

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

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MISSION STATEMENT

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



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

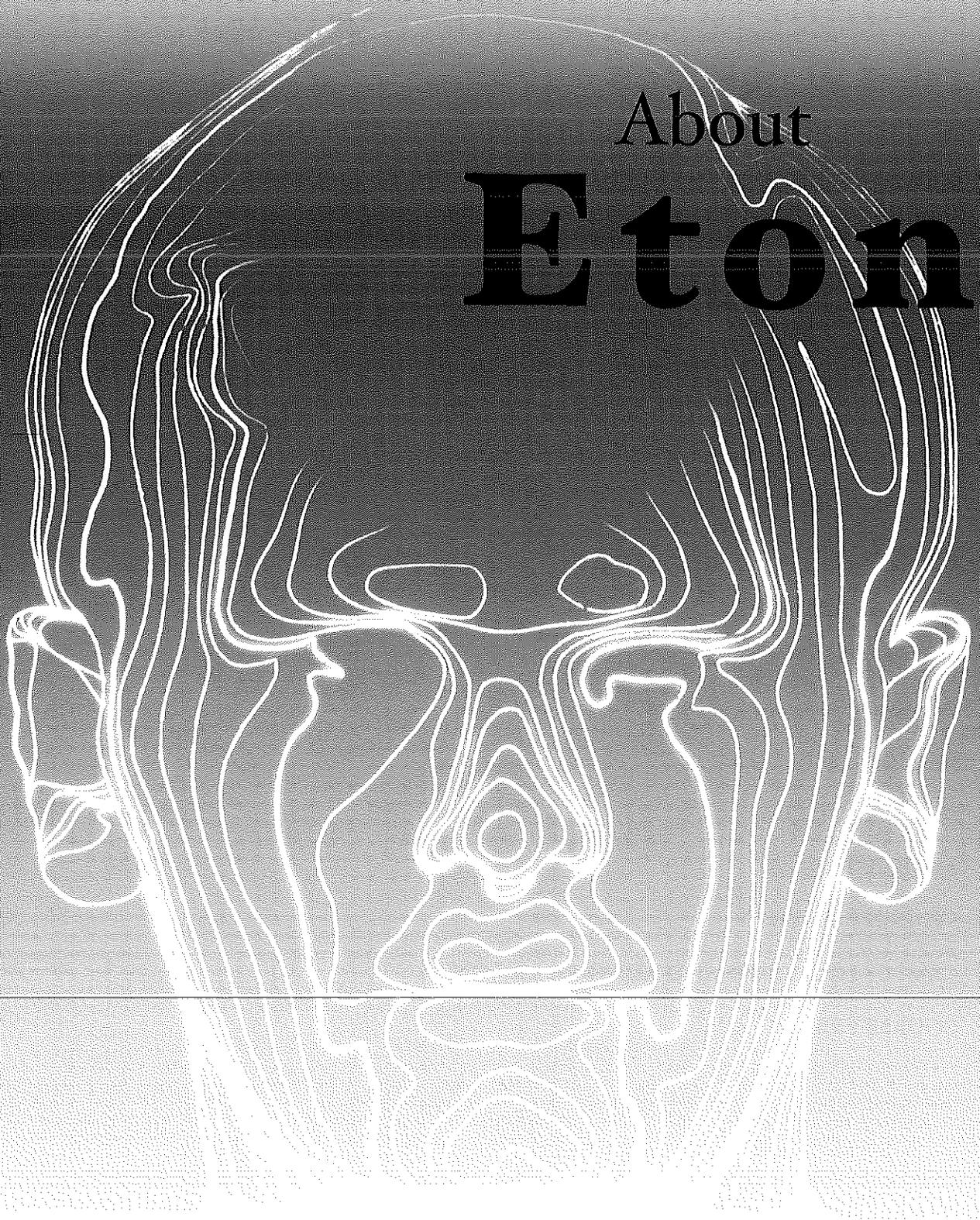
TABLE OF CONTENTS

ABOUT ETON TECHNICAL INSTITUTE	4 - 5
DIPLOMA PROGRAM DESCRIPTIONS	6
SELECTING A PROGRAM OF STUDY	7
ACADEMIC CALENDAR	8
MODULAR PROGRAM DESCRIPTION	9
COMPUTERIZED OFFICE ADMINISTRATION	10 - 11
DENTAL ASSISTING	12 - 13
MEDICAL ASSISTING	14 - 15
MEDICAL BILLING	16 - 17
PHARMACY TECHNICIAN	18 - 19
PROGRAM TUITION AND FEES	20
METHODS OF PAYMENT	21 - 26
SCHOOL POLICIES	27 - 34
ADMINISTRATION	35 - 36
STUDENT SERVICES	37 - 39
CAMPUS LOCATIONS AND ADMINISTRATION	40 - 44
COURSE PREFIX	45 - 57

Table of Contents

About

Eton



ABOUT ETON

School History

- 1922 Eton 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 Joseph W. Edmonds acquired Bremerton Business College and changed the school name to Eton Business College in July of 1985.
- 1986 Eton acquired Puget Sound Institute of Technology and Travel central
- 1986 The main campus of Eton moved to new facilities in Port Orchard. Eton acquired Travel Central and moved to its present campus in Federal Way.
- 1987 Eton opened the doors at its Casino Road campus in Everett. Eton Business College was renamed Eton Technical Institute.
- 1999 In December 1999, Eton Technical Institute was purchased by Career Choices, Inc. and became Eton Education, Inc. doing business as (DBA) Eton Technical Institute.
- 2000 Eton is awarded degree-granting status by Washington State Higher Education Coordinating Board. Eton's Everett campus moved to its spacious new facility in the Everett Mall Office Park.

Institutional Objectives

1. To be an effective contributing member to Washington State's workforce development environment.
2. To encourage our students to become contributing members of their communities.
3. To provide job-relevant career training to all qualified students.
4. To provide technical skills to assist the student with lifelong learning skills on the job and in life.
5. To provide the community with specialized personnel for employment in entry-level and related career path positions.
6. To provide placement assistance to all graduates throughout their career in the field for which they were trained.
7. To maintain our faculty, equipment, and teaching methods within the standards set forth by the Department of Education, the State of Washington, the Accrediting Council for Independent Colleges and Schools, the Commission on Accreditation of Allied Health Education Programs.
8. To continually provide professional development training for faculty and staff members.

DIPLOMA PROGRAM DESCRIPTIONS

The **Computerized Office Administration Program** is designed to prepare the student with the necessary background, knowledge, and specialized skills for a career in office administration. Students learn theory and skills from classroom lectures, computer laboratory practice, and hands-on training. Theory and software applications prepare students for management positions. Any developmental work a student may be required to complete may increase the program length.

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

The **Medical Assisting Program** is designed to prepare students to learn theory and skills from classroom lectures, laboratory practice, and hands-on practice in the Eton's medical clinic. Additional experience is gained in private medical practices as part of the 160-hour externship phase

of training. Any developmental work a student may be required to complete may increase the program length.

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

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



SELECTING A PROGRAM OF STUDY

Eton's academic structure is divided between business, allied health, and technical programs. The school offers multiple fields of study.

Your preferences

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

Your Interests

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

Your Skills and Abilities

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

Your preferred work style

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

Your Values

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

Lifestyle

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



ACADEMIC CALENDAR 2001

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

Module Starts

Module Ends

November 20, 2000	January 12, 2001
January 16, 2001	February 23, 2001
February 26, 2001	April 6, 2001
April 9, 2001	May 18, 2001
May 21, 2001	June 29, 2001
July 2, 2001	August 10, 2001
August 13, 2001	September 21, 2001
September 24, 2001	November 2, 2001
November 5, 2001	December 14, 2001

Student Holidays 2001

New Years Day	January 1, 2001
Martin Luther King Jr. Day	January 15, 2001
Faculty In-Service	February 2, 2001
President's Day	February 19, 2001
Memorial Day	May 28, 2001
Faculty In-Service	June 8, 2001
Independence Day	July 4, 2001
Labor Day	September 3, 2001
Faculty In-Service	October 26, 2001
Veteran's Day	November 12, 2001
Thanksgiving	November 22-23, 2001
Winter Break	December 17, 2001 - January 1, 2002

MODULAR PROGRAM

Modular Schedule

Eton Technical Institute offers its programs on a six-week modular basis consisting of lecture, laboratory work, and an externship (except COA). Students may start programs at Eton every six weeks. All students begin their training with the module called the "Core Module". Next, students attend four or five specialty modules. Finally, students participate in an externship (except COA) where additional "hands on" and professional level experience is provided.

