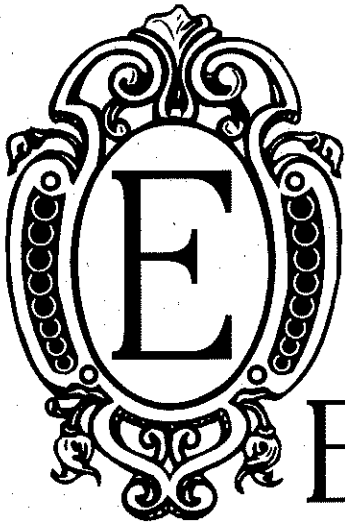


Stacey's catalog



ETON TECHNICAL INSTITUTE

1999 CATALOG

VOLUME XVII

A TRADITION OF QUALITY CAREER TRAINING SINCE 1922

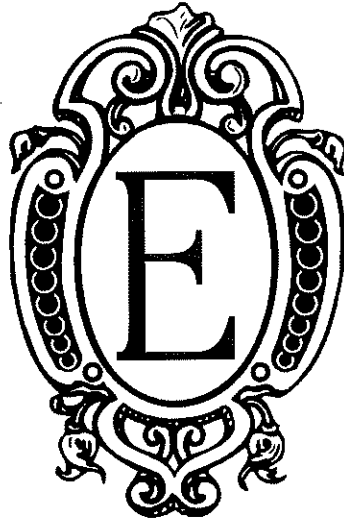
77TH ANNIVERSARY

Eton Technical Institute School Catalog

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ETON TECHNICAL INSTITUTE

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ABOUT ETON TECHNICAL INSTITUTE

Accreditation, Approvals and Memberships

ETON TECHNICAL INSTITUTE IS ACCREDITED BY ACICS TO AWARD DIPLOMAS.

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 ALSO ACCREDITED BY CAAHEP

CAAHEP (Commission on Accreditation of Allied Health Education Programs)

35 East Wacker Drive, Suite 1970

Chicago, Illinois 60601-2208

(312) 553-9355

Accreditation ensures students that Eton Technical Institute 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.

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

MEMBERSHIPS

Bremerton Chamber of Commerce

Silverdale Chamber of Commerce

Federal Way Chamber of Commerce

Everett Chamber of Commerce

Port Orchard Chamber of Commerce

Southwest King County Chamber of Commerce

U.S. Chamber of Commerce

NPCSA Northwest Private Career Schools Association

NAHCS National Association of Health Career Schools

NASFAA National Association of Student Financial Aid Administrators

WAFAA Washington Association of Financial Aid Administrators

WASFAA Western Association of Student Financial Aid Administrators

WFPVS Washington Federation of Private Vocational Schools

Better Business Bureau

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

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

Workforce Training and Education Coordinating Board

Building 17, Airdustrial Park, P.O. Box 43105

Olympia, WA 98504-3105 (360) 753-5662

ACICS (Accrediting Council for Independent Colleges and Schools)

750 First St. N.E., Suite 980

Washington D.C. 20002-4241

(202) 336-6780

Advisory Board

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

Approvals

United States Department of Education
United States Department of Justice, Immigration and Naturalization Division
Washington State Board of Pharmacy
Veterans Administration

Disclaimer

This catalog sets forth the school's requisite and licit public disclosure information. However, in a continual effort to maintain the highest educational standards for student success, Eton Technical Institute reserves the right to make appropriate and necessary operational and policy modifications during the life of this publication. Such modifications shall maintain compliance with all accrediting, state, federal, and licensing/certification agencies. Eton will, where applicable, notify students, staff, regulatory agencies and other interested third parties of changes in statements herein prior to application.



A Message from the President

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

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

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

A handwritten signature in black ink, appearing to read 'Wallace W. Wright'. The signature is fluid and cursive, with a prominent initial 'W' and a long, sweeping underline.

Wallace W. Wright
President

Mission Statement

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

Institutional Objectives

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

School History and Description

1922–Present Academic Excellence With Individual Attention

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

PORT ORCHARD CAMPUS

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

FEDERAL WAY CAMPUS

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

EVERETT CAMPUS

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

ADMISSIONS INFORMATION

Application for Admissions

LOCATIONS

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

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

Eton Technical Institute
209 East Casino Road
Everett, WA 98208
(425) 353-4888

Web site address: <http://www.etontech.com>

Email: admissions@etontech.com

Toll free: 1-800-417-7899

Administrative Office

Office of the 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 Eton Technical Institute. 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 school 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 school requirements.

Admission Requirements

1. Admission to Eton Technical Institute requires a satisfactory score on the Scholastic Level Exam. A "satisfactory score" is defined as 10 correct answers for the Medical Assisting, Dental Assisting, Computerized Office Administration, and Medical Billing programs, and 15 correct answers for the Pharmacy Technician program.
2. A high school diploma or an equivalent G.E.D. is required for all applicants. High school students may apply for conditional acceptance and be tested for admission prior to graduation. Students must pay a registration fee of \$100 to process their application.
3. Admission to Eton Technical Institute requires all applicants to complete the paperwork pertaining to their program prior to entry.
4. Admission to Eton Technical Institute requires all applicants to be accepted into their program.

5. Applicants interested in the Medical and Dental Assistant programs are required to complete a Hepatitis B immunization series prior to externship, and present official documentation of series. Students are responsible for fees associated with required immunizations completion.
6. Applicants interested in the Pharmacy Technician program are required to complete a Washington State Patrol background check prior to start day. (Students can be admitted pending delay in the background check, but if the report comes back with drug or alcohol convictions, the student will be withdrawn and will not be readmitted).

PROGRAMS OF STUDY

Academic Calendar 1999

Programs Start	Modules End
January 4	February 12
February 16	March 26
March 29	May 7
May 10	June 18
June 21	July 30
August 2	September 10
September 13	October 22
October 25	December 3
December 6	January 28, 2000

Student Holidays

New Year's Day	January 1
Martin Luther King Day	January 18
Faculty Prep. Day	February 15
Faculty In-Service	March 12
Memorial Day	May 31
Faculty In-Service	June 11
Independence Day	July 5
Labor Day	September 6
Faculty In-Service	October 11
Veteran's Day	November 11
Thanksgiving	November 25–26
Christmas Holiday	December 18 to January 3, 2000

Hours of Operation

OFFICE

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

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

SCHOOL

Program

MA,DA,COA

MB, PHT

Morning Session

8:00-12:00 p.m. M-F

Afternoon Session

1:00-5:00 p.m. M-F

Evening Session

5:30-10:30 p.m. M-Th

Program Tuition & Fees

MEDICAL ASSISTANT

Tuition	6,915
Registration	100
Lab Fees	975
Other Costs (Books, Uniforms)	438
Total Program Cost	\$8,428

DENTAL ASSISTANT

Tuition	6,873
Registration	100
Lab fees	1,120
Other Costs (Books, Uniforms)	335
Total Program Cost	\$8,428

PHARMACY TECHNICIAN

Tuition	7,505
Registration	100
Lab Fees	350
Other (Books, Uniforms)	375
Total Program Cost	\$8,330

MEDICAL BILLING

Tuition	5,675
Registration	100
Lab Fees	250
Other (Books)	375
Total Program Cost	\$6,400

COMPUTERIZED OFFICE ADMINISTRATION

Tuition	6,655
Registration	100
Lab Fees	250
Other (Books)	495
Total Program Cost	\$7,500

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

Note:

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

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

Tuition and Methods of Payment

Eton Technical Institute quotes standard tuition prices for each program offered. Arrangements for payment of tuition and fees must be made in advance of the first day of class.

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

For each program of study, books are included in the total program cost. Incidentals such as typing paper, pencils, pens, and steno pads are the student's responsibility.

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.

Eton Technical Institute 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.

Payment Plans

If the total program cost is paid within the first week of classes, Eton Technical Institute offers a 10% discount. Payment with Visa or MasterCard is accepted.

Eton Technical Institute also offers the students the opportunity to make monthly payments, interest free, to the school 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. Eton Technical Institute also reserves the right to withhold all official documents such as academic transcripts, grades and diplomas should the student become delinquent in any payments due to the school. Eton Technical Institute may also require balance in full on all unpaid tuition. Eton Technical Institute may also send any unpaid balances to an outside agency for collection. At that time the student will be responsible for all collection cost, attorney fees, court cost and any other reasonable collection cost and charges.

Alternative Loan Programs

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

Scholarships

DIRECTOR'S SCHOLARSHIP

\$1,000 to be applied toward payment of total program cost. Four scholarships awarded per year at each campus. Eligibility: Students must be enrolled at least two modules in a program of study at the school, and must demonstrate 95% attendance and a GPA of at least 3.8. Qualified students should pick up an application packet and complete all necessary information and return it to the Director of Academic Services. Deadlines for submitting completed applications are March 1, June 1, September 1 and December 1, 1999.

PRESIDENT'S SCHOLARSHIP

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

OTHER SCHOLARSHIPS

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

Modular Program

SCHEDULE

Eton Technical Institute offers its programs on a six-week modular basis. Students may start programs at Eton every six weeks. Programs range in length from five-six modules plus an externship (except COA). During a module, students take up to six individual courses that are offered in a four-hour block, from 8:00 am-12:00 p.m., M-F (morning session), 1:00-5:00 p.m., M-F (afternoon session) or 5:30-10:30 p.m., M-Th (evening session). The length in hours for each course varies according to its credit value.

APPROACH

The modular system uses a spiral approach to learning, which has been found to be very effective with adult learners. In the modular system, students have ample opportunity to revisit and review concepts that are repeated and reinforced. Students go further in-depth with the topics as they progress, and use fundamental concepts as building blocks for mastery. New students study courses in the same classroom with continuing students. We have found this to be advantageous for new students because they benefit from the knowledge of more experienced students, who can help them to adjust and guide them along. Students who are farther along in their coursework benefit from assisting new students and reviewing core material time and again. Students form strong bonds with one another as they work closely together in the modular classroom. No student is alone, and each student's success depends on everyone else's. Students who have benefited from Eton's modular system note that the close friendships they make, the supportive atmosphere, and constant review and introduction of new material are instrumental to their success while in school and later on the job.

