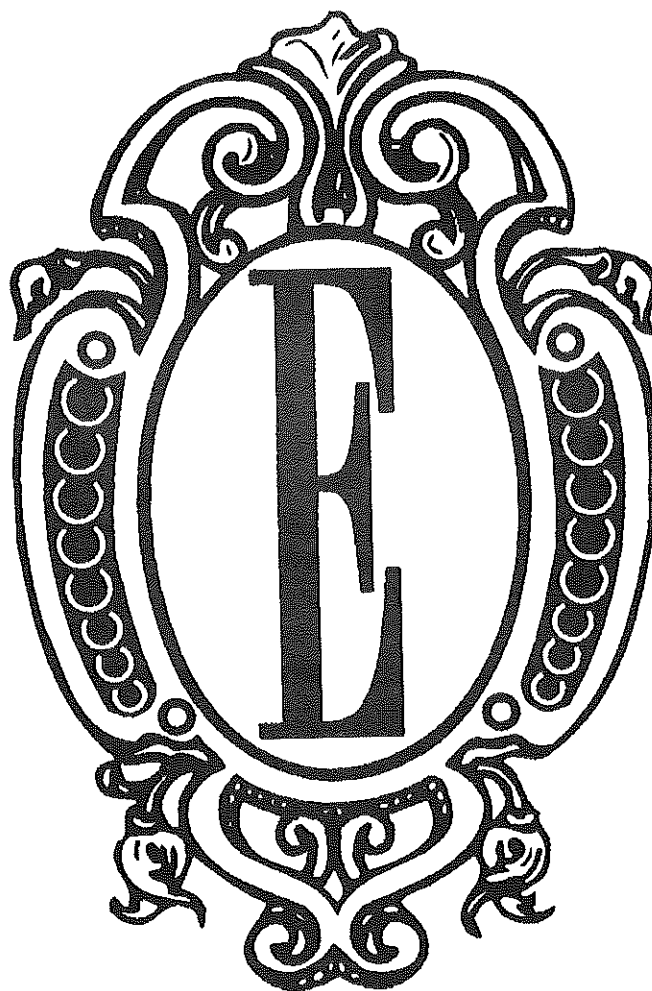


ETON TECHNICAL INSTITUTE

School Catalog



1997

Volume XIV

A Tradition of Quality Career Training since 1922

75TH ANNIVERSARY

Publishing Date

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ACCREDITATION APPROVALS AND MEMBERSHIPS

ETON TECHNICAL INSTITUTE

is accredited as a Business School by:
ACICS (Accrediting Council for Independent Colleges and Schools)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
202-336-6780

The Medical Assistant Program is accredited by:
ABHES (Accrediting Bureau of Health Education Schools)
2700 South Quincy Street, Suite 210
Arlington, Virginia 22206
703-998-1200

Eton Technical Institute is a member of:
Silverdale Chamber of Commerce
Federal Way Chamber of Commerce
Everett Chamber of Commerce
U.S. Chamber of Commerce
NAHCS National Association of Health Career Schools
NASFAA National Association of Student Financial Aid Administrators
WASFAA Western Association of Student Financial Aid Administrators
WFPVS Washington Federation of Private Vocational Schools
Better Business Bureau

THIS SCHOOL IS LICENSED UNDER

CHAPTER 28C.10 RCW;
Inquiries or complaints regarding this or any other
Private Vocational School
may be made to:
Workforce Training and Education Coordinating Board
Building 17, Airdustrial Park, P.O. Box 43105
Olympia, WA 98504-3105 (360) 753-5662

Publication date of this catalog is July 1, 1997

ACCREDITATION

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

A C I C S

Accrediting Council for Independent Colleges and Schools

ACICS has been designated by the Secretary of Education as a national institutional accrediting agency for postsecondary and collegiate institutes pursuant to Public Law 82-500 and subsequent legislation including the Higher Education Act of 1965 as amended.

A B H E S

Accrediting Bureau of Health Education Schools
Medical Assistant Education Program

ABHES is a nationally recognized accrediting agency authorized by the U.S. Department of Education to accredit proprietary postsecondary institutes that specialize in health related programs.

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

ADVISORY BOARD

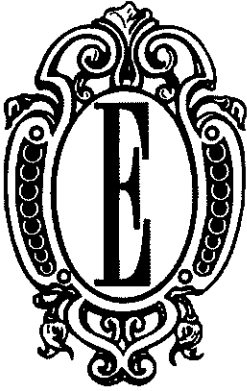
Eton Technical Institute's objective for an advisory board is to assure that our educational activities are congruent with the community's business needs. Eton conducts two advisory board meetings a year. Different businesses within the community are invited to the campuses to advise, counsel, and share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

APPROVED BY:

United States Department of Education
United States Department of Justice, Immigration and Naturalization Division
United States Department of Veteran Affairs
Washington State Board of Pharmacy

AUTHORIZED TO DO BUSINESS IN THE STATE OF WASHINGTON BY:

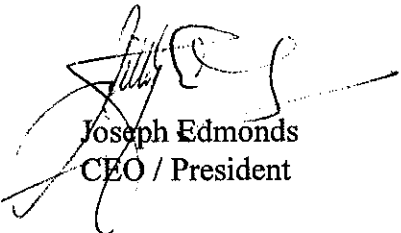
Washington Workforce Training and Education Coordinating Board



Eton Technical Institute has been helping students, since 1922, to reach their career objectives. As we celebrate our **75th Anniversary** this year it is my pleasure to offer you the same opportunity that has helped thousands of successful graduates before you.

The business environment of today requires, more than ever before, specialized education and training. Being one of the oldest private institutions in Washington, our experience in this regard is unquestionable. Your decision to advance your education will open doors in the allied health and business professions that would otherwise remain closed. With your dedication to this pursuit we are committed to working to achieve your goals.

We wish you every success in your studies at Eton and look forward to working together to enable you to realize all your future can offer.



Joseph Edmonds
CEO / President

MESSAGE FROM THE PRESIDENT

MISSION STATEMENT

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

SPECIFIC OBJECTIVES

To provide job-relevant career training to all qualified students.

To provide the community with specialized personnel for employment in entry-level positions.

To maintain our faculty, equipment, and teaching methods within the standards set forth by the Washington State Department of Education, the Accrediting Council for Independent Colleges and Schools, the Accrediting Bureau of Health Education Schools and the various college associations and regulating agencies.

To encourage our students to become contributing members of their communities.

To provide placement assistance to all graduates throughout their career in the field for which they were trained.