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

Modular Approach

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

Students go further in-depth with topics as they progress, and use fundamental concepts as building blocks for mastery. New students study courses in the same classroom with continuing students. This is advantageous for new students because they benefit from interaction with more experienced students, who help them to adjust and guide them along.

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

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

Scope and Sequence

After completing the Core Module, students engage in specialty courses. The specialty curriculum is presented in a continuous rotation. Within specialty modules, all courses are offered as stand-alone components of curriculum. These do not require prerequisites. Similarly, courses are designed to be self-contained units.

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

Modular Classroom

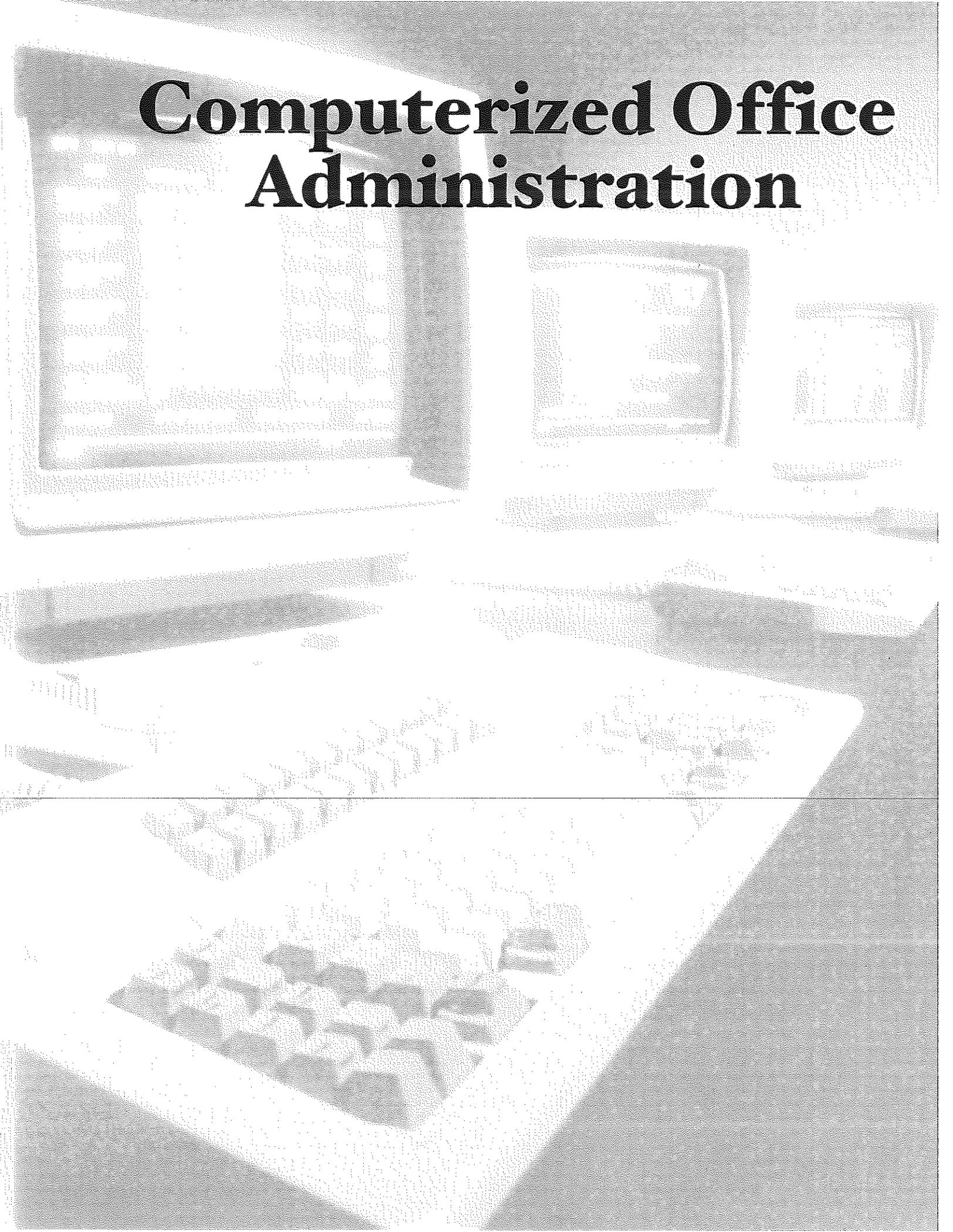
Teaching methods for the modular classes are somewhat different from those found in a more traditional classroom. Instructors individualize instruction as much as possible in order to teach to all levels of students.

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

Class Sizes

Eton Technical Institute's classes are small, with an average class ratio of 12 students to one instructor. When enrollment in a specialty lab grows beyond 15 students, instructors have access to additional resources to be able to spend time with individual students.

Computerized Office Administration



COMPUTERIZED OFFICE ADMINISTRATION DIPLOMA PROGRAM

Computerized Office Administration Content and Credits

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

Core Module

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

Module 1

BU116A	Office Procedures	2.4
CA110A	Keyboarding for Windows	1.2
CA112A	Word Processing I	2.4

Module 2

CA113A	Database Management	2.4
CA110B	Keyboarding with Cortez Peters	1.2
CA114A	Spreadsheet I	2.4

Module 3

BU115A	Business Math/PowerPoint	2.4
CA119A	10-Key	1.2
CA114B	Spreadsheet II	2.4

Module 4

BU116B	Business Communication	2.4
CA110C	Keyboarding for Accuracy	1.2
CA112B	Word Processing II	2.4

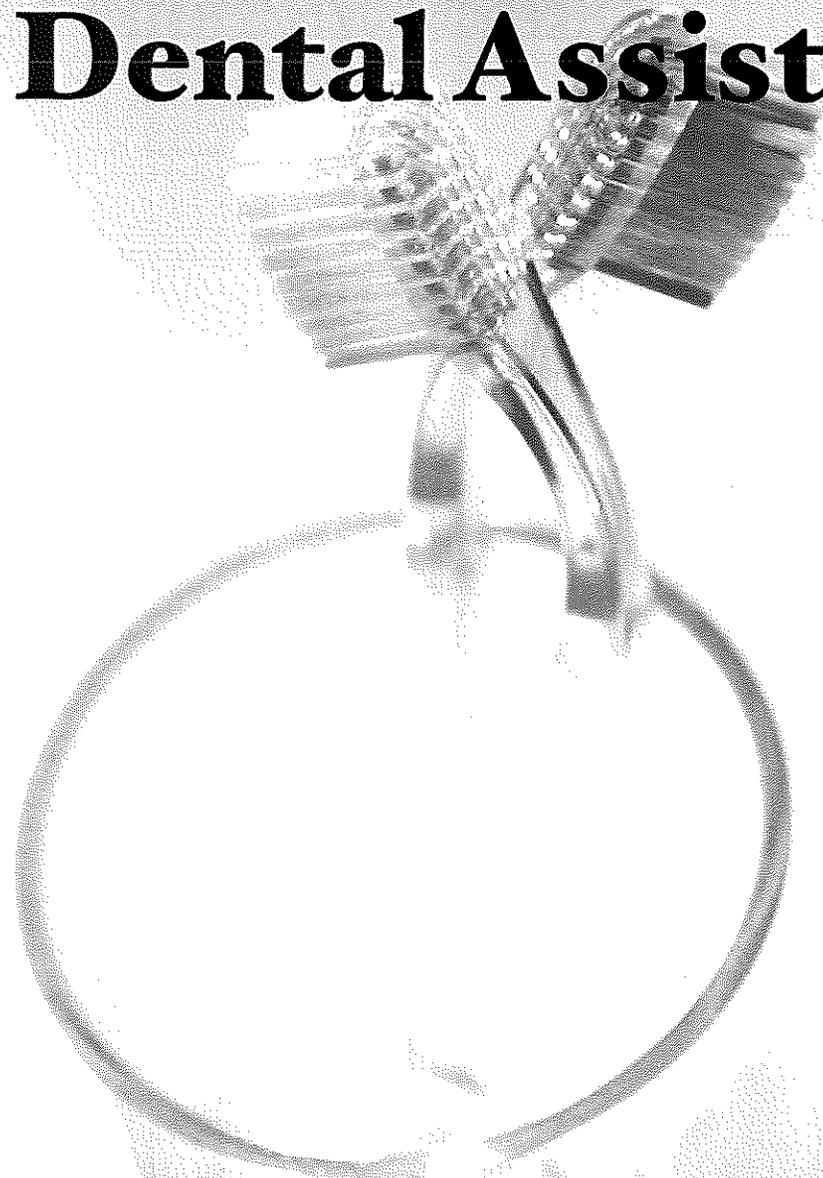
Module 5

BU117A	Accounting Fundamentals	2.4
CA110D	Keyboarding for Speed	1.2
CA118A	Automated Accounting	2.4

