

In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to pediatric calculations and body surface area calculations.

MH145B Dosage Calculations

In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to calculation of medication dosaging for retail and hospital prescriptions.

MH145C IV Solutions Calculations

In this course the student will review basic mathematical

skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to stock solutions and pure solution preparations.

MH145D IV Flow Rate Calculations

In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to IV flow rates and specialty calculations.

PH135B Basic Pharmacology

This course provides an introduction to pharmacology. Topics include but are not limited to: drug history, sources, dosage forms, routes of administration, therapeutic uses and classifications, drug mechanisms of action, drug effects, toxic and adverse reactions, metabolism, and an overview of drug dependence.

**PH148A Pharmacology & Drug Class:
Musculoskeletal, Integumentary**

This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Musculoskeletal and Integumentary.

**PH148B Pharmacology & Drug Class:
Nervous, Psychiatry, Oncology**

This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Nervous, Psychiatry, and Oncology.

**PH148C Pharmacology & Drug Class:
Pharmacology, Digestive,
Reproductive**

This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding

generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Pharmacology, Digestive, and Reproductive.

**PH148D Pharmacology & Drug Class:
Urinary, Cardiovascular,
Respiratory.**

This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Urinary, Cardiovascular, Respiratory.

**PH148E Pharmacology & Drug Class:
Blood, Immune, Lymphatic,
Endocrine.**

This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Blood, Immune, Lymphatic, Endocrine.

PH153A Pharmacology

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.

PT 144A Pharmacy Compounding Lab

This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on pharmaceutical compounding.

PT144B Pharmacy Retail Lab

This course is based on stations that concentrate more

**SC131D Anatomy & Physiology:
GI, Urinary, Integumentary**
The digestive system brings various foods and nutrients to the body where they are broken down into usable forms. The selection of appropriate dietary items to optimize the body's functional status is the study of nutrition in this class. The filtration of the blood will be studied in the urinary system as well as the process of the elimination of wastes.

**SC131E Anatomy & Physiology:
Immunology, Oncology,
Microbiology**
The defense of our body from a continuous barrage of potential-disease-causing-sources is the immune system. How infecting agents cause the disease process and what is the outcome, are also studied in this class. An introduction to the Federal and State regulations relating to blood-borne pathogens and other OSHA standards as they relate to the role of the Medical Assistant. A seven-hour AIDS orientation required by the State of Washington is also included.

**SC131F Anatomy & Physiology:
Musculoskeletal,
Integumentary**
This course will focus on the anatomy, physiology, laboratory tests and clinical procedures that are pertinent to the following systems: Musculoskeletal, Integumentary (skin), Sense Organs (Eye and Ear), and Radiology-Nuclear Medicine.

**SC131G Anatomy & Physiology:
Nervous, Psychiatry, Oncology**
This course will focus on the anatomy, physiology, laboratory tests and clinical procedures that are pertinent to the following systems: Nervous System, Psychiatry, and Oncology.

**SC131H Anatomy & Physiology:
Pharmacology,
Digestive, Reproductive**
This course will focus on the anatomy, physiology,

laboratory tests, and clinical procedures that are pertinent to the following systems: Pharmacology, Male and Female Reproductive systems, and the Digestive system.

**SC131I Anatomy & Physiology:
Urinary, Cardiovascular,
Respiratory**
This course will focus on the anatomy, physiology, laboratory tests, and clinical procedures that are pertinent to the following systems: Urinary, Cardiovascular, and Respiratory.

**SC131J Anatomy & Physiology:
Blood, Immune,
Lymphatic, Endocrine**
This course will focus on the anatomy, physiology, laboratory tests and clinical procedures that are pertinent to the following systems: Endocrine, Blood, and Lymphatic & Immune systems.

SC141A Basic Chemistry
The student will be able to identify the most common elements utilized in pharmaceutical preparations and chemical reactions. The student will learn the difference between ionic and covalent bonds and how to calculate basic atomic weights.

SC146A Pharmacy Ethics & HIV/AIDS
This course focuses on dealing with issues within the work environment, patient confidentiality, and professional ethics. Emphasis is given to telephone etiquette, verbal and written communication, customer service, and pharmacy ethics. This course also satisfies the Washington State Board of Pharmacy requirements for HIV/AIDS awareness training. A certificate will be issued to the student upon successful completion.

SC147A Hospital & Parenteral Admix
The student will learn the principals of asepsis as it applies to the preparation of intravenous medications, parenteral nutrition products, and chemotherapy

preparations. Topics include administration profiles, drug distribution systems, administration records, types of IV administration supplies and equipment, antineoplastic preparations, and safety procedures.

SC149A Basic Microbiology

In this course, the student will be introduced to basic Microbiology. Topics and 12 lectures will include history, bacterial and viral forms of infections, hygiene, immunity and prevention, infectious diseases, and OSHA standards.

**SC151A Endodontics, Orthodontics,
Oral Surgery, Pharmacology,
Oral Pathology**

This course concentrates on the set-up, instrumentation, and procedures dealing with the specialty of endodontics, orthodontics, and oral surgery and provides a basic understanding of dental pharmacology and pain control. In addition, students will gain an understanding of normal and abnormal conditions of the mouth.

**SC151B Dental Anatomy, Periodontics
Embryology & Histology,
Microbiology, Tooth
Morphology**

The student will be introduced to the concept periodontal disease and the treatments available to reverse the process. Students will learn the principles of head and neck anatomy, which includes the basic understanding

of muscles, nerves, and bones in the head and neck. The student will also learn about the major body systems and how they relate to dentistry. Students are introduced to oral embryology and histology. In conjunction with a working knowledge of the stages of tooth development, the student will gain skills in identifying and charting tooth morphology. The student will be introduced to microbiology in order to gain a better understanding of how diseases occur in the oral cavity.

SC151C Operative Dentistry

This course will concentrate on the various aspects of restorative dentistry, dental materials, and dental instrumentation in restorative dentistry. The dental assisting student will demonstrate the ability to facilitate proper use of the necessary materials, equipment, and instruments during chairside restorative procedures.

SC151D Fixed & Removable Prosthetics

The student will study the types, functions, purposes, and materials of Fixed & Removable Prosthetics.

**SC151E Prevention, Nutrition, Radiology
Office Emergencies, CPR**

The students will be introduced to the concept of preventive dentistry and patient education in personal oral hygiene. They will learn the theory behind coronal polishing and prophylaxis procedures. The students will learn how to identify normal and abnormal reactions to



Course Prefix

dental procedures. They will learn protocol for handling emergencies and life threatening situations. They will also learn what items are needed in the office first aid box, and what OSHA expects as documentation for any office emergency. In addition, the student will concentrate on the principles of dental radiography, which include why, when, and how to expose dental X-rays and how to develop dental X-rays.

SC159A OSHA/WISHA

This course teaches the principles of infection control, and why it is important in today's dental office. The student will gain an understanding of how to prevent cross contamination. It covers handling of infectious waste, accident prevention, hazardous material protocol, and how to organize an MSDS book.





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