To continually provide professional development training to faculty and staff members.

SCHOOL HISTORY AND DESCRIPTION

1922-1998 *academic excellence with individual attention*

In 1922, ETON TECHNICAL INSTITUTE was founded by W.B. Barger, and established as Bremerton Business College to serve the Bremerton and the Kitsap Peninsula area.

In 1962, Bremerton Business College was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985.

In 1985, Mr. Joseph W. Edmonds acquired Bremerton Business College and took the trade name (doing business as) Eton Business College. In July of 1985, Eton Business College opened a campus in Seattle. The following June 1986, Puget Sound Institute of Technology was acquired with extensions in Everett, Federal Way, and Seattle.

In June 1986, the main campus of Eton moved to new facilities in Port Orchard where the school spent its first 64 years. In July 1986, Travel Central was purchased. In September 1986, the second campus opened in Federal Way. In May 1987, the third campus opened in Everett.

In 1987, Eton Business College was changed to **Eton Technical Institute**.

Today, 1997, Eton has three campuses throughout the Puget Sound area offering quality career training in allied health and business professions.

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

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

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

APPLICATION TO ADMISSIONS

Eton Technical Institute
3649 Frontage Road
Port Orchard, WA 98366
(360) 479-3866

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

Eton Technical Institute
209 East Casino Road
Everett, WA 98028
(425) 353-4888

ADMINISTRATIVE OFFICE

Office of the CEO / President
2101 Fourth Avenue, Suite 1300
Seattle, WA 98121
(206) 269-6397

ADMISSION PROCEDURES

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

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

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

ADMISSION REQUIREMENTS

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

**PROGRAM START AND END DATES
ACADEMIC CALENDAR**

MA-DA Start Dates	MA-DA End Dates	COA-PhA Start Dates	COA End Dates	PhA End Dates
12-02-96	10-27-97	01-06-97	09-22-97	11-17-97
01-27-97	12-15-97	02-18-97	11-03-97	01-12-98
03-10-97	02-09-98	04-07-97	12-15-97	02-23-98
04-28-97	03-23-98	05-19-97	02-09-98	04-06-98
06-09-97	05-04-98	06-30-97	03-23-98	05-18-98
07-21-97	06-15-98	08-11-97	05-04-98	06-29-98
09-02-97	07-27-98	09-22-97	06-15-98	08-10-98
10-14-97	09-08-98	11-04-97	07-27-98	09-21-98
11-24-97	10-19-98			

PROGRAM PRICE LIST

MEDICAL ASSISTANT

Tuition	6,915
Registration	100
Lab Fees	975
Books	220
Uniforms	135
<u>NCMA Test</u>	<u>75</u>
Total Program Cost	\$8,428

DENTAL ASSISTANT

Tuition	6,873
Registration	100
Lab Fees	1,120
Books	120
Uniforms	140
<u>NCDA Test</u>	<u>75</u>
Total Program Cost	\$8,428

PHARMACY ASSISTANT

Tuition	7,505
Registration	100
Lab Fees	350
Books	340
<u>Uniforms</u>	<u>30</u>
Total Program Cost	\$8,330

COMPUTERIZED OFFICE ADMIN. (HEALTH)

Tuition	6,570
Registration	100
Lab Fees	250
Books	505
<u>NCMOA Test</u>	<u>75</u>
Total Program Cost	\$7,500

COMPUTERIZED OFFICE ADMIN. (BUSINESS)

Tuition	6,655
Registration	100
Lab Fees	350
<u>Books</u>	<u>495</u>
Total Program Cost	\$7,500

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

MEDICAL ASSISTANT

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

PROGRAM OUTLINE

Diploma Program - 41.3 credits Extern required--Time: 44 weeks

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

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

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

TOTAL CREDITS.....41.3

MEDICAL ASSISTANT

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

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

Levels A, C, and E cover the following:

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

MA 111	Reproductive	1.2
	The basic structures, functions, and pathological conditions of the male and female reproductive systems are studied.	
	Life Stages	1.2
	In this class the student learns the ever changing stages of life starting with fetal development and progressing through the pediatric years to adulthood.	
MA 113	Office Standards.....	1.2
	This class incorporates the many legal and ethical standards set by modern medical practice.	
MA 114	MA Clinic I.....	2.4
	The student practices applications of various tests and skills relating to the reproductive systems including urinalysis, pregnancy testing, pelvic exam preparation, and sterile procedures. This also includes injections, vitals, and venipuncture.	

MA 211	Cardiovascular	1.6
	Nutrients are distributed to the body through systems: from the cells, waste products are removed, the organs then communicate with each other in the form of hormonal control via the body's blood stream. The circulatory system (both heart and vascular components) by which the blood is disseminated to the body is investigated.	
	Hematology	0.8
	The study of blood is emphasized here with discussion of the components and the usage of blood in testing.	
MA 213	Medical Specialties	1.2
	By selecting the medical profession, the student has begun an exciting and expanding career. Students are encouraged to continue expanding their horizons in this vast field. Time is allotted for the different aspects of medical specialties.	
MA 214	MA Clinic II	2.4
	Students practice skills such as phlebotomy, blood pressure readings, EKG testing, sed-rate testing, glucose levels, mono spot testing, vitals, injections, venipuncture, and other circulatory system lab procedures.	
MA 311	Musculoskeletal / Integumentary	2.4
	The emphasis of this class is on the subject of a bony structure called the skeleton and its movement abilities, muscles. These two systems comprise the organ systems that are emphasized in this class.	
MA 313	Business Administration	1.2
	The Medical Assistant is often called upon to perform front office duties. In this class the student learns basic procedures and skills for handling the paper flow, including insurance coding, scheduling, and billing.	
MA 314	MA Clinic III	2.4
	Procedures relating to the skeletal, muscular, and integumentary systems are practiced. Care of burns as well as dressing and bandaging of various musculoskeletal injury sites are practiced injections, vitals, and venipuncture are included.	