Total Credit Hours	36.0
Lecture/Lab Hours	720



Dental Assisting



DENTAL ASSISTING DIPLOMA PROGRAM

Dental Assisting Content and Credits

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

Core Module

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

Module 1

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

Module 2

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

Module 3

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

Module 4

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

Module 5

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

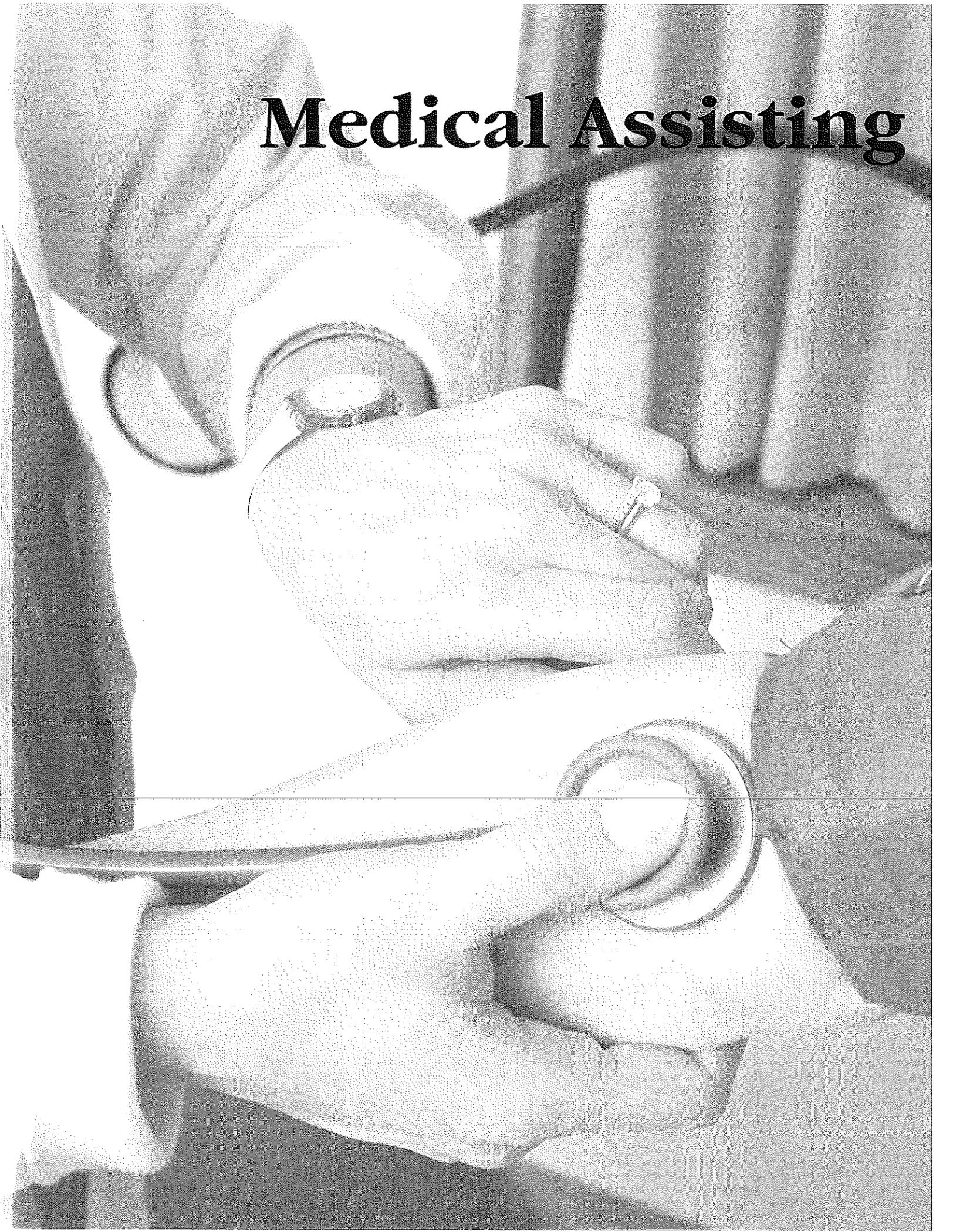
Externship

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

Dental Assisting

Medical Assisting



MEDICAL ASSISTING DIPLOMA PROGRAM

Medical Assisting Content and Credits

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

Core Module

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

Module 1

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

Module 2

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

Module 3

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

Module 4

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

Module 5

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

Externship

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

Medical Assisting

Medical Billing

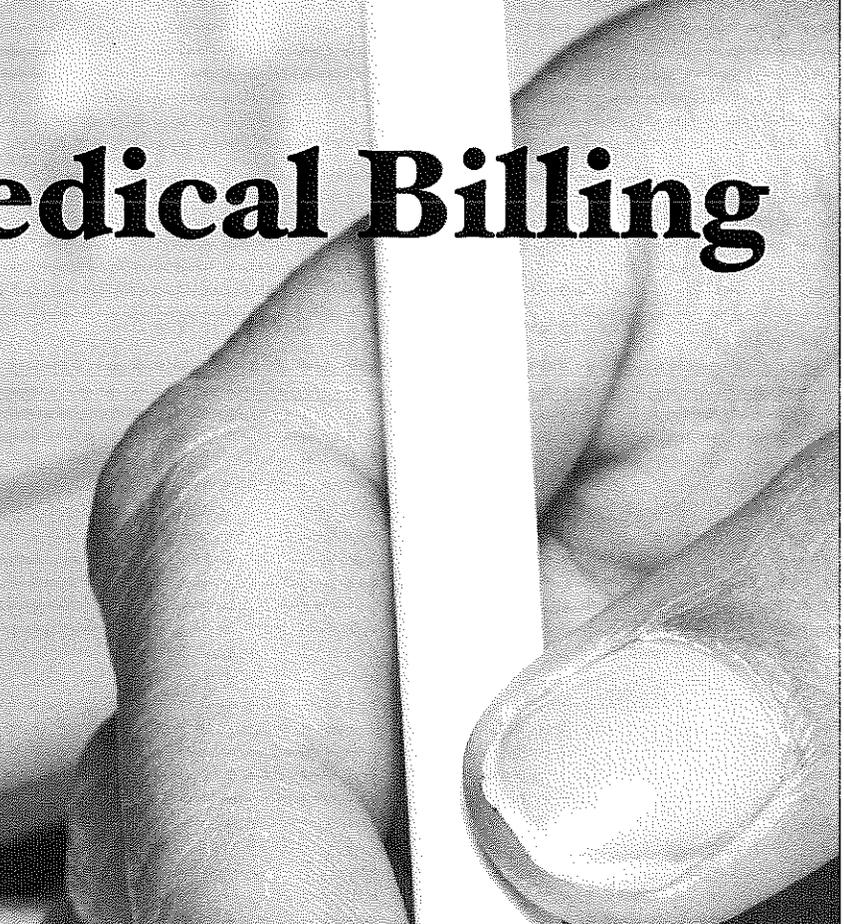
PORT

HOSPITAL MED CENTER
 PD BOX DEPT
 SEATTLE WA

DATE 05/23/06

454-4011

PROCEDURE	TOTAL CHARGES	ALLOWED	TOTAL SALES	DEDUCTED CHARGES	OTHER PAYABLE
100	2000	1063	00	00	00
200	2000	00	00	00	00
300	850	2884	00	00	00
400	7200	4005	00	00	00
500	2000	00	00	00	00
600	9200	4005	00	00	00
TOTAL	3700	1366			