SCOPE AND SEQUENCE

A curriculum wheel is maintained for each program showing its scope and sequence. The wheel shows the plan for offering the program and its courses. Each module is designed to bring together compatible concepts from its component courses. Students start their program in the module currently offered at the time of their entry, and progress in order, following the wheel. Students may start with any module because all courses are offered as a stand-alone component of the curriculum, and do not require prerequisites. Courses are designed to be self-contained units. Each course includes the fundamentals and the more advanced knowledge that students need for successful attainment of course objectives.

THE MODULAR CLASSROOM

Teaching methods for the modular classes are somewhat different from those found in a more traditional classroom. Instructors individualize instruction as much as possible in order to teach to all levels of students. Instructors use a variety of approaches to teaching, such as demonstration, hands-on exercises, guest speakers, working with partners, dividing the class into two or more small groups, self-directed learning, and tutoring outside class to address the needs of the beginner, the experienced, and the expert student. Eton Technical Institute's classes are small, with an average class ratio of 12 students to 1 instructor. When enrollments in an individual course grow beyond 15 students, instructors have access to additional resources to be able to spend time with individual students.

New student orientation

New students need additional help adjusting to being a student and succeeding in the modular system. Eton offers an orientation session for new students to assist them in this transition. The orientation session is a general orien-

tation to Eton, and includes a review of school policies, a tour of the school, and greetings from administrators and faculty. There is also time for instructors to meet with new students to review study tips, introduce the class schedule and present program-specific information.

During the first week of class, instructors often work with new students, to make sure that they are comfortable and to assess areas of weakness in which students need tutoring. The instructor helps those who need extra help to form study groups and tutoring sessions. Instructors provide additional handouts and tip sheets for new students.

The atmosphere in class is friendly, supportive, and accepting. All students learn to welcome new students into their group, orient them, and teach them how to become self-sufficient. Mentoring occurs easily and naturally. This is excellent training for the real-world job experience. On the job, there will always be new co-workers or supervisors to support and serve, group assignments to tackle, and new procedures to teach and learn. The Eton modular system prepares students with the technical skills they need for their first job and the additional skills they will need for a lifelong career.

Medical Assistant

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

MAJOR EQUIPMENT

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

PROGRAM OUTLINE

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

Modules 1–6 must be completed prior to externship.

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

Each course is designed as a stand-alone unit, with no prerequisites.

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
TOTAL CREDITS		41.3

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

MEDICAL ASSISTANT COURSE DESCRIPTIONS

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

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

Levels A, C, and E cover the following:

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

MA 111	REPRODUCTIVE/LIFE STAGES	2.4
	The basic structures, functions, and pathological conditions of the male and female reproductive systems are studied. 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/HEMATOLOGY	2.4
	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. 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 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, 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/ ENDOCRINOLOGY	2.4
	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. 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/ SPECIAL SENSES	2.4
	The nervous system acts as a communication and control center for the body. The special senses and nervous system are presented in this course. 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	<p>MEDICAL EMERGENCIES AND SAFETY 1.2</p> <p>In this unit the student is presented with the basics of aseptics, sterilization, CPR, first aid, and radiation safety.</p>	1.2
MA 614	<p>MA CLINIC VI 2.4</p> <p>Procedures relating to the respiratory and urinary systems are practiced. This class also includes injections, vitals and venipuncture.</p>	2.4
MA 715	<p>EXTERN – 160 HOURS – EIGHT WEEKS 5.3</p> <p>Upon successful completion of all coursework and the Hepatitis B immunization series, 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. For the duration of the 8-week externship, Eton malpractice insurance covers students while they perform invasive procedures.</p> <p>Externships are a supervised academic experience, and will be completed without monetary compensation.</p> <p>Students must begin the externship no later than 2 weeks after completing all other required courses.</p>	5.3
MA 000	<p>FIELD WORK EXPERIENCE ELECTIVE 0.0</p> <p>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.</p>	0.0

Dental Assistant

The Dental Assistant student is trained to perform a variety of patient care, office, and laboratory duties in preparation for the wide variety of tasks they will encounter on the job. As dental assistants, they will work at chairside as dentists examine and treat patients. Dental assistants with office duties schedule and confirm appointments, receive patients, keep treatments records, send bills, receive payments, and order dental supplies and materials. Classroom instruction, combined with clinical practice and experience prepare the student for the challenges of the multi-faceted workplace.

MAJOR EQUIPMENT

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

PROGRAM OUTLINE

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

Modules 1–6 must be completed prior to externship.

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

Each course is designed as a stand-alone unit, with no prerequisites.

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 COURSE DESCRIPTIONS

DA 111	DENTAL STRUCTURE AND DEVELOPMENT / TOOTH MORPHOLOGY	2.4
	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 PATIENT	1.2
	This class studies how to care for patients who have special needs; the elderly, children, and the mentally handicapped.	
DA 114	DA CLINIC I	2.4
	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 / INSTRUMENTATION	2.4
	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 ADMINISTRATION	1.2
	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 II	2.4
	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 PROSTHODONTICS/REMOVABLE PROSTHODONTICS	2.4
	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. 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	2.4
	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. 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/EMERGENCIES IN THE DENTAL OFFICE 2.4

The students will learn about radiation safety and how to protect themselves and patients from over-exposure. This course also focuses on practical radiology skills expected of the assistant such as bite-wings, full mouth x-rays, and periapical x-rays. The student also learns the different film sizes and how to mount x-rays. 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/ORAL SURGERY & PAIN CONTROL 2.4

Endodontics and orthodontics are two concentrations in the field of dentistry. The student will learn instrumentation, theory, and the "four-handed dentistry" techniques. 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	<p>AIDS / HEPATITIS 1.2</p> <p>This course educates students on AIDS, the immune system and hepatitis. The student studies how diseases are transmitted, statistics of transmission to the health care worker, how to work safely on infected patients, and how to develop compassion and support for the infected patient.</p>	1.2
DA 614	<p>DA CLINIC VI 2.4</p> <p>Skills relating the various types of dental specialties are developed: chairside procedures, instrumentation and needed materials.</p>	2.4
DA 715	<p>EXTERN – 160 HOURS – EIGHT WEEKS 5.3</p> <p>Upon successful completion of all coursework and the Hepatitis B immunization series, each student is required to complete an externship of 160 hours within a time period of eight weeks. This is a very important part of the student’s education and allows the student the opportunity to apply his/her new skills in a clinical office setting.</p> <p>Externships are a supervised academic experience, and will be completed without monetary compensation.</p> <p>Students must begin the externship no later than 2 weeks after completing all other required courses.</p>	5.3
DA 000	<p>FIELD WORK EXPERIENCE ELECTIVE 0.0</p> <p>Students who are in their second module or higher, with a cumulative GPA of 3.00 or above, and attendance average of 90% or higher and who have started their hepatitis B immunization series, MMR vaccine, current tetanus vaccine, and current TB test, may choose to develop a field work relationship with a dentist in the community. Initially this involves weekly observations in the clinic until the 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.</p>	0.0

Pharmacy Technician

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

MAJOR EQUIPMENT

Laminar Flow Hood	Cash Register	Scales/Weights
Typewriters	Ten Keys	Crash Carts
Reference Library	Computers/Printers	

PROGRAM OUTLINE

Diploma Program – 44.0 Credits – Hospital and Retail Extern Required: 240 Hours – Program Length: 44 Weeks
 Modules 1–6 must be completed prior to externship.

Students can enter the program at the beginning of any module and proceed forward. Each course is designed as a stand-alone unit, with no prerequisites.

COURSES

PT 141	Anatomy and Physiology	.09 credits
PT 142	Washington State Pharmacy Law 1	.06 credits
PT 143	Pharmacology / Drug Classification 1	.09 credits
PT 144	Introduction to Retail Pharmacy	1.2 credits
PT 145	Retail Pharmacy Lab 1	1.8 credits
PT 146	Pharmaceutical Calculations 1	.06 credits
PT 241	Anatomy and Physiology 2	.09 credits
PT 242	Washington State Pharmacy Law 2	.06 credits
PT 243	Pharmacology / Drug Classification 2	.09 credits
PT 244	Introduction to Computers	1.2 credits
PT 245	Retail Pharmacy Lab 2	1.8 credits
PT 246	Basic Pharmacology	.06 credits
PT 341	Anatomy and Physiology 3	.09 credits
PT 342	Washington State Pharmacy Law 3	.06 credits
PT 343	Pharmacology / Drug Classification 3	.09 credits
PT 344	Pharmacy Practice and Materials Mgmt.	1.2 credits
PT 345	Long Term Care Pharmacy Lab	1.8 credits
PT 346	Pharmaceutical Calculations 2	.06 credits
PT 441	Anatomy and Physiology 4	.09 credits
PT 442	Clerical Procedures	.06 credits
PT 443	Pharmacology / Drug Classification 4	.09 credits
PT 444	Intro. to Hospital Pharmacy and Parenteral Admixtures.	1.2 credits
PT 445	Hospital Pharmacy Lab	1.8 credits
PT 446	Pharmaceutical Calculations 3	.06 credits
PT 541	Anatomy and Physiology 5	.09 credits
PT 542	Pharmacy Ethics and Communication	.06 credits
PT 543	Pharmacology / Drug Classification 5	.09 credits
PT 544	Basic Microbiology / AIDS Awareness	1.2 credits

PT 545	Hospital Pharmacy Lab	1.8 credits
PT 546	Pharmaceutical Calculations 4	0.6 credits
PT 641	Anatomy and Physiology 6	0.9 credits
PT 642	Federal Pharmacy Law	0.6 credits
PT 643	Pharmacology / Drug Classification 6	0.9 credits
PT 644	Basic Chemistry	1.2 credits
PT 645	Retail and Hospital Pharmacy Lab	1.8 credits
PT 646	Manufacturing and Repackaging	0.6 credits
PT 700	Hospital Extern	4.0 credits
PT 710	Retail Extern	4.0 credits
TOTAL CREDITS		44.0

COURSE DESCRIPTIONS

PT 141	ANATOMY AND PHYSIOLOGY	0.9
	The focus of this course is to provide the student with an overview of the body systems. This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. The student will become familiar with the associated abbreviations pertaining to each system. Topics to be covered in this module will be basic word structure, terms pertaining to the body as a whole, prefixes and suffixes. . .	
PT 142	WASHINGTON STATE PHARMACY LAW I	0.6
	In this course the student 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.	
PT 143	PHARMACOLOGY/DRUG CLASSIFICATION I	0.9
	The student will be able to identify generic and trade names, drug classifications, patient warnings, side effects, adverse effects, and contraindications.	
PT 144	INTRODUCTION TO RETAIL PHARMACY	1.2
	The goal of this course is to familiarize the student with all phases of prescription processing. This includes the reading and interpretation of prescription orders, profile management, third party processing, manually filling, and labeling the prescription.	
PT 145	RETAIL PHARMACY LAB I	1.8
	This course provides each student with teacher directed practicum, skill applications, and theory development relevant to detail pharmacy practice.	
PT 146	PHARMACEUTICAL CALCULATIONS I	0.6
	In this course the student 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 measurements, pediatric, and intravenous calculations used in the pharmacy practice.	