MA 411	The Digestive System / Nutrition	1.6
	The digestive system brings various foods and nutrients to the body where they are broken down into a usable form. The selection of appropriate dietary items to optimize the body's functional status is the study of nutrition in this class.	
	Endocrinology	0.8
	This class studies hormones, which act as regulators in the body, that are dependent upon the circulatory system for transportation through the body.	
MA 413	OSHA/AIDS	1.2
	An introduction to the Federal and State regulations relating to blood-borne pathogens and other OSHA standards are studied as they relate to the role of the Medical Assistant. A seven-hour AIDS orientation required by the State of Washington is also included.	
MA 414	MA Clinic IV	2.4
	Instrument identification, sterile trays, bandage, asepsis, injections, cold chemical disinfecting, and hemocult are covered. This class also includes injections, vitals, and venipuncture.	
MA 511	Neurology	1.6
	The nervous system acts as a communication and control center for the body. The special senses and nervous system are presented in this course.	
	Special Senses	0.8
	The following special senses will be studied: vision, hearing, taste, smell, and balance.	
MA 513	Pharmacology	1.2
	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.	
MA 514	MA Clinic V	2.4
	EKG, eye, and ear irrigation and instillation are practiced. This class also includes injections, vitals, and venipuncture.	
MA 611	Immunology / Infectious Diseases / Respiratory / Urinary	2.4
	The defense of our body from a continuous barrage of potential disease-causing sources in the immune system. How infecting agents cause the disease process and what is the outcome, are studied in this class.	

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

Career Day is part of program. (see page 33)

Major Equipment

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

DENTAL ASSISTANT

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

PROGRAM OUTLINE

Diploma Program - 41.3 credits Extern required--Time: 44 weeks

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

COURSES		CREDITS
DA 111	Dental Structure and Development / Tooth Morphology	2.4
DA 113	The Special Needs Patient	1.2
DA 114	DA Clinic I.....	2.4
DA 211	Operative Dentistry / Instrumentation	2.4
DA 213	Office Administration	1.2
DA 214	DA Clinic II	2.4
DA 311	Fixed Prosthodontics / Removable Prosthodontics	2.4
DA 313	Ethics and the Law.....	1.2
DA 314	DA Clinic III.....	2.4
DA 411	Prevention and Periodontics / OSHA	2.4
DA 413	Office Dynamics	1.2
DA 414	DA Clinic IV.....	2.4
DA 511	Radiology / Emergencies in the Dental Office	2.4
DA 513	Oral Pathology	1.2
DA 514	DA Clinic V	2.4
DA 611	Endodontics / Orthodontics / Oral Surgery and Pain Control.....	2.4
DA 613	AIDS/ Hepatitis.....	1.2
DA 614	DA Clinic VI.....	2.4
DA 715	Extern-----160 hours-----Eight weeks maximum	5.3
DA 000	Field Work Experience Elective	0.0
TOTAL CREDITS.....		41.3

DENTAL ASSISTANT

- DA 111 Dental Structure and Development / Tooth Morphology2.4**
Teeth development and formation, head and neck anatomy, occlusions, and major muscles of mastication are studied. The class focuses on recognizing and defining teeth, the anatomy of the mouth, understanding how the tooth surfaces are labeled, and how the universal numbering system is used in dentistry.
- DA 113 The Special Needs Patient1.2**
This class studies how to care for patients who have special needs; the elderly, children, and the mentally handicapped.
- DA 114 DA Clinic I2.4**
This lab will focus on charting examination appointments, documentation of procedures, review of basic assisting skills, oral hygiene skills, and techniques designed to work with children.
- DA 211 Operative Dentistry / Instrumentation2.4**
Students develop an understanding of the basic restorative procedures and knowledge when assisting the dentist. This includes material comprehension, instrument ordering, and equipment operation.
- DA 213 Office Administration1.2**
This class explores the various elements in managing an office: knowledge of dental forms, scheduling, and reception skills to support the office manager.
- DA 214 DA Clinic II2.4**
The practice of “four-handed dentistry” requires attention, concentration, knowledge of instruments, materials, skill procedures, and confidence. This course provides guidance and practice of the many techniques essential for being a successful dental assistant.
- DA 311 Fixed Prosthodontics1.2**
The student studies the utilization of alginates, waxes, impressions and custom trays, as they relate to crown and bridge work. The “four-handed dentist” concept is studied in order to assist the dentist with equipment, instruments and materials, in crown and bridge preparation.
- Removable Prosthodontics1.2**
Students develop an understanding of the effects and limitations of removable prosthodontics. Full dentures, partials, and flippers are studied with a focus on how they are constructed. The assistant’s role in removing prosthodontics is also covered.

- DA 313 Ethics and the Law**1.2
 An assistant's knowledge of the laws and regulations relating to dentistry is vital in his/her career. During this class the student develops an awareness of the current laws and learns the concept of risk management.
- DA 314 DA Clinic III**.....2.4
 The student studies the types, functions, purposes, and materials of fixed prosthodontics. In this course students practice assisting the doctor during fixed and removable prosthodontics procedures in a clinic setting.
- DA 411 Prevention and Periodontics / OSHA**.....1.2
 This course offers a basic understanding of what periodontal disease is, how it can be prevented, and how a nutritious diet and the right home care can reduce patient risks. Basic treatment and prevention of gum disease will be covered.
- OSHA**1.2
 This course teaches the principles of infection control and why it is important. It covers subjects such as: handling of infectious waste, accident prevention, hazardous material protocol, and how to put together a federal MSDS mandate book.
- DA 413 Office Dynamics**1.2
 This course focuses on relationships with your co-workers and employer. Communication skills, stress management, anger management, and conflict resolution are some of the areas this class will explore.
- DA 414 DA Clinic IV**.....2.4
 Pertaining to the field of Periodontics, the student will learn the instrumentation used at chairside: how to complete a coronal polish and oral hygiene instructions, healthy gum characteristics, and early detection of the onset of periodontal disease.
- DA 511 Radiology**1.2
 The students will learn about radiation safety and how to protect themselves and patients from over-exposure. This course also focuses on practical radiology skills expected of the chairside assistant such as bite-wings, full mouth x-rays, and periapical x-rays. The student also learns the different film sizes and how to mount x-rays.
- Emergencies in the Dental Office**1.2
 The students will learn how to identify normal and abnormal reactions to dental procedures. They will learn protocol for handling emergencies and life threatening situations such as; items needed in the office first aid box, what OSHA requires for office emergency documentation, as well as Healthcare Provider CPR.