MEDICAL BILLING DIPLOMA PROGRAM

Medical Billing Content and Credits

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

Core Module

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

Module 1

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

Module 2

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

Module 3

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

Module 4

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

Externship

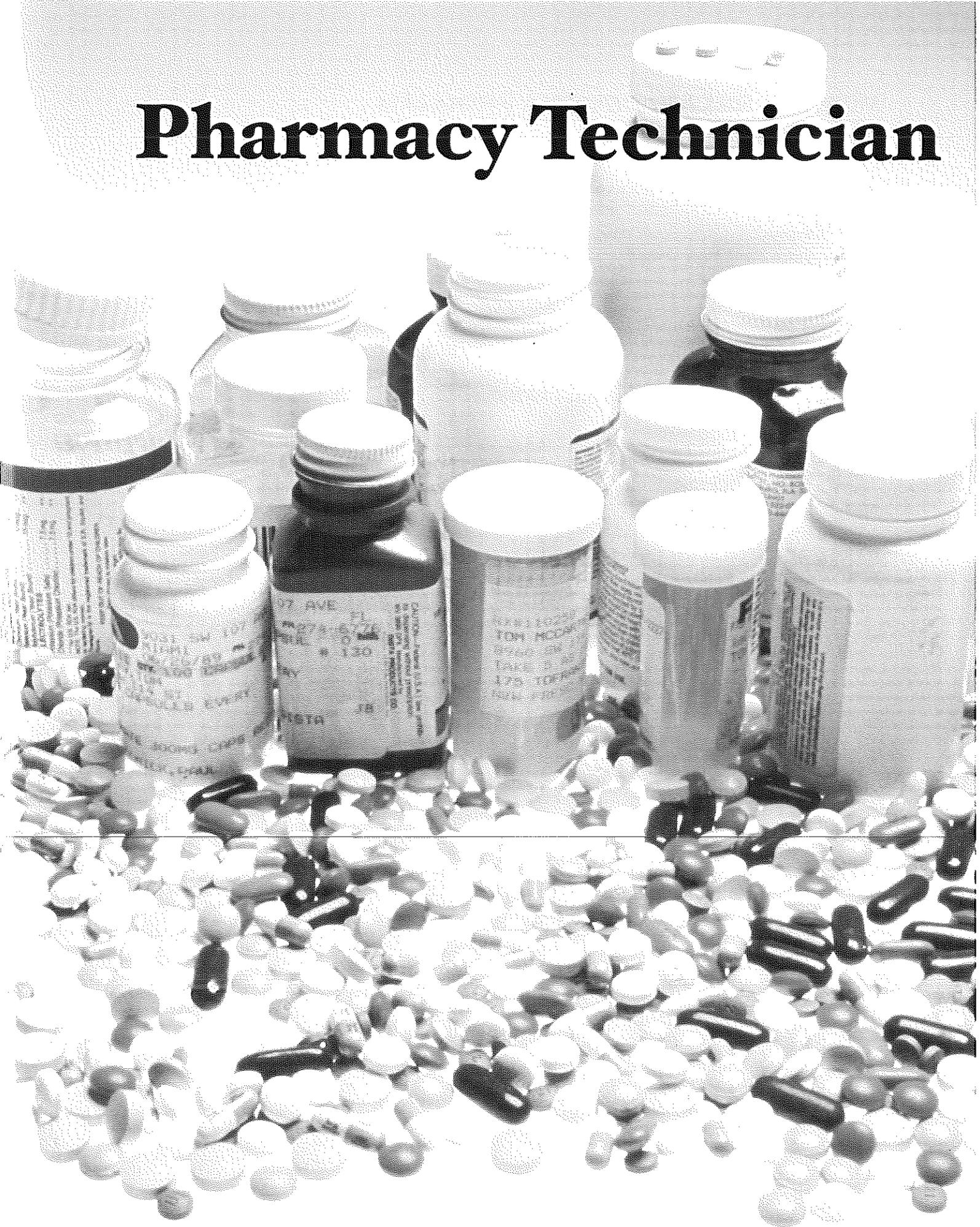
EX197	Medical Billing Externship	6.0
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Total Credit Hours 36.0

Lecture/Lab Hours 780



Pharmacy Technician



PHARMACY TECHNICIAN DIPLOMA PROGRAM

Pharmacy Technician Content and Credits

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

Core Module

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

Module 1

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

Module 2

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

Module 3

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

Module 4

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

Module 5

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

Externship

EX198	Retail Externship	4.0
EX199	Hospital Externship	4.0

Total Credit Hours	44.0
Lecture/Lab Hours	960

PROGRAM TUITION AND FEES

Computerized Office Administration	
Tuition	\$6,655
Registration	\$100
Lab Fees	\$250
Other Fees	\$495
Total Cost	\$7,500

Medical Billing	
Tuition	\$7,015
Registration	\$100
Lab Fees	\$264
Other Fees	\$521
Total Cost	\$7,900

Dental Assisting	
Tuition	\$7,147
Registration	\$100
Lab Fees	\$1,165
Other Fees	\$348
Total Cost	\$8,760

Pharmacy Technician	
Tuition	\$7,897
Registration	\$100
Lab Fees	\$368
Other Fees	\$395
Total Cost	\$8,760

Medical Assisting	
Tuition	\$7,191
Registration	\$100
Lab Fees	\$1,014
Other Fees	\$455
Total Cost	\$8,760

Tuition Notes

1. Program costs are evaluated annually. Changes are generally implemented January 1 each year, but may be made at any time as business conditions warrant.
2. Tuition changes are not applied retroactively, and any student who has signed an enrollment agreement is protected from tuition increases provided they start school on the date originally specified on the enrollment agreement.
3. Portions of the total program cost for each of the above programs have been allocated to categories applicable to each program. These allocations are estimates and have been provided for informational purposes only. While the exact amount of these allocations depends upon factors that are continually subject to change, these changes will not result in a change in total program cost.

METHODS OF PAYMENT

Eton Technical Institute quotes standard tuition prices for each program offered. Arrangements for payment of tuition and fees must be made in advance of the first day of class. There is no additional charge to out-of-state students.

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

Alternative Loan Programs

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

Payment Plans

If all tuition owed by a student is received by Eton during the first week of classes, Eton Technical Institute offers a 10% discount.

Students using student loan programs do not receive this discount because funds are not disbursed to Eton in the first week of school. Payment with Visa or MasterCard is accepted and full payment qualifies for the 10% discount.

Eton Technical Institute also offers the students the opportunity to make monthly payments, interest free, to the school during the period of their enrollment for their program of study. The full amount of the payment plan must be paid on or before the student's last day of attendance.

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

Eton Technical Institute reserves the right to send unpaid balances to an outside agency for collection. If this occurs, the student will be responsible for all collection costs, attorney fees, court costs, and any other reasonable collection cost and charges.

SCHOLARSHIPS

Directors' Scholarship

The Directors' Scholarship of \$1,000 will be applied toward payment of tuition, books, and fees. Four scholarships are awarded yearly at each campus. **Eligibility:** students must have completed at least two modules of instruction at the school, demonstrate 95% attendance and a hold a grade point average GPA of at least 3.8.

Methods of
Payment

Qualified students are encouraged to participate by filling out all necessary forms, submitting an essay, and returning them to the Director of Administration. Deadlines for submitting completed applications are March 1, June 1, September 1, and December 1 of each year.

President's Scholarship

The President's Scholarship of \$2,000 will be applied toward payment of tuition, books, and fees. Four scholarships are awarded yearly. Eligibility: Students who are recipients of the Directors' Scholarship are automatically eligible for consideration.

Other scholarships

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

Students

The cost of education is the responsibility of the student. Federal financial aid is awarded based on financial need regardless of sex, age, race, color, religion, creed, or national origin. Financial Need is defined by the U.S. Department of Education as the difference between the cost of attendance and the expected family contribution. Financial aid is meant to bridge the gap between the cost of your education

and the amount that you and/or your family can reasonably contribute.