PT 241	<p>ANATOMY AND PHYSIOLOGY 2 0.9</p> <p>The focus of this course is to provide the student with an overview of the body systems 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 abbreviations pertaining to each system. Topics to be covered in this module will be basic word structure, pharmacology, digestive and reproductive systems.</p>
PT 242	<p>WASHINGTON STATE PHARMACY LAW 2 0.6</p> <p>In this course the student 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.</p>
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PT 243	<p>PHARMACOLOGY/DRUG CLASSIFICATION 2 0.9</p> <p>The student will be able to identify generic and trade names, drug classification, patient warnings, side effects, indications and contraindications. The student will learn the most common drugs related to the digestive and reproductive systems.</p>
* PT 244	<p>INTRODUCTION TO COMPUTERS 1.2</p> <p>[In this course the student has the opportunity to learn Word 6.0 software and pharmacy applications. The practicum allows students to become familiar with the use of computer hardware and software.]</p>
PT 245	<p>RETAIL PHARMACY LAB 2 1.8</p> <p>This course provides each student with teacher directed practicum, skill applications, and theory development relevant to retail pharmacy practice.</p>
PT 246	<p>BASIC PHARMACOLOGY 0.6</p> <p>This course provides an overview of pharmacology, drug sources, dosage forms, drug standards, drug names, drug addiction and drug actions.</p>
PT 341	<p>ANATOMY AND PHYSIOLOGY 3 0.9</p> <p>The focus of this course is to provide the student with an overview of the body systems. This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. The student will become familiar with the associated abbreviations pertaining to each system. Topics to be covered in this module will be basic word structure, urinary, cardiovascular, and respiratory systems.</p>
PT 342	<p>WASHINGTON STATE PHARMACY LAW 3 0.6</p> <p>In this course the 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.</p>
PT 343	<p>PHARMACOLOGY/DRUG CLASSIFICATION 3 0.9</p> <p>The student will be able to identify generic and trade names, drug classifica-</p>

tions patient warnings, side effects, indications, and contraindications. The student will learn the most common drugs related to the urinary, respiratory, and cardiovascular systems.

PT 344	PHARMACY PRACTICE	1.2
	This course will introduce the student to the different branches of pharmacy practice, the role of pharmacy technician, and how it applies to each practice. It will focus on the management of pharmaceuticals, procurement, drug storage and control, packaging and repackaging requirements, recapture and disposal of medications, and quality control.	
PT 345	LONG TERM CARE PHARMACY LAB	1.8
	This course provides each student with teacher directed practicum, skill applications, and theory development relevant to long term care pharmacy practice. This course introduces aseptic technique and the preparation of intravenous admixtures as they pertain to long term care and home infusion.	
PT 346	PHARMACEUTICAL CALCULATIONS 2	0.6
	In this course the student 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 measurements, pediatric and intravenous calculations used in the pharmacy practice.	
PT 441	ANATOMY AND PHYSIOLOGY	0.9
	The focus of this course is to provide the student with an overview of the body systems. This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. The student will become familiar with the associated abbreviations pertaining to each system. Topics to be covered in the module will be basic word structure, nervous system, psychiatry, oncology and nuclear medicine.	
PT 442	CLERICAL PROCEDURES	0.6
	The focus of this course is on the non-technical aspects of working in the pharmacy, including ten-key, accuracy and speed typing, inventory, third party billing, record keeping and operations of a cash register.	
PT 443	PHARMACOLOGY / DRUG CLASSIFICATION 4	0.9
	The student will be able to identify generic and trade names, drug classification, patient warnings, side effects, indications and contraindications. The student will learn the most common drugs related to the nervous system, oncology and psychiatry.	
PT 444	INTRO.TO HOSPITAL PHARMACY AND PARENTERAL ADMIX.	1.2
	The students will learn the principles of asepsis as it applies to the preparation of intravenous drug administration systems, parenteral nutrition product, and chemotherapy. Topics include: admissions profiles, drug distribution, medication administration records, types of IV administration sets and associated equipment, antineoplastic preparations and safety preparations. This course also provides Chemotherapy certification.	

PT 445	<p>HOSPITAL PHARMACY LAB I 1.8</p> <p>This course provides each student with teacher directed practicum, skill applications, and theory development relevant to hospital pharmacy practice. Student will develop skills on aseptic technique; the preparation of intravenous admixtures and total parenteral nutrition, and the handling and preparation of chemotherapy.</p>
PT 446	<p>PHARMACEUTICAL CALCULATIONS 3 0.6</p> <p>In this course the student 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 measurements, pediatric, and the introduction to compounding calculation used in the pharmacy practice.</p>
PT 541	<p>ANATOMY AND PHYSIOLOGY 5 0.9</p> <p>The focus of this course is to provide the student with an overview of the body systems. This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. The student will become familiar with the associated abbreviations pertaining to each system. Topics to be covered in this module will be basic word structure, blood, immune and endocrine systems.</p>
PT 542	<p>PHARMACY ETHICS AND COMMUNICATION 0.6</p> <p>This course focuses on dealing with issues within the work environment, patient confidentiality, and professional ethics. Emphasis is given to telephone etiquette; verbal and written communication; customer service; and pharmacy ethics.</p>
PT 543	<p>PHARMACOLOGY/DRUG CLASSIFICATION 5 0.9</p> <p>The student will be able to identify generic and trade names, drug classification, patient warnings, side effects, indications and contraindications. The student will learn the most common drugs related to the blood, immune and endocrine systems.</p>
PT 544	<p>BASIC MICROBIOLOGY / AIDS AWARENESS 1.2</p> <p>This course provides student 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 and Washington State Board of Pharmacy.</p>
PT 545	<p>HOSPITAL PHARMACY LAB 1.8</p> <p>This course provides each student with teacher directed practicum, skill applications, and theory development relevant to hospital pharmacy practice. Students will develop skills on aseptic technique, the preparation of intravenous admixtures and total parenteral nutrition, and the handling and preparation of chemotherapy.</p>

PT 546	<p>PHARMACEUTICAL CALCULATIONS 4 0.6</p> <p>In this course the student will review basic mathematical skills and concepts including: fractions, decimals, ratio and proportion; as they pertain to pharmacy practice. Students will focus on problems solving as they pertain to stock solution and pure solution preparations.</p>
PT 641	<p>ANATOMY AND PHYSIOLOGY 6 0.9</p> <p>The focus of this course is to provide the student with an overview of the body systems. This course will provide a simple, non-technical explanation of medical terms with the description of anatomy, physiology and pathology. The student will become familiar with the associated abbreviations pertaining to each system. Topics to be covered in this module will be basic word structure, sense organs, musculoskeletal and integumentary systems.</p>
PT 642	<p>FEDERAL PHARMACY LAW 0.6</p> <p>Students will learn responsibilities, requirements, and standards mandated by the United States Drug Enforcement Administration and how these laws impact the practice of pharmacy.</p>
PT 643	<p>PHARMACOLOGY / DRUG CLASSIFICATION 6 0.9</p> <p>The student will be able to identify generic and trade names, drug classification, patient warnings, side effects, indications and contraindications. The student will learn the most common drugs related to the sense organs and musculoskeletal system.</p>
PT 644	<p>BASIC CHEMISTRY 1.2</p> <p>The student will be able to identify the most common elements utilized in pharmaceutical preparations, and chemical reactions. The student will learn the difference between ionic and covalent bonds and how to calculate atomic weights.</p>
PT 645	<p>RETAIL AND HOSPITAL PHARMACY LAB 1.8</p> <p>This course provides each student with teacher directed practicum, skills applications, and theory development relevant to retail and hospital pharmacy practice. The student will develop skills in compounding practices in hospital and retail settings.</p>
PT 646	<p>MANUFACTURING AND REPACKAGING 0.6</p> <p>The focus of this course is to provide the student with manufacturing and repackaging techniques, regulations, and knowledge on the equipment used in compounding pharmaceuticals.</p>
PT 700	<p>HOSPITAL EXTERN 4.0</p> <p>Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120 hour externship, within a four week period of time, in a hospital pharmacy setting.</p> <p>Externships are a supervised academic experience, and will be completed without monetary compensation.</p> <p>Students must begin the externship no later than 2 weeks after completing all other required courses.</p>

PT 710

Retail Extern 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.

Externships are a supervised academic experience, and will be completed without monetary compensation.

Students must begin the externship no later than 2 weeks after completing all other required courses.