- DA 513 Oral Pathology**1.2
 Dental assistants provide a vital role in oral health care, and often see the patient in a triage situation prior to the dentist’s oral examination. The student will learn a basic understanding of common oral lesions and pathology which will help them understand oral conditions and facilitate communications with the doctor and patient.
- DA 514 DA Clinic V**.....2.4
 The student will practice in all areas of radiology: bite-wings, PA’s, full mouth x-rays, processing methods, film duplicating, film labeling and mounting. The student will learn to take patient vital signs, blood pressures, and health histories. The legal ramifications of health history issues are included.
- DA 611 Endodontics / Orthodontics**1.2
 Endodontics and orthodontics are two concentrations in the field of dentistry. The student will learn instrumentation, theory, and the “four-handed dentistry” techniques.
- Oral Surgery and Pain Control**1.2
 This course includes types of oral surgeries performed in the dental and oral surgery office. The student will learn the instrumentation and basic surgery procedures to assist the dentist. Medications and legalities involved with surgery patients are included.
- DA 613 AIDS/ Hepatitis**1.2
 This course educates students on AIDS, the immune system and hepatitis. The student studies how diseases are transmitted, statistics of transmission to the health care worker, how to work safely on infected patients, and how to develop compassion and support for the infected patient.
- DA 614 DA Clinic VI**.....2.4
 Skills relating the various types of dental specialties are developed: chairside procedures, instrumentation and needed materials.
- DA 715 Extern**----160 hours----eight weeks.....5.3
 Upon successful completion of the program each student is required to complete an externship of 160 hours within a time period of eight weeks. This is a very important part of the student’s education and allows the student the opportunity to apply his/her new skills in a clinical office setting.

DA 000 Field Work Experience Elective0.0

Students who are in their second module or higher, with a cumulative GPA of 3.00 or above, and attendance average of 90% or higher and who have started their hepatitis B immunization series, MMR vaccine, current tetanus vaccine, and current TB test, may choose to develop a field work relationship with a dentist in the community. Initially this involves weekly observations in the clinic until the students skills increase to a level that allows him/her to start assisting in the office on a limited basis. This provides the students with a gradual progression of responsibility, development in the clinical environment, and prepares them for the extern experience. Students interested in this field work experience need to see their instructor for program guidelines and paperwork.

Career Day is part of program. (see page 33)

Major Equipment

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

PHARMACY ASSISTANT

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

PROGRAM OUTLINE

Diploma Program - 51.2 credits Hospital and Retail extern required--Time: 44 weeks
Students can enter the program at the beginning of any module and proceed forward.

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

PH 544	Pharmaceutical Calculations.....	0.6
PH 545	Pharmacy Lab V	2.4
PH 546	Human Relations / Communication Skills.....	0.6
PH 641	Anatomy & Physiology VI	1.2
PH 642	Federal Pharmacy Law.....	0.6
PH 643	Pharmacology / Drug Classifications VI	1.2
PH 644	Pharmacy Specialties/Pharmaceutical Calculations.....	1.2
PH 645	Pharmacy Lab VI	2.4
PH 646	Manufacturing & Repackaging.....	0.6
PH 700	Hospital Extern-----120 hours-----four weeks.....	4.0
PH 710	Retail Extern-----120 hours-----four weeks.....	4.0

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

TOTAL CREDITS.....51.2

PHARMACY ASSISTANT

The Washington State Department of Health regulation **WAC 246-826-130** requires the following criteria in order to obtain certification as a Level A Pharmacy Assistant:

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

PH 141 Anatomy & Physiology I1.2

The focus of this course provides the student with an overview of the body systems with additional information on medical specialties and pharmacology. This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be basic word structure, pharmacology, terms pertaining to the body as a whole, and suffixes.

PH 142 Washington State Pharmacy Law I.....0.6

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

PH 143 Pharmacology / Drug Classifications I.....1.2

The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications and patient side effects. Each course will apply to a specific group of drugs.

PH 144 Prescriptions & Medication Orders1.2

Familiarization with all phases of prescription and medication processing is the goal of this course. This includes label and prescription requirements, profile management, manually filling prescriptions, medication orders and retrieving and interpreting prescriptions.

PH 145 Pharmacy Lab I.....2.4

This course provides each student with teacher directed practicum, skill applications, and theory development relevant to the current module.

- PH 146 **Pharmaceutical Calculations**0.6**
 In this course students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportion; as they pertain to pharmacy practice. This course will concentrate on systems of measurement used in pharmacy practice (apothecary, household, metric, pediatric and intravenous calculations).
- PH 241 **Anatomy &Physiology II**.....1.2**
 This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be prefixes and the male and female reproductive systems.
- PH 242 **Washington State Pharmacy Law II**.....0.6**
 In this course the students will learn responsibilities, requirements, and standards, mandated by the Washington State Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAS and RCW laws.
- PH 243 **Pharmacology / Drug Classifications II**.....1.2**
 The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications and patient side effects. Each course will apply to a specific group of drugs.
- PH 244 **Introduction to Computers**1.2**
 In this course the student has the opportunity to learn applications of software as they pertain to pharmacy practice. The practicum allows the student to become familiar with the use of computer hardware. Skill at keyboard operations is the focus of this class and development of these skills takes practice and application.
- PH 245 **Pharmacy Lab II**.....2.4**
 This course provides each student with teacher directed practicum, skill applications, and theory development relevant to the current module.
- PH 246 **General Principles of Pharmacology**.....0.6**
 This course provides an overview of pharmacology, drug sources, dosage forms, drug standards, drug names, and drug actions and reactions.

- PH 341 Anatomy & Physiology III1.2**
 This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests and abbreviations pertinent to each system. Topics to be covered in this module will be cardiovascular, blood, and the digestive system.
- PH 342 Washington State Pharmacy Law III0.6**
 In this course students will learn responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.
- PH 343 Pharmacology / Drug Classifications III.....1.2**
 The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications and patient side effects. Each course will apply to a specific group of drugs.
- PH 344 Materials Management.....1.2**
 The focus of this course will be the management of pharmaceuticals, procurement, drug storage and control, packaging and repackaging requirements, recapture and disposal of medications, and quality control.
- PH 345 Pharmacy Lab III2.4**
 This course provides each student with teacher directed practicum, skill applications and theory development relevant to the current module.
- PH 346 Pharmaceutical Calculations0.6**
 In this course students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportions , and system of measurement as they pertain to pharmacy practice. This course will focus on pediatric and intravenous calculations as they relate to the practice of pharmacy.
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- PH 441 Anatomy & Physiology IV.....1.2**
 This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be the respiratory system, nervous system, and the lymphatic-immune system.