Cost of Attendance - Expected Family Contribution
= Financial Need

Student Financial Aid

Student Financial Aid programs are administered by the Office of Postsecondary Education within the U.S. Department of Education authorized by Title IV of the Higher Education Act of 1965. The Federal Student Financial Assistance programs are designed to provide assistance to "students who qualify", who are currently enrolled in an eligible program of study, working towards a diploma and whose financial resources meet the eligibility requirements for Title IV. Title IV funds allocated to Eton Technical Institute includes:

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

Consumer Information

A Financial Aid Officer is available at each campus in accordance with Federal regulations to

discuss consumer information in detail with current and prospective students. Many of the requirements to be eligible for financial aid are listed below:

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

Application Process for Financial Aid

To apply for financial aid a student must complete a standard application titled, the Free Application for Federal Student Aid (FAFSA). This is used to determine eligibility for all types of financial aid programs. Once processed the application will produce an Expected Family Contribution (EFC).

This number is calculated by the Federal Student Aid Central Processing System. To be eligible for a Federal Pell Grant, the EFC must be equal to or less than \$3,300 for the award year 2000/01. 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 by a national average obtained from the Bureau of Labor and Statistics and vary each year. For detailed information, please consult your Financial Aid Officer.

Borrower Rights and Responsibilities

The borrower has the right to:

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

Millions of
Payment

The borrower has the responsibility to:

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

Verification Process

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

Processing System

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.

Selection of Eligible Applicants

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

Federal Pell Grants

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of school education. Students or prospective students may obtain an application to participate in the Federal Pell Grant program from the financial aid office of Eton Technical Institute. The application will be transmitted electronically through an approved Federal need analysis system that will determine the applicant's expected family contribution (EFC). Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The maximum Pell Grant for the 2000-2001 award year is \$3,300.00.

Federal Supplemental Educational Opportunity Grant (SEOG)

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 EFC that will receive a Federal Pell Grant in the same award year. The amount of the grant and the number of

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

Parent Loans

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

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

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.

Methods of
Payment

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 halftime for a period of six months beyond the student's last day of attendance. During this period, the Federal Government pays the interest as long as the student remains in school on at least a halftime status. Deferments after the student drops below halftime status are not automatic and the student must contact the lender. Loans 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 payments, or
2. The student and the lender agree to capitalize the accrued interest.

Disbursement Process

Disbursements of Title IV funds are credited directly to the students tuition, fees and other charges in two payments. The first disbursement of Title IV funds will be disbursed upon the completion and processing of all necessary documents. In accordance with the Department of Education regulations, the first disbursement of 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 Counseling

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

ADMISSIONS

Contact Admissions

Prospective students may make application to the school at any of three locations:

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

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

Eton Technical Institute
906 SE Everett Mall Way, Suite 600
Everett, WA 98208
(425) 353-4888

Admissions Information is available toll free by calling 1-800-417-7899. Or specific questions about admission to the institute may be sent via email to: admissions@etontech.com.

Admissions Procedures

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

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

Admission Requirements

1. Admission to Eton Technical Institute is based on an assessment that determines readiness to engage the training program selected by a prospective student.
2. A high school diploma or an equivalent G.E.D. is required for all applicants. Eton does not currently accept ability to benefit students. High school students may apply for conditional acceptance prior to high school graduation.
3. Students must pay a registration fee of \$100. All necessary forms must be completed.
4. Applicants to the Medical and Dental Assisting programs are 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.
5. Pharmacy Technician applicants are required to complete a Washington State Patrol background check. An adverse report, showing drug or alcohol convictions, will result in the student being withdrawn. Such applicants will not be readmitted to the program.



Hours of Operation

Facilities and Offices

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

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

Class Times

Morning Session

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

Afternoon Session

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

Evening Session

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

CLASSROOM BEHAVIOR AND RESPONSIBILITIES

Conduct

Eton Technical Institute is proud of the academic standards it maintains. In today's competitive job market, professional conduct is a crucial factor in securing and keeping a job. For this reason, Eton Technical Institute places continual emphasis on regular attendance, promptness, honesty, a positive attitude, and a team-player spirit of cooperation.

A mutual respect of individual rights must exist between staff, faculty, and fellow students to ensure a positive learning environment at Eton Technical Institute.

Student Responsibilities

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

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

Dress Code

Eton trains students for employment in business, allied health, and applied technology industries. In order to effectively train students for employment in these highly professional fields, an appropriate professional appearance is very important. The following items are not in compliance with our professional standards: beach clothing; sports apparel (sweats, warm-ups, etc.); sandals or thongs, shorts or cutoffs; tank or halter tops; torn, soiled, or frayed clothing; message shirts; and T-shirts. Students are responsible for maintaining uniforms and other attire in a professional manner.

Within the first module of the medical or dental assisting 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.

Students in the Pharmacy, Medical Billing, and Computerized Office Administration (COA) programs are not issued uniforms. Men are required to wear a professional shirt along with slacks (consistent with the expectation in the work environment). Women must dress professionally in slacks, skirts, or dresses. Clean, professional appearing shoes are required. Pharmacy program students will receive a consultation jacket to wear over their professional attire.

Student Grievance Policy

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

1. The student must first try to resolve the issue with the school staff member involved.
2. If the matter is unresolved, the student must submit a written statement describing their concern to the Director of Administration. Upon receiving a student's written statement, the Director of Administration will schedule a meeting to discuss the concern and attempt resolution of the grievance.
3. If the matter is still not resolved, the student should then request an appeal hearing through the Director of Administration. The

appeals committee is selected by the Director of Administration and is comprised of faculty, staff and the Director of Education. The committee will make a decision by simple majority vote and communicate the decision to the Director of Administration. The student will then be notified of the decision. The decision is binding.

4. Additional inquiries may be made to the President of Eton Technical Institute. Presidential decisions are final.

Nondiscrimination Policy

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

Eton Technical Institute evaluates the individual's needs, advises, and provides appropriate support in the student's program of study. Disabled students are responsible for contacting the Director of Administration for an initial interview to assess their needs prior to the beginning of the Core Module. Students are also responsible for identifying themselves and their needs to each instructor no later than the first day of class. Faculty members are responsible for familiarity with Section 504 of the Rehabilitation Act and for reasonably accommodating each student in each class on an individual basis. The Director of Administration on each campus is the designated individual to handle inquiries regarding ethical or nondiscrimination policies.

Continued on next page

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

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

Drug Awareness

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

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

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

Crime Awareness

Eton Technical Institute, in compliance with the Crime Awareness and Campus Act of 1990, monitors, reports, and provides yearly statistical information involving campus crimes. The most current statistics are posted on each campus. If you would like further information, please contact the Director of Administration.

Weapons Policy

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

Personal Property

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

Student Attendance Policy

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

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

15 hours absent

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

25 hours absent

Probation 1: The student will be placed on first probation.

30 hours absent

Probation 2: The student will be placed on second probation.

35 hours absent

Termination: The student will be terminated.

Leave of Absence

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

1. One leave of absence is permitted per program enrollment.
2. The length of an approved LOA may not exceed 14 calendar days.
3. An approved LOA does not consider the student a withdrawal for Title IV purposes.
4. If a student does not return from their LOA on their scheduled return date, they will be terminated.

The following criteria apply:

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

Progress Reports

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

Attendance Probation Periods

Students are allowed two probation incidents per program.

Submitted by: [Signature]

Satisfactory Academic Progress

Students enrolled at Eton Technical Institute are required to meet the following minimum standards to achieve academic progress toward course completion. Students not meeting these standards will be considered as failing to make satisfactory academic progress. They will proceed through the probationary stages and may become ineligible to remain in school. These standards apply to all students enrolled at Eton Technical Institute. The following standards encompass all the attributes by which a student's academic progress is measured. Students on probation are considered to be making satisfactory progress for financial aid eligibility.