BA 112	SPREADSHEETS	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.	
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	2.4
	This course introduces the student to an electronic business accounting program. Accounting theories and computerized accounting applications are reinforced.	
OA 312	OPERATING SYSTEMS	2.4
	The student will have an understanding of computer operating systems. The basic computer terminology and how to interact with other features of the computer operating systems are discussed.	
BA 410	BUSINESS MATHEMATICS	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	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.	
OA 510	ACCOUNTING FUNDAMENTALS	2.4
	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	<p>DATABASE MANAGEMENT 2.4</p> <p>The computer helps businesses collect, sort, and process information with rapid and accurate rates. This course introduces the skills needed to create, organize, retrieve, and manipulate data effectively.</p>
OA 610	<p>BUSINESS COMMUNICATIONS 2.4</p> <p>The student will be introduced to written and oral communication skills. A review of basic business grammar, word usage, proofreading, editing skills, and spelling. These skills will enable the student to communicate in an effective, efficient manner in the business environment. How to format letters, memos, and reports is emphasized through practice and repetition.</p>
OA 612	<p>WORD PROCESSING II 2.4</p> <p>The student is introduced to beginning and intermediate word processing concepts. This self-paced, hands-on course will teach the student how to create, format, store, retrieve, and print various business documents through problem-solving exercises.</p>
OA 111 / 211 / 311 / 411 / 511 / 611	<p>KEYBOARDING AND TEN-KEY 1.2</p> <p>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.</p>

MEDICAL BILLING/HEALTH CLAIMS EXAMINER

Upon completion of this program, students will be able to secure employment in a hospital billing office, medical office, insurance company, or become a self-employed medical billing specialist. Positions available in today's work force include Patient Accounts Representative, Patient Financial Services Representative, Insurance Billing Specialist, Medical Accounts Receivable Specialist, Insurance Claims Adjudicator and Insurance Claims Adjuster.

MAJOR EQUIPMENT

Computers/Printers

PROGRAM OUTLINE

Diploma program -34 credits- Extern required: 120 Hours- Program Length: 34 weeks

Modules 1-5 must be completed prior to Externship. Students can enter the program at the beginning of any module and proceed forward. Each course is designed as a stand-alone unit, as part of the modular curriculum for Medical Billing.

COURSES	CREDITS
MB 111 Medical Terminology (skeletal & muscular)	2.4
MB 112 ICD9 and CPT Coding (skeletal & muscular)	2.4
MB 113 Word Processing for Medical Personnel	1.2
MB 211 Medical Terminology (circulatory, respiratory, digestive)	2.4
MB 212 ICD9 and CPT Coding (circulatory, respiratory, digestive)	2.4
MB 213 Medical Transcription	1.2
MB 311 Medical Office Administration	2.4
MB 312 Medical Forms	2.4
MB 313 Spreadsheets for Medical Personnel	1.2
MB 411 Medical Terminology (urinary & reproductive)	2.4
MB 412 ICD 9 and CPT coding (urinary & reproductive)	2.4
MB 413 Customer Relations	1.2
MB 511 Computer Billing	2.4
MB 512 Health Claims	2.4
MB 513 Medical Law and Ethics	1.2
MB 611 Externship	4.0
TOTAL CREDITS	34

COURSE DESCRIPTIONS

MB 111	MEDICAL TERMINOLOGY (SKELETAL & MUSCULAR)	2.4
	This course introduces the student to medical vocabulary, spelling, and definitions that are needed to comprehend and interpret patient history for completing the billing process. This class focuses on prefixes, suffixes, and combining forms. The student will learn medical abbreviations, acronyms, and medical symbols. Emphasis will be placed on skeletal and muscular systems.	

MB 112	<p>ICD 9 & CPT CODING (SKELETAL & MUSCULAR) 2.4</p> <p>Students utilize the ICD 9 and CPT coding manuals, in relationship to medical billing and claims processing. Students will be introduced to HCPC, Medical Dictionary and PDR (Physicians Desk Reference). Coding assignments will focus on skeletal and muscular systems</p>
MB 113	<p>WORD PROCESSING FOR MEDICAL PERSONNEL 1.2</p> <p>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 correspondence used in the medical office.</p>
MB 211	<p>MEDICAL TERMINOLOGY (CIRCULATORY, RESPIRATORY, DIGESTIVE) 2.4</p> <p>This course introduces the student to medical vocabulary, spelling, and definitions that are needed to comprehend and interpret patient history for completing the billing process. This class focuses on prefixes, suffixes, and combining forms. The student will learn medical abbreviations, acronyms, and medical symbols. Emphasis will be placed on circulatory, respiratory, and digestive systems.</p>
MB 212	<p>ICD9 AND CPT CODING (CIRCULATORY, RESPIRATORY, DIGESTIVE) 2.4</p> <p>Students will become familiar with the format of the ICD 9 and CPT coding manuals, and how to use them for medical billing and claims reimbursement. Completing the classroom assignments will teach students how an insurance payment depends on accurate coding. Coding assignments will feature circulatory, respiratory, and digestive systems.</p>
MB 213	<p>MEDICAL TRANSCRIPTION 1.2</p> <p>This course is designed to prepare the student to transcribe medical dictation for patients' medical records. Includes tools of transcription, transcription guidelines, and simulation.</p>
MB 311	<p>MEDICAL OFFICE ADMINISTRATION 2.4</p> <p>This course is designed to enable the student to utilize the ICD9 and CPT Coding manuals in relationship to medical billing and claims processing. Students will be introduced to the HCPC, medical dictionary and PRD (Physician's Desk Reference) manual.</p>
MB 312	<p>MEDICAL FORMS 2.4</p> <p>The student will learn to use ICD-9 and CPT reference books for coding diagnoses and procedures; will familiarize themselves with different types of medical reports (triage, diagnostic, operative, and medical history reports); and will learn how to use these reports to bill for services rendered. They will also learn how to properly complete the HCFA 1500 & UB-92 hospital claim forms.</p>
MB 313	<p>SPREADSHEETS FOR MEDICAL PERSONNEL 1.2</p> <p>This class covers the fundamentals of spreadsheets with an emphasis on design and implementation of a worksheet. Exercises are geared to practical</p>

cal application to the medical office. Hands-on computer projects are an important part of this course. These projects vary in size and complexity and students will implement them working either individually or in teams. This course allows users to create worksheets, entering formulas, formatting charts, templates and multiple worksheets in a workbook, and linking files.

MB 411 MEDICAL TERMINOLOGY (URINARY & REPRODUCTIVE) 2.4

This course introduces the student to medical vocabulary, spelling, and definitions that are needed to comprehend and interpret patient history for completing the billing process. This class focuses on prefixes, suffixes, and combining forms. The student will learn medical abbreviations, acronyms, and medical symbols. Emphasis will be placed on urinary and reproductive systems.

MB 412 ICD9 AND CODING (URINARY & REPRODUCTIVE) 2.4

Students will become familiar with the format of the ICD 9 and CPT coding manuals, and how to use them for medical billing and claims reimbursement. Completing the classroom assignments will teach students how an insurance payment depends on accurate coding. Coding assignments will feature urinary and reproductive systems.

MB 413 CUSTOMER RELATIONS 1.2

Students learn to deal with people in a positive way. This course covers different personality types, nonverbal communication, skills for explaining and persuading, and techniques for handling challenging customers.

MB 511 COMPUTER BILLING 2.4

An introduction to current medical software applications. Emphasis will be on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer.

MB 512 HEALTH CLAIMS 2.4

This course covers the insurance industry and cost containment programs, the general responsibilities of departments within an insurance company, and the specific responsibilities of claims examiners and medical billers. Students learn to interpret insurance contracts, eligibility, to calculate UCR, process and administer health claims and apply adjustments. Dental benefits, coding and dental claims processing will be reviewed. This class is a mixture of lecture, learning exercises, homework, and classroom discussion.

MB 513 MEDICAL LAW AND ETHICS 1.2

This course will focus on medical office law, ethics, and bioethics. It is imperative that medical office employees have knowledge of medical office law and ethics in regards to patient confidentiality, medical records, obtaining consent for treatment and procedures, as well as financial collection.

MB 611 EXTERNSHIP 4.0

Upon completion of Modules 1-5 of the program, the student is required to complete an externship of 120 hours within a four-week period of time. This is a very crucial part of the student's education. This experience allows the student the opportunity to apply skills in a medical facility under super-

vision from qualified personnel. Externships are a supervised academic experience and will be completed without monetary compensation. Students must begin the externship no later than 2 weeks after completing all other required courses.

Graduate Services

The placement assistance program is a very important component of Eton's offering, since our mission is to train graduates for success in the working world. Eton provides students with lifetime training and skills development for effective job search and career improvement. A graduate services director at each campus works with students individually to smooth rough edges, educate, and help students reach for new opportunities. Students develop job search skills that help them to find their first job and subsequent jobs after graduating from Eton.

The comprehensive placement assistance program that we offer contains the following elements:

JOB SEARCH SKILL DEVELOPMENT

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

CONTACT WITH EMPLOYERS

The graduate services director contacts employers who advertise and list job openings in the Puget Sound area newspapers and works with employers to match students to jobs. The graduate services office also keeps in contact with local health care providers, businesses, and government agencies to receive notification of job openings. Externship sites are often excellent sources of employment for Eton graduates. Many student externships lead to employment. The graduate services director helps to schedule interviews for the students and provides coaching and guidance. This helps students to perfect their interview techniques for future interviews.

FOLLOW-UP WITH GRADUATES AND EMPLOYERS

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

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

Graduation Requirements

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

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

ACADEMIC INFORMATION

Terminology

ACADEMIC YEAR

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

AWARD YEAR

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

EXEMPTION CREDIT

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

MODULE

An academic period six weeks in length. (MOD)

NEW STUDENT

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

NON-REGULAR STUDENT

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

PROBATIONARY STATUS

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

PROGRAM OF STUDY

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

QUARTER-CREDIT HOUR

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

1 Credit = 20 hours of instruction or lab.

To determine the number of credit hours in a program for Federal Student Financial Aid payment purposes the quarter-credit hour conversion is 20 hours of instruction (including lab and extern hours) = 1 credit hour.