- PH 442 **Pharmaceutical Calculations**0.6**
 In this course students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportions as they pertain to pharmacy practice. The course will focus on systems of measurement, pediatric calculations, and an introduction to compounding calculations as they pertain to pharmacy practice.
- PH 443 **Pharmacology / Drug Classifications IV**1.2**
 The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications, and patient side effects. Each course will apply to a specific group of drugs.
- PH 444 **Parenteral Admixture Services**1.2**
 The students will learn the principles of asepsis as it applies to the preparation of intravenous drug administration systems and parenteral nutrition product. Topics include: chemotherapy, amineplastic preparations and safety precautions, types of I.V. administration sets, and associated equipment.
- PH 445 **Pharmacy Lab IV**2.4**
 This course provides each student with teacher directed practicum, skill applications and theory development relevant to the current module.
- PH 446 **Clerical Procedures**0.6**
 The focus of this course is on non-technical aspects of working in the pharmacy, including ten-key, typing, adding machines, inventory, third party billing, record-keeping, and operation of a cash register and other office equipment.
- PH 541 **Anatomy & Physiology V**1.2**
 This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be the endocrine system, skin, and oncology.
- PH 542 **Basic Microbiology / HIV / AIDS Awareness**0.6**
 This course provides students with a basic understanding of Microbiology, body defenses, and infectious diseases. This course also provides HIV/AIDS awareness training for the Health Care Worker as required by the Department of Health.
- PH 543 **Pharmacology / Drug Classifications V**1.2**
 The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications and patient side effects. Each course will apply to a specific group of drugs.

- PH 544 **Pharmaceutical Calculations**1.2**
 In this course students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportions as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to stock solution preparations and pure solution preparations.
- PH 545 **Pharmacy Lab V**2.4**
 This course provides each student with teacher directed practicum, skill applications and theory development relevant to the current module.
- PH 546 **Human Relations / Communication Skills**.....0.6**
 This course will focus on dealing with personal issues within the work environment, including the need for teamwork. Emphasis is placed on telephone technique, relations, verbal and written communication, and customer service.
- PH 641 **Anatomy &Physiology VI**.....1.2**
 This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. This allows the pharmacy student to relate the drug action to the body structure and function. The student will become familiar with the associated clinical procedures, laboratory tests, and abbreviations pertinent to each system. Topics to be covered in this module will be the musculoskeletal system, the sense organs, and psychiatry.
- PH 642 **Federal Pharmacy Law**0.6**
 Students will learn responsibilities, requirements, and standards mandated by the United States Drug Enforcement Administration and how these laws impact the practice of pharmacy. Each course will apply to a specific set of WAC and RCW laws.
- PH 643 **Pharmacology / Drug Classifications VI**.....1.2**
 The student will be able to identify generic and trade names, therapeutic drug categories, adverse warnings, side effects, indications, contraindications, and patient side effects. Each course will apply to a specific group of drugs.
- PH 644 **Pharmacy Specialties/Pharmaceutical Calculations**.....1.2**
 This course is divided in two parts, the first part students will be introduced to the different branches of pharmacy practice, and the role of the pharmacy technician and on how it applies to each part. The second part the students will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportions as they pertain to pharmacy practice. Students will learn how to solve pharmaceutical calculations pertaining to compounding of medications.

- PH 645 Pharmacy Lab VI.....2.4**
 This course provides each student with teacher directed practicum, skill applications, and theory development relevant to the current module.
- PH 646 Manufacturing & Repackaging.....0.6**
 The focus of the course is the manufacturing techniques, regulations and equipment used in compounding pharmaceuticals.
- PH 700 Hospital Extern-----120 hours-----four weeks.....4.0**
 Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship, within a four week period of time, in a hospital pharmacy setting.
- PH 710 Retail Extern-----120 hours-----four weeks.....4.0**
 Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship, within a four week period of time, in a retail pharmacy setting.

Career Day is part of program. (see page 33)

Major Equipment

Laminar Hood	Heat Press Sealer	Computers/Printers
Typewriters	Cash Register	Scales
Weights	Tinkies	

COMPUTERIZED OFFICE ADMINISTRATION

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

PROGRAM OUTLINE

Diploma Program - 36 credits No extern required Time: 36 weeks

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

Business and Health office emphasis are in modules one and four.

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

COMPUTERIZED OFFICE ADMINISTRATION

BA 110 Small Business Management.....Business.....2.4

This course introduces the student to basic management principles and techniques on how to plan and organize small business operations. The student will learn how to create a business plan and discover the many facets of business management and entrepreneurship.

BA 112 Spreadsheets I.....Business.....2.4

The student is introduced to beginning and intermediate spreadsheet applications. Emphasis will be on manipulating payroll records, inventory worksheets, charts, and mathematical tables. Instruction focuses on editing existing files and establishing new files. Practical exercises range from spreadsheet maintenance to creating charts and graphs for business presentations.

HA 110 Medical Office Procedures/Insurance and Coding.....Health.....2.4

The focus of this course is to introduce the student to various insurance forms that are used in the health care profession. The student is taught ICD-9 and CPT coding procedures. The class is designed to clarify the processing of various insurance forms, billing procedures, and the insurance claims register.

HA 112 Computer Applications and Health Office Simulation .Health.....2.4

The student is introduced to current medical software applications. Emphasis will be on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer.

OA 210 Office Procedures.....2.4

This course will focus on the functions performed within the work environment. Students are introduced to a broad range of office skills: filing, mail handling, telephone techniques, attitude and behavior skills conducive to good job performance.

OA 212 Word Processing I.....2.4

This is a self-paced, hands-on course that provides the student with a solid foundation in window-based applications. The student is introduced to beginning word processing concepts and learns how to create and manipulate business documents, resumes, and letters. Desktop publication is introduced and the student will learn how to create newsletters.

**OA 310 Automated Accounting Applications -
Accounting Fundamentals2.4**

This course introduces the student to an electronic business accounting program. Accounting theories and computerized accounting applications are reinforced.