Evaluation and Standards

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

1. Qualitative components: grades, work projects completed and other comparable factors are measured against a norm. Students must maintain a 2.0 grade point average or better each module. Students must pass all courses and labs with a letter grade of "C" or better, and all externships with a letter grade of "P".
2. A student must complete the educational program within one and one half times the published program length measured in credit hours. Therefore, to be considered making satisfactory progress towards completion, a student must successfully complete the following percentages of total credit hours attempted:

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

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

Course Exemption

Students with experience or previous training may request and take a one-time challenge examination during the first week of each class. Students may not challenge more than 15% of their required credits. Students must attain 90% or better on the examination. If the challenge is successful, students receive an "A" grade on their transcript. They are also awarded the number of credits allocated to the course.



Program/Course Withdrawal

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 not considered "successfully completed" but do count as credits attempted.

Re-admittance after Administrative Withdrawal

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

Student Academic Appeal Process

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

Student Records

In compliance with Public Law 93-380 of 1974, The Family Educational Rights and Privacy Act, Eton Technical Institute has adopted policies and procedures that permit students the opportunity to review their educational records upon request. Educational records refer to the records, files,

documents, and other material containing information directly related to the student.

Educational records do not include working papers concerning students such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff. These items are not accessible or revealed to any other individuals. Eton Technical Institute will not permit access to or release of educational records without the written consent of the student.

Transcripts

A permanent set of academic records is maintained on file at Eton Technical Institute for all students. One copy of the official academic transcript is provided at no charge; additional copies requested will carry a charge of \$3.00 each. Each request must be in writing with an authorized signature to release the transcript. Official transcripts of student records bear the official seal of the school and the signature of the registrar.

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

Transfer Credit

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

School Policies

Grade Changes

Grades may be changed by instructors only in cases of clerical errors or subsequent completion of course work. It is the student's responsibility to initiate a grade change with the appropriate instructor.

A grade change form must be completed, signed by the instructor, and submitted to the Director of Administration before a grade change becomes official. Grade changes must be completed within two weeks following the end of the module in which the grade was posted.

REFUND POLICIES

Refund Policy

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

Refund Distribution Policy

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

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

Students will be notified of any refunds due to a lender on their behalf through the exit interview. Refunds will be made within 30 days from the date the institution determines the student has withdrawn or the date the student gives notice of their withdrawal.

Cancellation and Refund Policy (Prior to Start)

1. A full refund is due if the applicant is not accepted by the school.
2. A full refund is due if the applicant cancels on the fifth business day (excluding Sundays and holidays) by midnight, after signing the contract or making an initial payment.
3. On the sixth business day (excluding Sundays and Holidays) an administrative fee of \$100 is retained, or the lesser of ten percent of the program charged.

Refund Policy upon Class Entrance

Computation of all refunds is based upon the student's last date of attendance. For all Title IV recipients who withdraw before completing the period of enrollment for which they were charged, Section 484B of the Higher Education (Act) Amendments require the institution to calculate the amount of Title IV earned. Any amounts of unearned Title IV funds will be distributed back to the Title IV programs. The institution does not issue refunds or credit balances for less than one-dollar, unless requested in writing by the student.

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events

and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund must be paid within 30 days after receipt of such a request.

Student Withdrawal Charges

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

Day One of program:

No charge

Day 2 through first week

\$100.00 maximum charge per day

Week two through 25% of program

25% of charges

26% through 50% of program

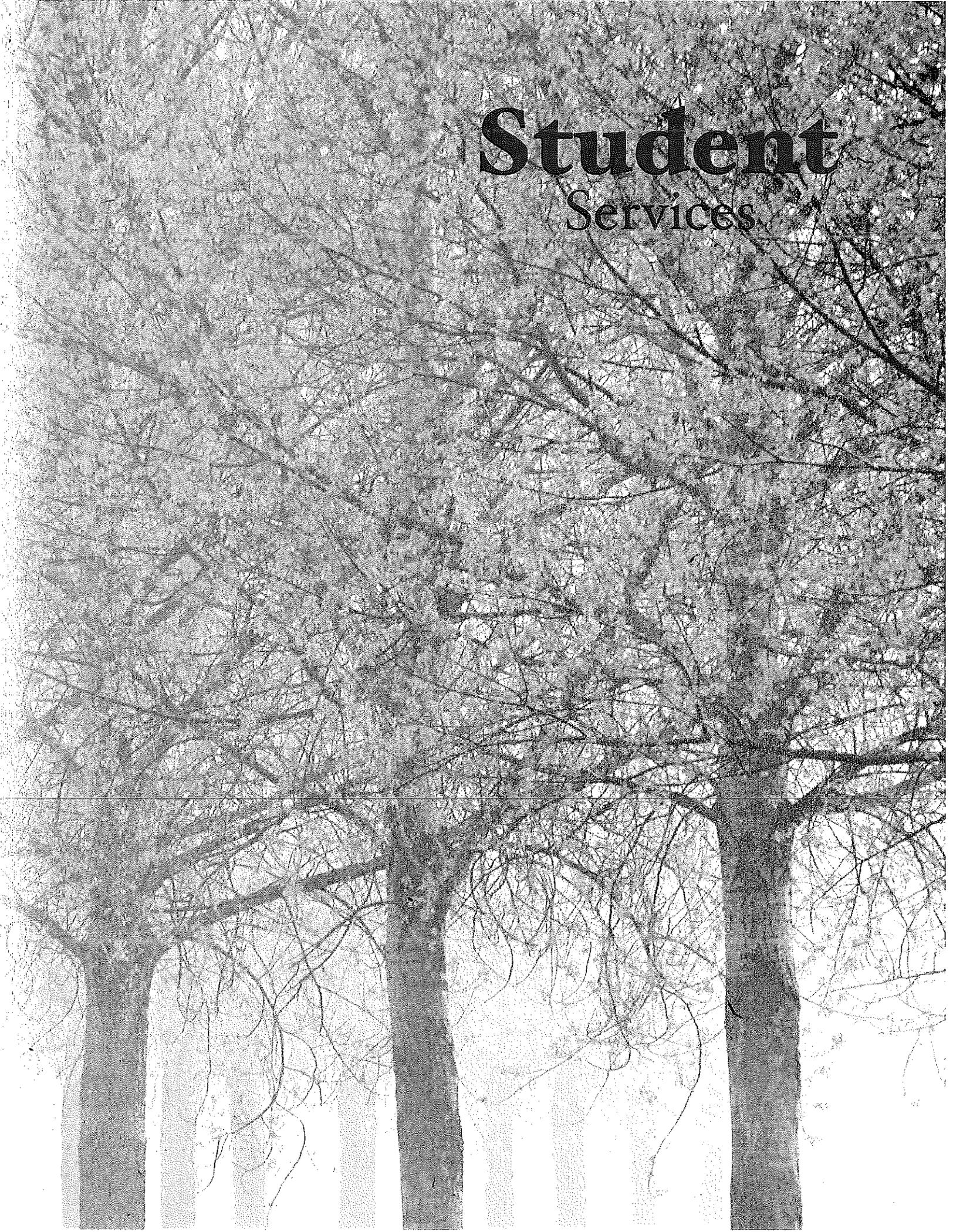
50% of charges

51% through 100% of program

100% of charges



School Policies

A black and white photograph of a row of bare trees in a park, with the text 'Student Services' overlaid in the upper right corner. The trees are tall and thin, with intricate branch structures. The ground is covered in a light layer of snow or frost. The text is in a serif font, with 'Student' in a larger size than 'Services'.

Student Services

STUDENT SERVICES

Counseling Services

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

Student Services Advisor

Eton's programs are designed with the adult learner in mind. For this reason, each Eton campus has a Student Services Advisor on staff to assist students in overcoming obstacles to their success. For example, Student Services Advisors can often help with transportation, childcare, or personal issues.

Ultimately, however, a student's individual success or satisfaction may not be guaranteed because it is dependent upon the student's personal efforts, abilities, and attention to coursework.

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

Student Council and Activities

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

Tutoring

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

Dean's List

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

Student Honor Society

This organization honors students who have outstanding skills in their program of study. Recognition is given to students who achieve excellence in knowledge, skill development, leadership, dependability, service, and individual responsibility. Students who consistently demonstrate these traits maybe nominated for membership into the National Vocational-Technical Honor Society.

Graduate Services

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

Student Services

The Graduate Services Advisor at each campus works with students individually to smooth rough edges, educate, and help students reach for new opportunities. Students develop job search skills that help them to find their first job and subsequent jobs after graduating from Eton.