Students receiving Title IV funds must earn the required amount of credits based on this conversion.

Computerized Office Administration (720 clock hours/20)	36 credit hours
Dental Assistant (880 clock hours/20)	44 credit hours
Medical Assistant (880 clock hours/20)	44 credit hours
Pharmacy Technician (960 clock hours/20)	48 credit hours
Medical Billing (720 clock hours/20)	36 credit hours

RE-ENTRY STUDENT

A student that has previously attended Eton Technical Institute within one calendar year of their last date of attendance.

REGULAR STUDENT

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

STUDENT-TEACHER RATIO

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

Ratio for lecture classes usually do not exceed 30:1

Ratio for lab classes usually do not exceed 15:1

When the class size exceeds these guidelines, the instructor is provided with additional resources.

TRANSFER CREDIT

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

WEEK OF INSTRUCTION

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

Transfer Credit & Course Exemption**ACCEPTANCE OF TRANSFER CREDIT**

Eton can accept a maximum of 15% of the total credits required to complete a program as transfer credits. Eton Technical Institute reserves the right to accept or reject any or all credit units earned at another institution. In the case of veterans, Eton will review previous education and training and adjust credit and tuition where appropriate, in accordance with the Department of Veteran's Affairs Regulations (CFR 21.4253 (d) (3).

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 experience or previous training may request and take a one time exemption examination during the first week of each class. Students may not exempt out of more than 15% of their total program credits. Students must pass the examination with a minimum of 90%. Upon successful completion of the examination the student will receive an "A" grade on their transcript and be awarded the number of credits allocated to the course.

PROGRAM TRANSFERS

Program transfers must be approved and processed by the Director of Academic Services. 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 on or before the three-week period, the student will be charged a \$300.00 program transfer fee that will be added to their financial obligation for the new program of study. Should the student fail to begin their new program of study on the designated start date, he/she will be charged according to the regular refund policy as stated on the back of the enrollment agreement for their prior enrollment. Credits completed or attempted in the prior program will not affect satisfactory academic progress in the student's new program of study. Students may change programs a maximum of two times.

Faculty

Eton Technical Institute selects its faculty members based upon their academic qualification and working backgrounds. Our faculty's composite profile represents years of practical experience. This experience, combined with academic credentials assures students' success toward meeting their career goals through 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 business and health-related industries.

Grading System

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

GRADING SCALE FOR MA-DA-COA-MB PROGRAMS

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

GRADING SCALE FOR PHT PROGRAM

A	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 taking the credit value of each class multiplied by the value of the grade earned in each class. The accumulated number of all classes is then divided by the total number of credits attempted. The letter grade of "F" is counted as hours attempted, but not credit hours successfully completed. Any courses for which an "F" grade is earned must be successfully completed in order to graduate. Please see Repeat Credits and Evaluation Standards.

Other Marks of Progress

PASS—FAIL

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

REPEAT CREDITS

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

INCOMPLETES

An incomplete is given to students who do not complete all course requirements due to illness or legal difficulties. These extenuating circumstances must be documented in the student's academic file. Students must clear their incomplete letter grade within seven business days (excluding holidays) from the end of the module in which the incomplete was given. For determining progression toward completion a grade of "I" is counted as attempted and not counted as hours successfully completed. However when the "I" is replaced with a letter grade, the CGPA

and satisfactory academic progress determination will be recalculated based on the new letter grade.

WITHDRAWAL

Students who withdraw in the progression of a module will receive a “W” with a credit value of zero. These credits are considered not successfully completed, but do not count towards credits attempted.

REMEDIAL COURSES

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

STUDENT ATTENDANCE POLICY

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

- **Attendance**

Attendance is recorded daily at the beginning of each class and after each break. Absences are recorded in 15 minute increments (rounded up). Hours absent will be the criteria used for the following.

15 hours absent	Progress Report	The instructor will complete a progress report and may meet with the student.
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.

- **Progress Reports**

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

- **Attendance Probation Periods**

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

Satisfactory Academic Progress

Students enrolled at Eton Technical Institute are required to meet the following minimum standards to achieve academic progress toward course completion. Students 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. During the period of academic or attendance probation, students are considered to be making satisfactory progress for financial aid eligibility.

EVALUATION AND STANDARDS

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

1. Qualitative components: grades, work projects completed and other comparable factors are measurable against a norm.
 Students must maintain a 2.0 grade point average or better each module
 Students must pass all courses and labs with a letter grade of “C” or better, and all externships with a letter grade of “P”.
2. A student must complete his/her educational program within one and one half times the published program

length measured in credit hours; therefore, to be considered making satisfactory progress towards completion, a student must successfully complete the following percentages of total credit hours attempted:

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

*Students not meeting this standard will be placed on probation

**Students not meeting this standard will be terminated

Academic Probation

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

WITHDRAWAL FROM ETON TECHNICAL INSTITUTE

See the refund section of the catalog (page 48).

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

Readmittance After Termination

Students that re-enter within one calendar year from their last date of attendance are considered re-entry students. If more than one calendar year has elapsed from their last date of attendance the student would be considered a new student, see admissions procedures on page 5.

1. Students may reapply to the college six weeks after their last date of attendance or at the discretion of the campus administration.
2. Students must submit to an appeal board, in writing, the reason they are now 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 all re-entry paperwork with campus administration including Financial Aid.
5. At reinstatement the student's prior academic, attendance and probation(s) records will be carried forward if the student is re-entering the same program within one calendar year from his/her last date of attendance.

NOTE: Students that were previously terminated for failure to meet satisfactory academic progress standards at the 50% evaluation point will not be considered for readmittance.

Student Academic Appeal Process

Students who have not maintained satisfactory academic progress or who feel there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory academic progress may appeal by requesting, in writing, a review of their situation. The review process will be conducted by campus administration and the Director of Financial

Aid. Any decision resulting from the review is final.

Leave of Absence Policy

A Leave of Absence may be granted for a documented, medical or legal reason. For reasons other than medical or legal, special application must be made to campus administration.

- One Leave of Absence is permitted per program enrollment.
- The length of an approved LOA cannot exceed 60 calendar days.
- An approved LOA does not consider the student a withdrawal for Title IV purposes.
- If a student does not return from their LOA on their scheduled return date, they will be terminated from Eton Technical Institute.

The following criteria applies:

- If a student's LOA is less than nine (9) calendar days in any one module, students will be required to complete all coursework as a regular student.
- If a student's LOA is nine (9) to (15) calendar days in any one module, an incomplete may be granted for that mod. This will be noted as an "I" on the students 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 an "F" grade was earned.
- If a student's LOA is sixteen (16) to (60) sixty calendar days their transcript will be noted with an "L" for all classes attempted during the mod of which the LOA was granted. (Any classes noted with an "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.

STUDENT INFORMATION

Dress Code Policy

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

GENERAL DRESS CODE APPLICABLE TO EVERYONE

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

MEDICAL AND DENTAL PROGRAMS DRESS CODE

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

PHARMACY, MEDICAL BILLING AND COMPUTERIZED OFFICE ADMINISTRATION PROGRAMS DRESS CODE

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

Tutoring

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

Dean's List

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

Student Honor Society

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

Student Records

In compliance with Public Law 93-380 of 1974, The Family Educational Rights and Privacy Act, Eton Technical Institute 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. Eton Technical Institute will not permit access to or release of educational records without the written consent of the student.

Transcripts

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

Student Conduct

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

Student responsibilities are:

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

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

Ethical and Discrimination Standards

Eton Technical Institute does not discriminate against anyone on the basis of age, sex, religion, race, national origin or physical challenge. Eton Technical Institute 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. Eton Technical Institute 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 school 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

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

Student Council

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

Student Grievance Policy

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

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

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

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

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

FEDERAL STUDENT FINANCIAL AID PROGRAMS

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

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

The Title IV funds allocated to Eton Technical Institute are:

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant

Federal Family Stafford Loan, subsidized

Federal Family Stafford Loan, unsubsidized

Federal Family Parent Loans for Undergraduate Students

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

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

Cost of Attendance – Expected Family Contribution = Financial Need

Consumer Information

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

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

Application Process for Financial Aid

To apply for financial aid a student must complete a standard application titled, the Free Application for Federal Student Aid, F.A.F.S.A. This is used to determine eligibility for all types of financial aid programs. Once processed the application will produce an Expected Family Contribution, E.F.C. This number is calculated by the Federal Student Aid Central Processing System. To be eligible for a Federal Pell Grant, the E.F.C. must be equal to or less than \$2,800 for the award year 1998/99. Financial Aid award years begin July 1 and end June 30.

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

Borrower Rights and Responsibilities

The borrower has the right to:

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

The borrower has the responsibility to:

- Repay the loan in accordance with the repayment schedule.
- Notify the school, 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 school, 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 school.

Verification Process

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

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 school. The student may reenter the school 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 schools previously attended within the current award year by the applicant. A financial aid transcript is necessary from each school the student attended during the current award year that administers Title IV funds, even if the student did not receive any federal aid.

Selection of Eligible Applicants

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

FEDERAL PELL GRANT

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

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

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

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 school on at least a half time status. Deferments after the student drops below half time status are not automatic and the student must contact the lender;

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

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

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

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

Disbursement Process

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

Entrance and Exit Loan Counselling

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

Refund Distribution Policy

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

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

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

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

WA State Cancellation and Refund Policy Prior to Start

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

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

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

Refund Policy Upon Class Entrance

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

All refunds will be made within thirty days of the student's official date of termination

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

If questions arise or further clarification is needed, feel free to contact the PVSA Unit.