- OA 312 Operating Systems2.4**
The student will have an understanding of computer operating systems. The basic computer terminology and how to interact with other features of the computer operating systems are discussed.
- BA 410 Business Mathematics.....Business.....2.4**
Mathematics plays a vital role in the success of an office assistant. This course will help the student strengthen the command of numbers and develop an understanding of mathematical concepts used in various business situations. The student will learn proper checkbook management skills and is introduced to payroll procedures.
- BA 412 Spreadsheets II.....Business.....2.4**
This course offers a hands-on, self-paced introduction to electronic spreadsheet applications. The student will learn the fundamentals to create various business spreadsheets, apply formulas, use functions, create macros, and import graphs.
- HA 410 Medical Terminology.....Health.....2.4**
This course introduces medical terminology including spelling and definitions that are vital to the accuracy of recording patient history, medications, procedures, and treatments. A basic discussion of the anatomy and diagnostic procedures is also included.
- HA 412 Computer Applications and Health Office Simulation ..Health.....2.4**
The student is introduced to current medical software applications. Emphasis will be on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer.
- OA 510 Accounting Fundamentals -**
.....
Automated Accounting Applications2.4
This course introduces the student to accounting theory and establishes a foundation to apply accounting concepts. The student will learn the rules and applications of the accounting cycle. Bank reconciliation and payroll accounting procedures are also reviewed.
- OA 512 Database Management2.4**
The computer helps businesses collect, sort, and process information with rapid and accurate rates. This course introduces the skills needed to create, organize, retrieve, and manipulate data effectively.

OA 610 Business Communications.....2.4

The student will be introduced to written and oral communication skills. A review of basic business grammar, word usage, proofreading, editing skills, and spelling. These skills will enable the student to communicate in an effective, efficient manner in the business environment. How to format letters, memos, and reports is emphasized through practice and repetition.

OA 612 Word Processing II.....2.4

The student is introduced to beginning and intermediate word processing concepts. This self-paced, hands-on course will teach the student how to create, format, store, retrieve, and print various business documents through problem-solving exercises.

OA 111-211-311-411-511-611 Keyboarding and Ten-key1.2

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

Career Day is part of program. (see page 33)

Major Equipment

Computers
Printers

Ten-key Calculators

Transcription Machines

CAREER DAY

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

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

MOD 1 Skills Identification

MOD 2 Job Search Methods

MOD 3 Applications / Resumes

MOD 4 Planning the Job Search

MOD 5 Interviewing

MOD 6 Job Survival Skills

TERMINOLOGY

Academic Year

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

Award Year

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

Exemption Credit

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

Transfer Credit

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

Module

An academic period six weeks in length. (MOD)

Probationary Status

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

Program of Study

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

Quarter-Credit Hour

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

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

TERMINOLOGY - 2

New Student

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

Re-entry Student

A student who has previously attended the college.

Regular Student

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

Non-Regular Student

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

Week of Instruction

Includes 20 hours of instruction, examinations, or preparation for examination at Eton Technical Institute.

Maximum Class Size

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

Ratio for MA/DA/COA lecture classes will not exceed 30:1

Ratio for MA/DA/COA lab classes will not exceed 15:1

Ratio for PHA lecture or lab classes will not exceed 25:1

TRANSFER CREDIT & COURSE EXEMPTION

Acceptance of Transfer Credit

Course credits may be awarded to students who have previously and satisfactorily completed college courses with a "C" grade or better which are equivalent to those required by Eton Technical Institute curricula. Transfer credit units that are more than five years old are generally not accepted. The college reserves the right to accept or reject any or all credit units earned at another institution.

Transferring credits earned at Eton to other Institutions

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

Course Exemption

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

Program Transfers

Program transfers must be approved and processed by the Assistant Director. In such cases, the school's refund policy shall be applied to the student's obligation, unless the change is made prior to the 3rd week of his/her first mod. If the student transfers during the three-week period, the student will not be charged a \$300.00 program transfer fee that will be added to their financial obligation for the new program of study. Should the student fail to begin their new program of study on the designated start date, he/she will be charged according to the regular refund policy as stated on the back of the enrollment agreement for their prior enrollment.

FACULTY

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

CURRICULUM

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

STUDENT HOLIDAYS

1997

New Year's Day	01-01-97	Labor Day	09-01-97
Martin Luth King Day	01-20-97	Columbus Day	10-13-97
President's Day	02-17-97	Veteran's Day	11-11--97
Teacher-in-Service	03-07-97	Thanksgiving	11-27/11-30
Spring Break	03-24/03-28	Teacher-in-Service	12-12-97
Memorial Day	05-26-97	Christmas Holiday	12-22/1-2-98
Teacher-in-Service	06-13-97		
Independence Day	07-04-97	*Teacher in-service dates subject to change.	

Hours of Operation

Office:

07:30 a.m. to 10:00 p.m. (Mon. to Thurs.)

07:30 a.m. to 09:00 p.m. (Fri.)

School:

<u>A.M. SESSION</u>	<u>P.M. SESSION</u>	<u>EVENING SESSION</u>	<u>PROGRAM</u>
08:00 – 11:50 a.m. Mon. to Fri.	01:00 – 04:50 p.m. Mon. to Fri.	05:30 – 10:00 p.m. Mon. to Thurs.	MA, DA, COA
08:00 – 12:45 p.m. Mon. to Thurs.	-	05:30 – 10:00 p.m. Mon. to Thurs.	PHA
08:00 – 11:50 a.m. Fri.	-	05:30 – 09:00 p.m. Fri.	

GRADING SYSTEM

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

GRADING SCALE FOR MA-DA-COA/BH

A/E	B	C	D	F
100-90	89-80	79-70	69-60	59-0
4.0	3.0	2.0	1.0	0.0

GRADING SCALE FOR PHARMACY PROGRAM

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

GRADE POINT AVERAGE

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

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

DRESS CODE POLICY EFFECTIVE JUNE 30, 1996

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

GENERAL DRESS CODE APPLICABLE TO EVERYONE

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

MEDICAL AND DENTAL PROGRAMS

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

PHARMACY AND COMPUTERIZED OFFICE ADMINISTRATION PROGRAMS

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

STUDENT ATTENDANCE POLICY

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

ATTENDANCE

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

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

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

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

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

SATISFACTORY PROGRESS

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

EVALUATION and STANDARDS

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

1. Qualitative components: grades, work projects completed and other comparable factors are measurable against a norm.

Students must maintain a 2.0 grade point average or better each module.
Students must pass all class lectures and labs with a letter grade of "C" or better.

2. Quantitative components: a maximum time frame in which a student must complete his/her educational program within the maximum time frame as defined in credit hours. The maximum time frame may not exceed 150 percent of the published, standard length of the program measured in credit hours.

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

ACADEMIC PROBATION

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

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

WITHDRAWALS

See the refund section of the catalog.

Students who withdraw in the progression of a module will receive a "W" with a credit value of zero or an "I" dependent upon the class work completed.