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

Job Search Skill Development

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

Contact with Employers

The Graduate Service Advisor contacts employers who advertise and list job openings in the Puget Sound area newspapers and works with employers to match students to jobs. The graduate services office also keeps in contact with local health care providers, businesses, and government agencies to receive notification of job openings. Externship sites are often excellent sources of employment for Eton graduates.

Many student externships lead to employment. The graduate services advisor 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 keeps in contact with graduates after they leave Eton and are on the job. Students are encouraged to keep in touch with Eton as they progress in their career, and to take advantage of Eton's 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 employer's needs.

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

Graduation Requirements

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

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

TERMINOLOGY

Academic Year

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

Award Year

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

Course Challenge Credits

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

Module (Mod)

An academic period six weeks in length.

New Student

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

Non-Regular Student

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

Probationary Status

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

Program of Study

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

Quarter-Credit Hour

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

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

Re-entry Student

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

Student Services

Regular Student

A student that is enrolled in an eligible program leading to a diploma and is maintaining satisfactory progress 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. The following ratios are not usually exceeded:

Lecture: 30:1
Laboratories: 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.



ADMINISTRATION

Advisory Boards

Eton Technical Institute's advisory boards insure that educational activities are consistent with the community's business and professional skills needs. Advisory board meetings are held on each Eton campus to advise, counsel, and share information with staff members, practitioners, and other interested parties. The advisory boards evaluate curriculum, procedures, policies, and facilities to continuously strengthen curriculum in order to support both student and business occupational objectives.

Accreditation

Eton Technical Institute is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas.

ACICS

750 First Street NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

The Medical Assisting program is also accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The American Association of Medical Assistants (AAMA) is a member of CAAHEP.

CAAHEP

35 East Wacker Drive, Suite 1970
Chicago, Illinois 60601-2208
(312) 553-9355

Accreditation assures students that Eton Technical Institute is a qualified institute of higher learning with approved programs of study that meet recognized academic standards. Accreditation means a school employs a professional staff, has adequate facilities and equipment, and has stability and permanence within 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. Eton Technical Institute expressly reserves the right to terminate any such affiliation upon one month's notice to the students. The Director of Administration and Director of Education at each campus are always happy to discuss present accreditation, with individual students.

Memberships

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

Administration

Approvals

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

Licensure

Eton Technical Institute is licensed as a private vocational school under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 Tenth Avenue SW
Olympia, WA 98504-3105
(360) 753-5673

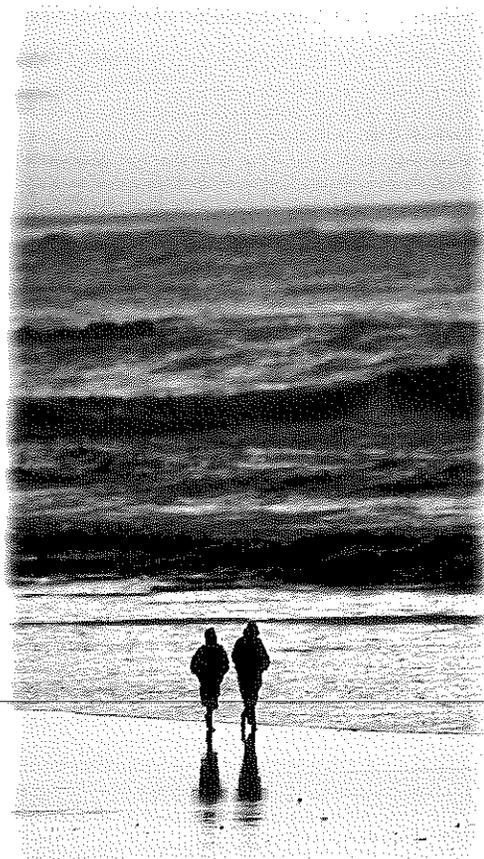
and/or

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

Disclaimer

This catalog provides required information about Eton Technical Institute. However, in a continuing effort to maintain the highest educational standards, Eton reserves the right to make

appropriate operational and policy modifications at any time. Such modifications will maintain compliance with all accrediting, state, federal, and licensing certification agencies. When appropriate, Eton will notify students, staff, regulatory agencies and other interested third parties of changes prior to application.



ETON FACULTY

Port Orchard

Adcock, Ernest
BA City University
BS City University
M.Div. Diocesan School of Theology
Master Vocational Instructor

Ballard, JoAnne CPhT
AA North Seattle Community College
Provisional Vocational Instructor

Bennett, Sue PhT
Olympic Community College
Vocational Instructor

Binney, Jerien CDA
National Education Center
Senior Vocational Instructor

Born, Tina NCDA
Southern CA Regional Occupational Center
Vocational Instructor

Calderon, Dolores MA, EMT
USN Hospital Corpsman School
Vocational Instructor

Clauson, Marisa CPC
Provisional Instructor

Cook, Lisa RMA, CMA
Apollo College
Senior Vocational Instructor

Crosby, Jeana NCMA, CNA
Eton Technical Institute
Clover Park Technical College
Vocational Instructor

Culleney, Michele NCMA, CNA
Eton Technical Institute
Vocational Instructor

DeShryver, Janet NCDA
Southern CA Regional Occupational Center
Vocational Instructor

Larrieu, Clifford CPhT
US Army Academy of Health Science
Vocational Instructor

Marshall, Dan
BA Dartmouth College
Provisional Instructor

Parham, Jeffrey
BA California State University
MA California State University
Master Vocational Instructor

Parker, Barbara CPC CMA-AC
BS University of Arizona
Master Vocational Instructor

Powell, Tammy CPC
Provisional Instructor

Smith, Julie CMA
Watterson Technical College
Senior Vocational Instructor

Welzbacker, Dianne
BA University of Washington
Master Vocational Instructor

Federal Way

Bell, Nettie CMA
National Education Center
Vocational Instructor

Davis, Doreen
BA Eastern Washington University
M.Ed City University
Senior Vocational Instructor

Doughton, Kirk
BS University of Oregon
Senior Vocational Instructor

Hofflander, Diane
Provisional Vocational Instructor

Administration

Krajewski, Heidi
Clover Park
Provisional Vocational Instructor

Loosveldt, Alisa CMA
Clover Park Vocational College
Vocational Instructor

Luong, Jacob
BA University of Washington
M.Ed Antioch
Senior Vocational Instructor

Merki, Lisa
Provisional Vocational Instructor

Sanchez, Frank PhT
Academy of Health Sciences
Vocational Instructor

Thomas, Cynthia CDA
Dental Assistant School of America
Vocational Instructor

Thompson, Theresa CMA
Eton Technical Institute
Vocational Instructor

VonLindern, Kari CPhT
Eton Technical Institute
Provisional Vocational Instructor

Everett

Anderson, George PhT
Bellingham Technical Institute
Vocational Instructor

Baller, Dan
BS Central Washington University
Vocational Instructor

Cole, Cathi CDA

ATA Edmonds Community College
Senior Vocational Instructor
Figueroa, Louie CMA
BS George Washington University
PA University of Washington
Master Vocational Instructor

Heck, Lois CMA, RMA
Eton Technical Institute
Vocational Instructor

Hunziker, Darlene CDA, CDPMA
Bryman Institute
Senior Vocational Instructor

Landes, Gerry CMA
NW College for Medical Assisting
Senior Vocational Instructor

Lipp, Barbara CPhT
AAS Erie Community College
Vocational Instructor

Martin, Robin CMA
Everett Community College
Provisional Vocational Instructor

Mehrtens, Mel
BS Texas A & M University
Vocational Instructor

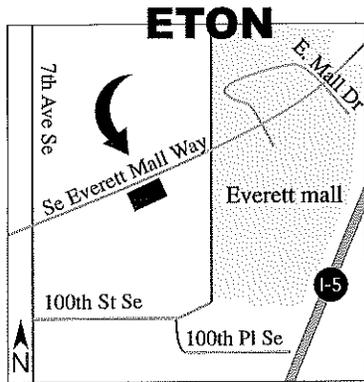
Payton, Christine
AAS Edmonds Community College
Senior Vocational Instructor