OPTION ONE – PRO RATA REFUND

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

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

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

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

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

OPTION TWO – STATE REFUND

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

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

WITHDRAWAL ON – SCHOOL RETAINS:

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

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

ADMINISTRATION AND LEGAL CONTROL

BOARD OF DIRECTORS

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

CORPORATE ADMINISTRATION

Joseph W. Edmonds	CEO
Wallace W. Wright	President
George A. Ure, MBA	Vice President, Marketing
Nan Darbous	Executive Assistant/Administrative Manager
Leonard Jackson, PhD, MSc, MS, BS	Director of Education
Jeanette McClellan	Director of Financial Aid
Lena Demmick	Financial Aid Assistant
Sheryl Larsen	Repayment Manager
Richard Heald, CPA	Controller
Susan Nichols	Accounts Receivable Manager
Tyra Stewart	Accounts Payable & Payroll Manager
David G. Blais	Information Systems Manager
Wardee Bruce	Courier/Maintenance Manager

PORT ORCHARD CAMPUS ADMINISTRATION

Tommy Gores	Executive Director
Ann E. Garner	Director of Social Services/Assistant Director
Bob Reese, BS, MS	Instructional Coordinator

FEDERAL WAY CAMPUS ADMINISTRATION

George A. Ure, MBA	Executive Director
Natalie Graham	Administrative and Student Services Coordinator
Timothy Allen, BS, CPhT	Instructional Coordinator

EVERETT CAMPUS ADMINISTRATION

Kerry Klockner	Executive Director
Stacey Lillquist	Administrative and Student Services Coordinator
Kim Lothyan, MBA, BS	Instructional Coordinator

SHAREHOLDERS

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

PORT ORCHARD CAMPUS DIRECTORY

CAMPUS ADMINISTRATION

Tommy Gores	Executive Director
Ann E. Garner	Director of Social Services/Assistant Director
Karen E. Simpson	Administrative and Student Services Coordinator
Bob Reese, BS, MS	Instructional Coordinator
M. Scott Mooney	Director of Graduate Services
Lisa Madson	Financial Aid Officer
Dixie Burt	Admissions Representative
Jerry Rook	Admissions Representative
Sue Ashcroft	Front Office Administrator
Bob Wells	Front Office Administrator

FACULTY—PHARMACY TECHNICIAN PROGRAM

Clifford Larrieu, Ph.A., CPT US Army Health Academy	Lead Pharmacy Instructor
Shane Madson, PhA Naval School of Health Sciences	Pharmacy Instructor

FACULTY—COMPUTERIZED OFFICE ADMINISTRATION

John Jaramillo, BA St. Leo College, FL	Lead Business Instructor
Dianne Welzbacker, B.A. University of Washington	Business Instructor
Bill Owen, B.S. Southern Illinois University	Business Instructor

FACULTY—MEDICAL ASSISTANT PROGRAM

Lisa Cook, RMA, CMA Apollo College	Lead Medical Instructor
Terry May, MA Naval Undersea Medical Institute	Medical Instructor
Becky Jo Bealer, MA, MLT, CPT, AOS Apollo College	Medical Instructor
Vicki Lance, RMA Overlake Hospital Medical Center	Medical Instructor

FACULTY—DENTAL ASSISTANT PROGRAM

Tina Born, DA Southern California Regional Occupational Center	Lead Dental Instructor
Janet DeShryver, DA Southern California Regional Occupational Center	Dental Instructor
Don Hornbeck, D.D.S. University of Washington	Consulting Dentist

FACULTY—MEDICAL BILLING PROGRAM

Marvel Gray, RICS Barbara Parker, BS, CMA-AC, RICS University of Arizona	Lead Instructor Instructor
Pat Kennedy, AA, RICS Bryant & Stratton Jr. School	Instructor

FEDERAL WAY CAMPUS DIRECTORY

CAMPUS ADMINISTRATION

George A. Ure, MBA	Executive Director
Natalie Graham	Administrative and Student Services Coordinator
Timothy Allen, BS, CPhT	Instructional Coordinator
Elizabeth Howland	Director of Social Services
James Naeher	Director of Graduate Services
Kerry Neville-Miller	Financial Aid Officer
Felix Rodriguez	Admissions Representative
Linda Barrett	Admissions Representative
Jerri Esquibell	Front Office Administrator
Donna Lange	Front Office Administrator

FACULTY—PHARMACY TECHNICIAN PROGRAM

James Widner, CPhT Pharmacy Instructor
Academy of Health Sciences
Kenneth Bates, CPhT Pharmacy Instructor
Academy of Health Sciences

FACULTY—COMPUTERIZED OFFICE ADMINISTRATION

Jesse Chavez, BS Lead Business Instructor
Regis University
Kirk Doughton, BS Business Instructor
University of Oregon,

FACULTY—MEDICAL ASSISTANT PROGRAM

Nettie Bell, CMA Lead Medical Instructor
National Education Center
Alisa Loosveldt, CMA Medical Instructor
Clover Park Vocational College
Theresa Thompson, MA Medical Instructor
Eton Technical Institute

FACULTY—DENTAL ASSISTANT PROGRAM

Connie Terry, CDA Lead Dental Instructor
Academy of Health Sciences
Cynthia Thomas Dental Instructor
Donald Swanson, DDS Consulting Dentist
Robert McFarland, DDS, MAGD, ABGD Consulting Dentist

FACULTY—MEDICAL BILLING PROGRAM

Nancy Danielson, BA Medical Billing Instructor
University of Puget Sound

**EVERETT CAMPUS DIRECTORY
CAMPUS ADMINISTRATION**

Kerry Klockner Executive Director
Stacey Lillquist Administrative and Student Services Coordinator
Kim Lothyan, MBA, BS Instructional Coordinator
Elizabeth Howland Director of Social Services
Carole Coleman Director of Graduate Services
Ricki Fordham Financial Aid Officer
Laurie Norton Admissions Representative
Tim Gruhalla Admissions Representative
Michelle Golder Front Office Administrator
Lanette Riehl Front Office Administrator

FACULTY—PHARMACY TECHNICIAN PROGRAM

Kristi Jones, R.C., CPhT Lead Pharmacy Instructor
North Seattle Community College
Gayle Mantei, PhT Pharmacy Instructor
Eton Technical Institute