STUDENT APPEAL PROCESS

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

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

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

REMEDIAL COURSES

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

PASS - FAIL

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

REPEAT CREDITS

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

INCOMPLETES

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

RE-ADMITTANCE AFTER TERMINATION

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

LEAVE OF ABSENCE POLICY

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

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

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

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

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

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

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

TUTORING

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

DEAN'S LIST

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

STUDENT HONOR SOCIETY

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

STUDENT RECORDS

In compliance with Public Law 93-380 of 1974, The Family Educational Rights and Privacy Act, the college has adopted policies and procedures which permit students the opportunity to review their educational records upon request. Educational records refer to the records, files, documents, and other material containing information directly related to the student. Educational records do not include working papers concerning students such as: informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff; these items are not accessible or revealed to any other individuals. The college will not permit access to or release of educational records without the written consent of the student.

TRANSCRIPTS

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

STUDENT CONDUCT

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

Student responsibilities are:

- a) Courtesy and respect in the classroom and on all college premises.
- b) Attentive attitude in the classroom.
- c) Respect of private property, property of fellow students, facilities and equipment.
- d) Adherence to established policies and regulations of the college.

Violation or failure to adhere to these standards may result in disciplinary action by the institute and may include the student's termination.

ETHICAL AND DISCRIMINATION STANDARDS

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

DRUG AWARENESS

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

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

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

CRIME AWARENESS

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

PERSONAL PROPERTY

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

STUDENT GRIEVANCE POLICY

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

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

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

ACICS - Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
202-336-6780

OR

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

FEDERAL STUDENT FINANCIAL AID PROGRAMS

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

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

The Title IV funds allocated to Eton Technical Institute are:

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

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

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

C.O.A. -E.F.C.

Cost of Attendance - Expected Family Contribution = Financial Need

“The golden opportunity you are seeking is in yourself. It is not in your environment; it is not luck or chance, or the help of others; it is in yourself alone.”

Orison Swelt Marden

CONSUMER INFORMATION

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

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

APPLICATION PROCESS FOR FINANCIAL AID

To apply for financial aid a student must complete a standard application titled, the Free Application for Federal Student Aid, F.A.F.S.A. This is used to determine eligibility for all types of financial aid programs. Once processed the application will produce an Expected Family Contribution, E.F.C. This number is calculated by the Federal Student Aid Central Processing System. To be eligible for a Federal Pell Grant, the E.F.C. must be less than \$2,470 for the award year 1996/97. Financial Aid award years start July 1 to June 30.

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

BORROWER RIGHTS & RESPONSIBILITIES

The borrower has the right to:

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

The borrower has the responsibility to:

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

VERIFICATION PROCESS

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

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

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

FINANCIAL AID TRANSCRIPTS

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

TUITION AND METHODS OF PAYMENT

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

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

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

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

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

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

SELECTION OF ELIGIBLE APPLICANTS

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

FEDERAL PELL GRANT

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This grant is available to students with exceptional financial need with priority given to federal pell grant recipients.

SEOG awards are given to those students with the lowest expected family contribution (EFC) who will receive a federal pell grant in the same award year.

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

FEDERAL FAMILY PARENT LOANS

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

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

FEDERAL FAMILY STAFFORD LOANS

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

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

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

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

For loans disbursed prior to July 1, 1994 please consult the financial aid office at your campus.

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:

- a) make monthly or quarterly payment
- b) the student and the lender agree to capitalize the accrued interest

SELF PAYMENT PLANS

A student who needs to borrow funds to attend school should consult his/her personal bank or credit union for a loan first. Eton Technical Institute offers students the opportunity to make monthly payments, interest-free, to the college for the period of their enrollment for their program of study. The full amount of the payment plan must be paid on or before his/her last date of attendance.

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

Voluntary Prepayment Plan

Eton Technical Institute offers a voluntary prepayment plan to students and their families to reduce the balance due upon entry. Please contact the Financial Aid Office for details.

NLSC

Eton Technical Institute has established an agreement with an outside servicing agent who will honor a promissory note up to the amount of \$2068. The student must make arrangements for monthly payments toward the balance of this note. The student will be required to continue these payments until the note is paid in full.

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

ENTRANCE & 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 certified to the student.

REFUND DISTRIBUTION POLICY

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

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

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

Refunds for the programs, 1 through 4, will be made within 60 days from the DOD (the date the institute determines the student has withdrawn or the date the student gives notice of their withdrawal). Refunds for the programs, 5 through 8, will be made within 30 days from the LDA (the last day the student attends classes).

WA STATE CANCELLATION AND REFUND POLICY PRIOR TO START

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

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

REFUND POLICY UPON CLASS ENTRANCE

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

OPTION ONE PRO RATA/STATE REFUND

For a *first-time student, that received Title IV Funds*, who withdraws on or before the 60 percent point in time for which the student has been charged, an institute must:

- 1) Calculate a refund under the pro rata refund calculation.
- 2) Compare this refund amount with refunds calculated under applicable state law.

OPTION TWO STATE REFUND

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

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

WITHDRAWAL ON:

SCHOOL RETAINS:

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

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

STATUTORY PRO-RATA REFUND TABLE

	COA BA/HA	MA DA	Pha	
Total Program	36	44	44 Weeks	
Minus Weeks Attended < _____ Equals weeks remaining Column One - weeks remaining in COA-BA/HA Column Two - weeks remaining in MA, DA Column Three - weeks remaining in Pha Column Four is the amount to be refunded				
	01	02	03	04
	35	43	43	90%
	34	42	42	90%
	33	41	41	90%
	↓	40	40	90%
	32	39	39	80%
	31	38	38	80%
	30	37	37	80%
	29	36	36	80%
	↓	35	35	80%
	28	34	34	70%
	27	33	33	70%
	26	32	32	70%
	↓	31	31	70%
	25	30	30	60%
	24	29	29	60%
	23	28	28	60%
	22	27	27	60%
	21	26	26	50%
	20	25	25	50%
	19	24	24	50%
	18	23	23	50%
	↓	22	22	50%
	17	21	21	40%
	16	20	20	40%
	15	19	19	40%
	↓	18	18	40%

GRADUATE SERVICES DEPARTMENT

Eton Technical Institute has earned a reputation for excellence among the business and professional communities that it serves. We treasure this reputation most highly, both for the respect it affords our graduates and for the opportunities it offers them.

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

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

Eton does not imply or guarantee employment or starting salaries and is not obligated to provide placement services to non-graduate students.

REFRESHER COURSES

Eton graduates have another advantage. Graduates have the opportunity to come back to Eton at any time and take refresher courses in their program of study. The tuition charge is zero, but students are responsible for any lab and/or book fee applicable six months after graduation. For those students who have left the job market, changed jobs, or want to brush up, this advantage is both valuable and rewarding.