FACULTY—COMPUTERIZED OFFICE ADMINISTRATION

Krista McClimans, BA Business Instructor
Western Washington University

FACULTY—MEDICAL ASSISTANT PROGRAM

Louie Figueroa, PA, CMA Lead Medical Instructor

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

Gail Burns, RMA Medical Instructor
Eton Technical Institute

Jill Biffie, MA Lab Instructor
Eton Technical Institute

Shondel Obenland, MA Lab Instructor
Eton Technical Institute

FACULTY—DENTAL ASSISTANT PROGRAM

Darlene Hunziker, CDA Lead Dental Instructor
National Education Center

Michele Conto Dental Instructor
U.S. Navy DTA School

Cathi Cole, CDA Dental Instructor
Edmonds Community College, ATA

Alma Lynch, DDS Consulting Dentist

FACULTY—MEDICAL BILLING PROGRAM

Gerry Landes, MA Lead Instructor
Northwest College for Medical Assistants

Marta Street Instructor

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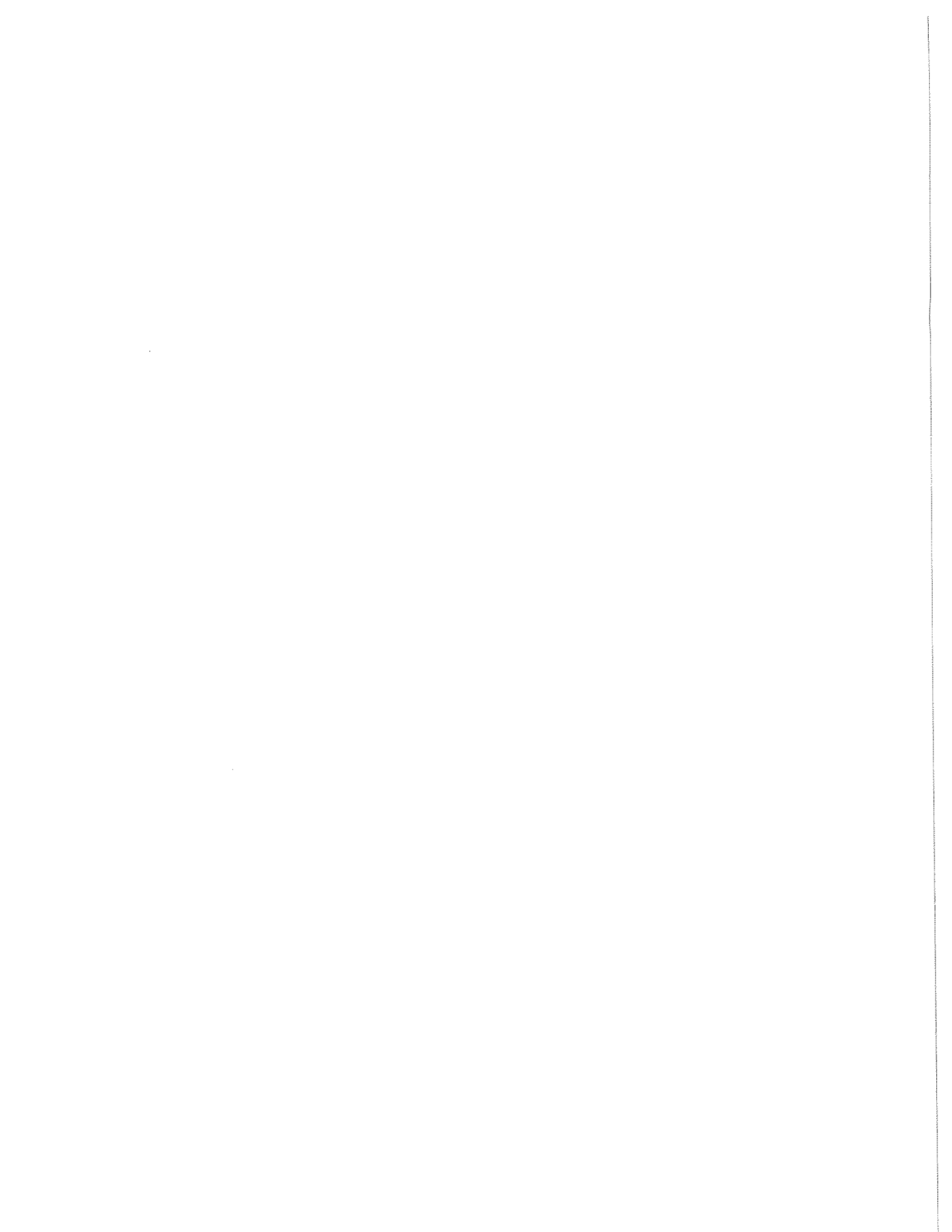
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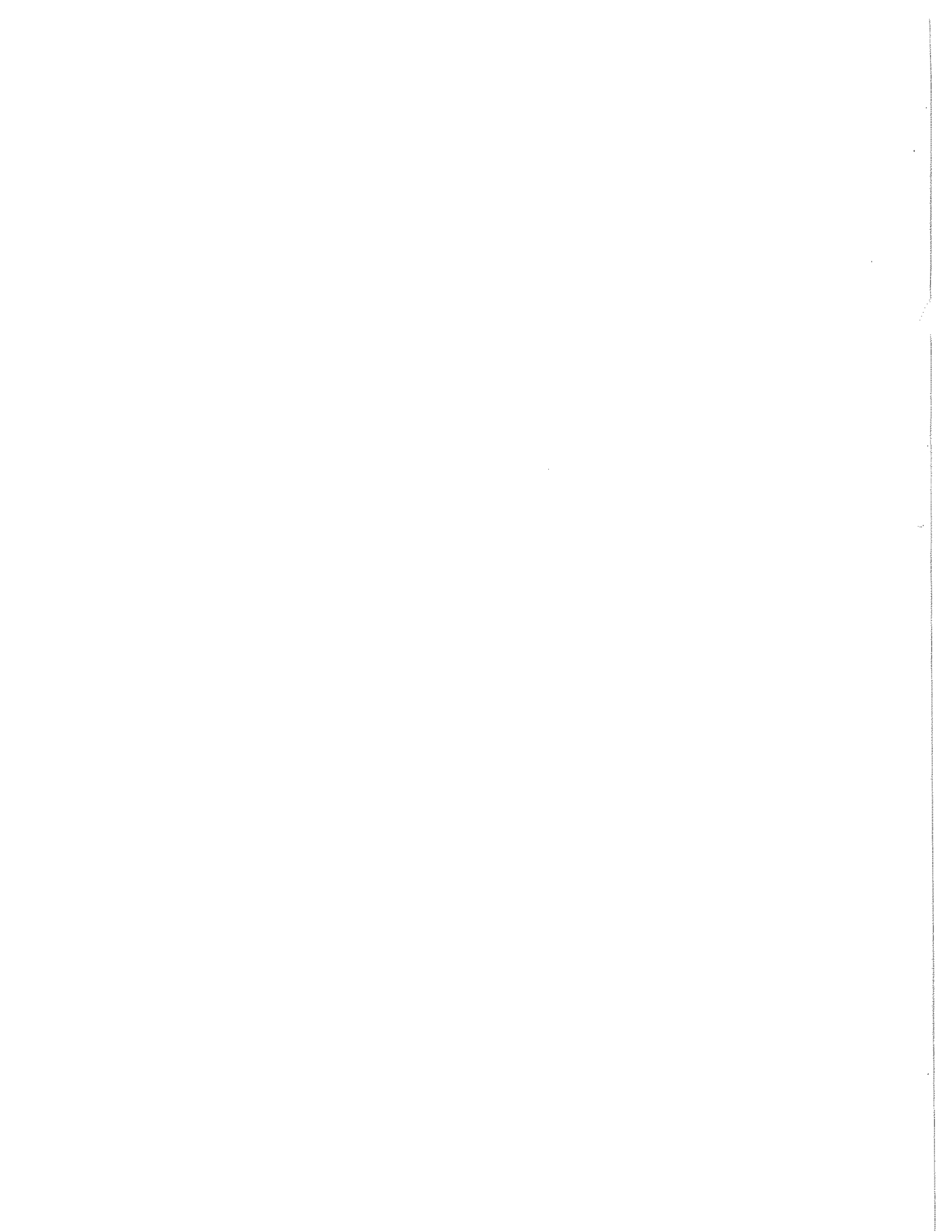
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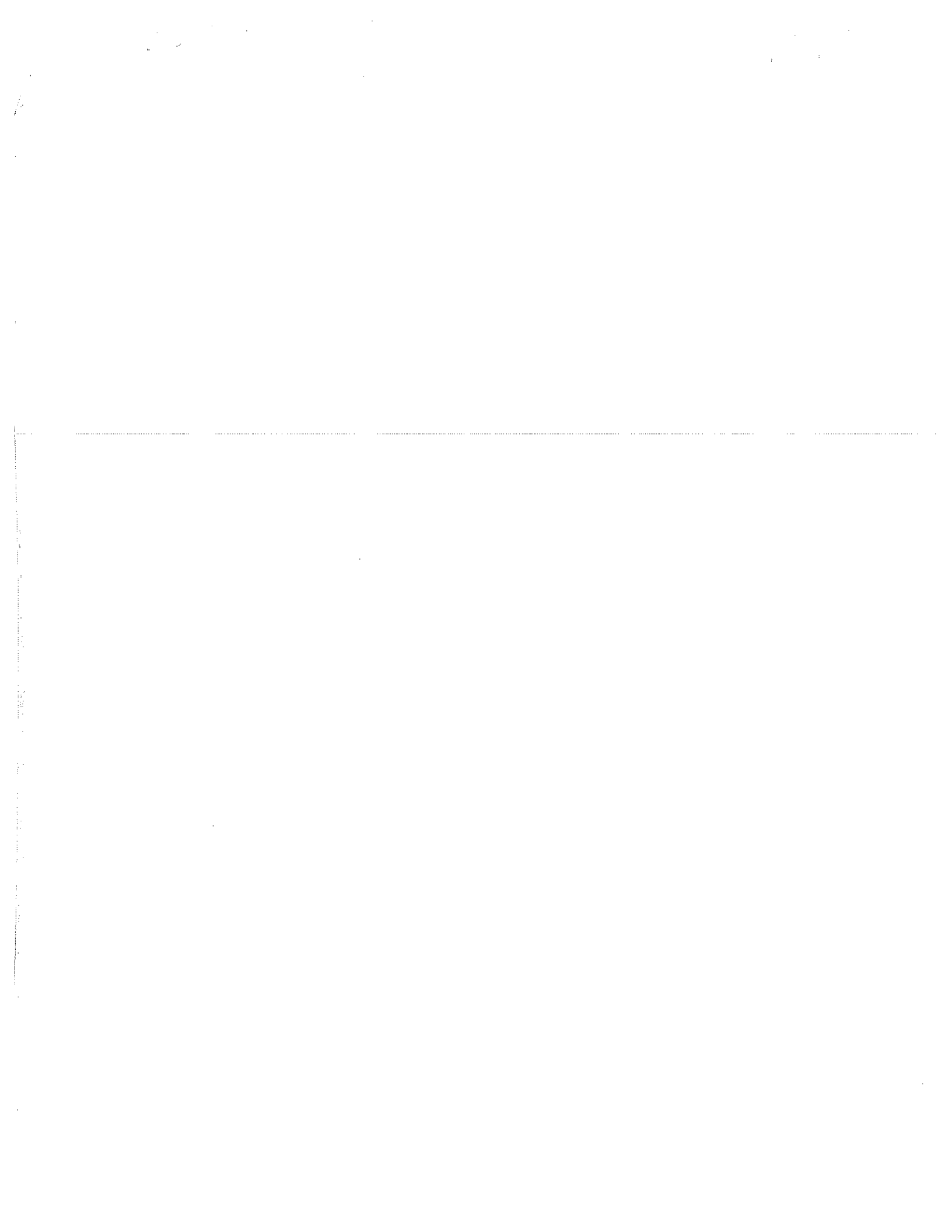
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**Eton Technical Institute Catalog Addendum 12/31/99
1999 Catalog, Volume XVII, Inside Cover**

Effective Date January 1, 2000



School History and Description

1922–Present Academic Excellence With Individual Attention

- 1922 Eton Technical Institute was founded by W.B. Barger, and established as Bremerton Business College to serve the Bremerton and the Kitsap Peninsula area.
- 1962 Bremerton Business College was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985.
- 1985 Mr. Joseph W. Edmonds acquired Bremerton Business College and took the trade name (doing business as) Eton Business College. In July of 1985, Eton Business College opened a campus in Seattle. The following June 1986, Puget Sound Institute of Technology was acquired with extensions in Everett, Federal Way, and Seattle.
- 1986 The main campus of Eton moved to new facilities in Port Orchard where the school spent its first 64 years. In July 1986, Travel Central was purchased. In September 1986, the second campus opened in Federal Way. In May 1987, the third campus opened in Everett.
- 1987 Eton Business College was changed to Eton Technical Institute.
- 1999 **In December 1999, Eton Technical Institute was purchased by Career Choices, Inc. and became Eton Education, Inc. dba Eton Technical Institute.**
- Today Eton has three campuses throughout the Puget Sound area offering quality career training in allied health and business professions.

Programs of Study

Academic Calendar 2000

Programs Start	Programs End
January 31	March 10
March 13	April 21
April 24	June 2
June 5	July 14
July 17	August 25
August 28	October 6
October 10	November 17
November 20	January 12, 2001

Student Holidays

Martin Luther King Day	January 17
President's Day	February 21
Faculty In-Service	March 3
Memorial Day	May 29
Faculty In-Service	June 23
Independence Day	July 3,4
Labor Day	September 4
Columbus Day	October 9
Faculty In-Service	October 27
Thanksgiving	November 23, 24
Winter Break	December 18 through December 31, 2000

Program Tuition & Fees

MEDICAL ASSISTANT

Tuition	6,915
Registration	100
Lab Fees	975
Other Costs (Books, Uniforms)	438
Total Program Cost	\$8,428

DENTAL ASSISTANT

Tuition	6,873
Registration	100
Lab fees	1,120
Other Costs (Books, Uniforms)	335
Total Program Cost	\$8,428

PHARMACY TECHNICIAN

Tuition	7,505
Registration	100
Lab Fees	350
Other (Books, Uniforms)	375
Total Program Cost	\$8,330

Effective January 1, 2000

MEDICAL BILLING

Tuition	6,655
Registration	100
Lab Fees	250
Other (Books)	495
Total Program Cost	\$7,500

COMPUTERIZED OFFICE ADMINISTRATION

Tuition	6,655
Registration	100
Lab Fees	250
Other (Books)	495
Total Program Cost	\$7,500

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

Note:

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

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

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.

The institution does not issue refunds or credit balances for less than one-dollar, unless requested in writing by the student.

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

If questions arise or further clarification is needed, feel free to contact the PVSA Unit.

ADMINISTRATION AND LEGAL CONTROL

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Wallace W. Wright	Director

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Tyra Stewart	Financial Specialist
Lena Demmick	Financial Aid Assistant
Kerry Neville-Miller	Financial Aid Assistant
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Wardee Bruce	Courier/Maintenance Coordinator

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Ann E. Garner, BS, CDC	Director of Administrative Services, Student Services Advisor

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Natalie Graham	Director of Administrative Services

EVERETT CAMPUS ADMINISTRATION

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Stacey Lillquist	Director of Administrative Services

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M. Scott Mooney	Graduate Services Advisor
Lisa Madson	Financial Aid Officer
Dixie Burt	Admissions Representative
Jerry Rook	Admissions Representative
Sue Ashcroft	Customer Service Representative
Peter Clark	Customer Service Representative
Yvette Fuller	Customer Service Representative

FACULTY—PHARMACY TECHNICIAN PROGRAM

Shane Madson, PhT Naval School of Health Sciences	Instructor
Sue Bennett, PhT Olympic Community College	Instructor

David Rutherford, BS Instructor
 University of Iowa
 Clifford Larrieu, CPT Instructor
 US Army Academy of Health Science

FACULTY—COMPUTERIZED OFFICE ADMINISTRATION

Dianne Welzbacker, BA Instructor
 University of Washington
 Bill Owen, BS Instructor
 Southern Illinois University
 Joe Lawlis, BS Instructor
 University of New York

FACULTY—MEDICAL ASSISTANT PROGRAM

Lisa Cook, RMA, CMA Instructor
 Apollo College
 Terry May, MA Instructor
 Naval Undersea Medical Institute
 Becky Jo Bealer, MA, MLT, CPT, AOS Instructor
 Apollo College
 Jeana Richards-Crosby, NCMA, CNA Instructor
 Clover Park Technical, Eton Technical
 Institute
 Kati Naatus, NCMA Instructor
 Eton Technical Institute
 Michele Culleney, NCMA, CNA Instructor
 Eton Technical Institute
 Cecelia Paxton, MA Instructor
 Citrus College

FACULTY—DENTAL ASSISTANT PROGRAM

Tina Born, DA Instructor
 Southern California
 Regional Occupational Center
 Janet DeShryver, DA Instructor
 Southern California Regional
 Occupational Center
 Jerien Binney, CDA Instructor
 National Education Center
 Don Hornbeck, DDS Consulting Dentist
 University of Washington

FACULTY—MEDICAL BILLING PROGRAM

Marvel Gray, RICS Instructor
 Barbara Parker, BS, CMA-AC, RICS Instructor
 University of Arizona
 Laura Thompson, AAS, RT Instructor
 Columbia Community College
 Charlene Mitchell, BA, HCA Instructor
 Marylhurst College

FACULTY—CORE MODULE

Ernest Adcock, BA, BS, Mdiv Instructor
 Diocesan School of Theology, City
 University, Chabot College

FEDERAL WAY CAMPUS DIRECTORY

CAMPUS ADMINISTRATION

Timothy Allen, BS, CPhT	Director of Education
Natalie Graham	Director of Administrative Services
James Naeher	Graduate Services Advisor
Elizabeth Howland	Student Services Advisor
Pam Adan	Financial Aid Officer
Linda Barrett	Admissions Representative
Kathy McGuire	Admissions Representative
Jerri Esquibell	Customer Service Representative
Donna Lange	Customer Service Representative

FACULTY—PHARMACY TECHNICIAN PROGRAM

Frank Sanchez, PhT	Instructor
Academy of Health Sciences	

FACULTY—COMPUTERIZED OFFICE ADMINISTRATION

Kirk Doughton, BS	Instructor
University of Oregon	

FACULTY—MEDICAL ASSISTANT PROGRAM

Nettie Bell, CMA	Instructor
National Education Center	
Alisa Loosveldt, CMA	Instructor
Clover Park Vocational College	
Theresa Thompson, MA	Instructor
Eton Technical Institute	
Kelly Holmes, MD	Consulting Doctor

FACULTY—DENTAL ASSISTANT PROGRAM

Connie Terry, CDA	Instructor
Academy of Health Sciences	
Cynthia Thomas	Instructor
Donald Swanson, DDS	Consulting Dentist
Robert McFarland, DDS, MAGD, ABGD	Consulting Dentist

FACULTY—MEDICAL BILLING PROGRAM

Nancy Danielson, BA	Instructor
University of Puget Sound	
Benla Robb, BA	Instructor
University of Washington	
Kristina Kemplin	Instructor

FACULTY—CORE MODULE

Divina Poaipumi, PhT	Instructor
Pima Medical Institute	
Charles Hoff, BSEd	Instructor
Pennsylvania State University	

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Elizabeth Howland	Student Services Advisor
Ricki Fordham	Financial Aid Officer
Tim Gruhalla	Admissions Representative
Rebecca Solowoniuk	Admissions Representative
Michelle Golder	Customer Service Representative
Lanette Riehl	Customer Service Representative

FACULTY—PHARMACY TECHNICIAN PROGRAM

Kristi Jones, RC, CPhT	Instructor
Barbara Lipp, CPhT	Instructor

FACULTY—COMPUTERIZED OFFICE ADMINISTRATION

Krista McClimans, BA Western Washington University	Instructor
Cari Crabtree	Instructor

FACULTY—MEDICAL ASSISTANT PROGRAM

Louie Figueroa, PA, CMA George Washington University, BS University of Washington PA Program	Instructor
Gail Burns, RMA Eton Technical Institute	Instructor
Jill Biffle, MA Eton Technical Institute	Instructor
Lois Heck, CMA, RMA Eton Technical Institute	Instructor

FACULTY—DENTAL ASSISTANT PROGRAM

Darlene Hunziker, CDA National Education Center	Instructor
Cathi Cole, CDA Edmonds Community College, ATA	Instructor
Jennifer Marshall, DDS	Consulting Dentist

FACULTY—MEDICAL BILLING PROGRAM

Gerry Landes, MA Northwest College for Medical Assistants	Instructor
Diane Sandvick	Instructor

FACULTY—CORE MODULE

Christine Payton	Instructor
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APPENDIX

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Administration and Legal Control

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Port Orchard Campus Administration

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Ann E. Garner, BS, CDC	Director of Administrative Services
	Student Services Advisor

Federal Way Campus Administration

Timothy Allen, BS, CPhT	Director of Education
Natalie Graham	Director of Administrative Services

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Faculty – Pharmacy Technician Program

Shane Madson, PhT	Pharmacy Instructor
Naval School of Health Sciences	
Sue Bennett, PhT	Pharmacy Instructor
Olympic Community College	
David Rutherford, BS	Pharmacy Instructor
University of Iowa	
Clifford Larrieu, CPT	Pharmacy Instructor
US Army Academy of Health Science	

Faculty – Computerized Office Administration

Dianne Welzbacker, BA	Business Instructor
University of Washington	
Bill Owen, BS	Business Instructor
Southern Illinois University	
Joe Lawlis, BS	Business Instructor
University of New York	

Faculty – Medical Assistant Program

Lisa Cook, RMA, CMA	Medical Instructor
Apollo College	
Terry May, MA	Medical Instructor
Naval Undersea Medical Institute	
Becky Jo Bealer, MA, MLT, CPT, AOS	Medical Instructor
Apollo College	
Jeana Richards-Crosby, NCMA, CNA	Medical Instructor
Clover Park Technical, Eton Technical Institute	
Kati Naatus, NCMA	Medical Instructor
Eton Technical Institute	
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Faculty – Dental Assistant Program

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Donald Hornbeck, DDS University of Washington	Consulting Dentist

Faculty – Medical Billing Program

Marvel Gray, RICS	Instructor
Barbara Parker, BS, CMA-AC, RICS University of Arizona	Instructor
Laura Thompson, AAS, RT Columbia Community College	Instructor
Charlene Mitchell, BA, HCA Marylhurst College	Instructor

Faculty – Core Module

Ernest Adcock, BA, BS, Mdiv Diocesan School of Theology, City University, Chabot College	Instructor
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Kathy McGuire	Admissions Representative
Jerri Esquibell	Customer Service Representative
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Faculty – Pharmacy Technician Program

Kenneth Bates, CPhT	Pharmacy Instructor
Academy of Health Sciences	
Frank Sanchez, PhT	Pharmacy Instructor
Academy of Health Sciences	

Faculty – Computerized Office Administration

Jesse Chavez, BS	Business Instructor
Regis University	
Kirk Doughton, BS	Business Instructor
University of Oregon	

Faculty – Medical Assistant Program

Nettie Bell, CMA	Medical Instructor
National Education Center	
Alisa Loosveldt, CMA	Medical Instructor
Clover Park Vocational College	
Theresa Thompson, MA	Medical Instructor
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Instructor

Pima Medical Institute

Charles Hoff, BSEd

Instructor

Pennsylvania State University

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