PART-TIME EMPLOYMENT ASSISTANCE

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

GRADUATION REQUIREMENTS

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

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

Be a successful graduate of Eton Technical Institute.

ADMINISTRATION

LEGAL CONTROL

BOARD OF DIRECTORS

Joseph Edmonds
Bruce Berreth

Chairman of the Board
Director

CORPORATE ADMINISTRATION

Joseph Edmonds
Bente Berg
Randy Borek
Tom Gores
Cheryl France
Jeanette McClellan
Michele Beal-Erwin
Cheryl Bradley
Paulina Thibodeaux
Suzan Boyer

CEO / President
Executive Assistant
Controller
Director of Quality Assurance
Director of Admissions
Director of Financial Aid
Financial Aid Assistant
Director of Registrar Services
Accounts Receivable Manager
Accounts Payable & Purchasing

PORT ORCHARD CAMPUS

Lori Emanuel
Gary Weissenfels

Executive Director
Director of Graduate Services/
Assistant Director

FEDERAL WAY CAMPUS

Susan Race
Natalie Erickson

Executive Director
Director of Academic Services/
Assistant Director

EVERETT CAMPUS

Ted Girgus
Gigi Kintner

Executive Director
Director of Academic Services/
Assistant Director

SHAREHOLDERS

Eton Technical Institute is owned by Bremerton Business College, Inc., whose primary stockholder is Joseph W. Edmonds. The secondary stockholder is Debra Thibodeaux.

PORT ORCHARD CAMPUS DIRECTORY

Lori Emanuel	Executive Director
Anne Marie Gibbs	Director of Academic Services
Freddie Ettl	Director of Social Services
Wardee Bruce	Campus Courier Service
Rochelle Paulino	Front Office Administrator
Gary Weissenfels Western Washington University, B.S.	Director of Graduate Services/ Assistant Director
Karen Simpson	Financial Aid Officer
Toni Gibbs	Admissions Representative
Rochelle Paulino	Front Office Administrator
Suzanne Polites	Front Office Administrator

FACULTY - PHARMACY ASSISTANT PROGRAM

Sylvia Quinones, Ph.A. University of Washington, B.A. Trident Technical College	Pharmacy Instructor/ Extern Coordinator
Mark Banzon, Ph.A. Washington State University, B.A. Eton Technical Institute	Pharmacy Instructor

**FACULTY - COMPUTERIZED OFFICE ADMINISTRATION
BUSINESS / HEALTH OFFICE**

Esther Albertus
Simpson College, B.A. Business Instructor

Robin Brooks
Southern Illinois University, B.S. Business Instructor

Lee Weissenfels
Lewis and Clark State College, B.S. Business Instructor

Cheryl Gantz COA Lab Assistant

FACULTY - MEDICAL ASSISTANT PROGRAM

Lisa Cook, RMA,CMA
Apollo College Medical Instructor/
Extern Coordinator

Julie Smith, CMA
Waterson College Medical Instructor

Roger Johnson Medical Lab Assistant

Cindy Reil Medical Lab Assistant

FACULTY - DENTAL ASSISTANT

Joleen Carr, RDA
Regional Occupational Program Dental Instructor

Marti Stoddard
Clover Park Vocational College Dental Instructor

Lisa Caldwell, DA
Eton Technical Institute Dental Lab Assistant

FEDERAL WAY CAMPUS DIRECTORY

Susan Race	Executive Director
Natalie Erickson	Director of Academic Services/ Assistant Director
Rita Hillesland	Director of Social Services
Cheryl Bradley	Director of Registrar Services
Tom Warren University of Washington, B.A.	Director of Graduate Services
Candy Cowden	Front Office Administrator
Mary Wekamp	Front Office Administrator
Tammy Eddy	Financial Aid Officer
Susan Nielsen	Financial Aid Officer
Mike Lynch	Admissions Representative
Susan Fawcett	Admissions Representative

FACULTY - PHARMACY ASSISTANT PROGRAM

Timothy Allen, Ph.A., R.C. Academy of Health Sciences	Pharmacy Instructor/ Extern Coordinator
James Widener, Ph.A. Academy of Health Sciences	Pharmacy Instructor

**FACULTY - COMPUTERIZED OFFICE ADMINISTRATION
BUSINESS/HEALTH OFFICE**

Pamela McGriff Cal State University, B.A.	Business Instructor
Jesse Chavez Regis University, B.S.	Business Instructor
Vance Graham Seattle Pacific University, B.A.	Business Instructor

FACULTY - MEDICAL ASSISTANT PROGRAM

Tamara Ivan, CMA University of So. Carolina, B.A.	Medical Instructor
Nettie Bell, MA National Education Center	Medical Instructor/ Extern Coordinator
Alisa Loosveldt, CMA Clover Park Vocational College	Medical Instructor
Marlene Heath Eton Technical Institute	Medical Lab Assistant

FACULTY - DENTAL ASSISTANT PROGRAM

Lucinda Workman, RDA So. California College of Medical and Dental	Dental Instructor
Connie Terry, CDA Academy of Health School	Dental Instructor

EVERETT CAMPUS DIRECTORY

Ted Girgus	Executive Director
Gigi Kintner	Director of Academic Services/ Assistant Director
Ken Webber Oregon State University, M.B.A	Director of Graduate Services
Stacey Lillquist	Administrative Assistant
Lanette Riehl	Front Office Administrator
Jamie Boode	Financial Aid Officer
Cheryl France	Director of Admissions
Ron Smith	Admissions Representative

FACULTY - PHARMACY ASSISTANT PROGRAM

Kristi Jones, Ph.A., R.C. North Seattle Community College	Pharmacy Instructor
Lisa Birge, Ph.A. North Seattle Community College	Pharmacy Instructor

FACULTY - COMPUTERIZED OFFICE ADMINISTRATION BUSINESS/HEALTH OFFICE

Tami Lowry Saint Martin's College, B.A.	Business Instructor
Gisela Dicklin Northern Illinois University, M.S.Ed	Business Instructor

FACULTY - MEDICAL ASSISTANT PROGRAM

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

Medical Instructor

Gerry Landes, MA
Northwest College for Medical Assistants

Medical Instructor

FACULTY - DENTAL ASSISTANT PROGRAM

Paola Viola, RDA
Liceo Maurolico - Italy

Dental Instructor

Darlene Hunziker, RDA
National Education Center
San Francisco, CA

Dental Instructor

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