Sandvick, Diane CCS-P
AAS Edmonds Community College
Vocational Instructor

Thayer, Patricia
AAS Shoreline Community College
BA Arizona State University
Master Vocational Instructor

Traba, Allyson
Bryman Institute
Vocational Instructor

CAMPUS LOCATIONS AND ADMINISTRATION



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



ETON
 Eton Technical Institute
 31919 Sixth Ave South
 Federal Way, WA 98367
 (253) 941-5800

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

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

Everett Campus Administration

Federal Way Campus Administration

Cari Crabtree, BS, MED
 Director of Education

Timothy E. Allen, BS, CPhT
 Director of Education

Stacey Lillquist
 Director of Administration

Natalie Graham
 Director of Administration

Jeri Anderson, BS, MSW
 Student Services Advisor

Robert Gallo, BS, M.Ed
 Student Services Advisor

Jacqueline Lambie, BS, MA
 Graduate Services Advisor

James Naehner, BS, MS
 Graduate Services Advisor

Ricki Fordham
 Financial Aid Officer

Laura Pesice
 Financial Aid Officer

Tim Gruhalla, BS
 Admissions Representative

Kathy McGuire
 Admissions Representative

Shelley Anderson
 Admissions Representative

Mark Woorley
 Admissions Representative

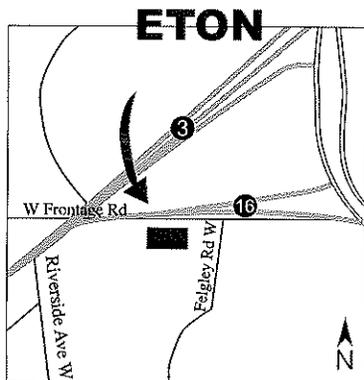
Lanette Diaz
 Customer Service Representative

Cindy Eiseman
 Customer Service Representative

Michelle Golder
 Customer Service Representative

Leah Martin
 Customer Service Representative

Administration



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

Corporate Office
 2203 Airport Way S.
 Suite 450
 Seattle, WA 98134
P: (206) 381-4420
F: (206) 382-3579

Corporate Administration

Wallace W. Wright
 President

Guy Bell
 Vice President Administration

Jack Kempt
 Vice President Admissions & Marketing

Kim Lothyan, BS, MBA
 Vice President Education

Hamilton Oswald
 Chief Financial Officer

Camey Jenson
 Controller

Andrea Donnelly
 Financial Specialist

Lien Nguyen
 Accounts Payable

Robin O'Donnell
 Marketing Coordinator

Jillian Orton
 Director of Human Resources

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

Port Orchard Campus Administration

Robert Reese, BS, MS
 Director of Education

Tyra Stewart
 Director of Administration

Ann E. Garner, BS, CDC
 Student Services Advisor

Scott Mooney
 Graduate Services Advisor

Tara Gysbers
 Financial Aid Officer

Jerry Rook
 Admissions Representative

Sue Ashcroft
 Customer Service Representative

Krista Machinski
 Customer Service Representative

Tonya Rutherford
Accounts Receivable

Wardee Bruce
Maintenance Coordinator

Paul Young
Maintenance Assistant

Financial Aid Administration

Lena Demmick
Financial Aid Assistant

Jeanette McClellan
Director of Financial Aid

Karl Vance
Manager of Student Accounts

Shareholders

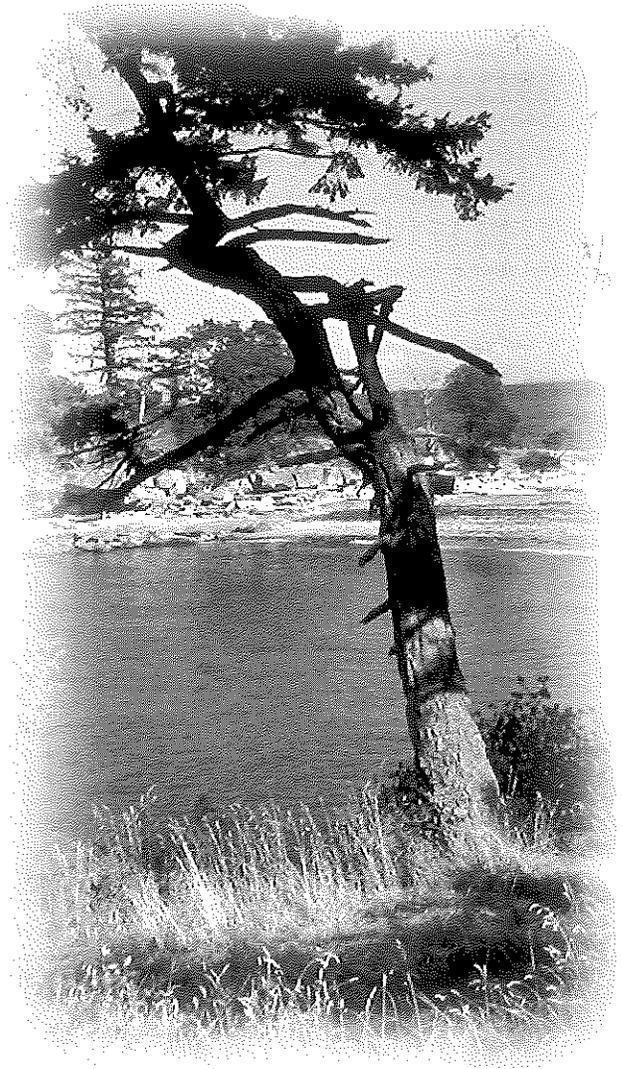
**Career Choices Inc. is the sole stockholder of
Eton Education, Inc. d.b.a. Eton Technical
Institute.**

Board of Directors

Robert T. Renner
Chairman of the Board

Paul Rerucha
Chief Executive Officer

Wallace W. Wright
President



Administration

ALPHABETICAL LISTING BY COURSE PREFIX

BU115A Business Math/Power Point
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 will be introduced to payroll procedures. In addition, the student will learn how to prepare a business presentation using PowerPoint.

BU116A Office Procedures
This course will focus on the functions performed within the work environment reflecting on the changing nature of work in the twenty-first century. Students are introduced to a broad range of office skills including filing, mail handling, telephone techniques, time management and organizational skills, communication techniques, decision making, critical thinking and interpersonal skills development.

BU116B Business Communications
This course focuses on written and oral communications for business. A review of basic English grammar, writing skills, word usage, proofreading, editing skills, and spelling will be the main focus of this class. Students will learn to correctly format letters, memos, and reports. Development of good grammar, vocabulary usage, and spelling skills through practice and repetition will be stressed throughout the module. These skills will enable the student to communicate in an effective, articulate, and efficient manner in the business environment.

BU117A Accounting Fundamentals
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.

BU124A Health Insurance Processing
This course is designed to acquaint the student with the basic steps in processing an insurance claim and the principles, eligibility guidelines, and billing procedures for Medicare, Medicaid, CHAMPUS/TRICARE, Workers' Compensation, state and federal disability and other private insurance.

BU124B Customer Service
This course covers the importance of the use of positive customer service techniques when dealing with clients in the medical office. Personality types, nonverbal communication, skills for explaining and persuading and handling challenging clients will be discussed.

BU129A Medical Law & Ethics
This course provides an overview of legal and ethical issues relevant to medical careers. Issues such as contracts, professional liability, medical malpractice, consent, workplace legalities and social issues will be explored.

BU130A Medical Law, Ethics, & Records
This class will cover a brief overview of medical history, discuss medical practice systems, medical ethics, and medical law and its impact upon the practice and the duties of the MA. Also covered will be filing methods, record keeping and health information management.

BU130B Office Standards
Because of the importance for a Medical Assistant to be cross-trained for front office duties in addition to

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

BU130C Financial Management

This class will cover an overview of the financial aspects of the medical office. Subjects to be covered will include management of practice finances, banking procedures, facility environment and management responsibilities.

BU140A Federal Law

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

BU140B Washington State Retail Law

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

BU140C Washington State Institutional Law

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of institutional pharmacy and

the pharmacy technician. Each course will apply to a specific set of WAC and RCW laws.

BU140D Washington State Hospital Law

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

BU142A Retail & Records Management

Familiarization with all phases of prescription and medication processing is the goal of this course. This includes label and prescription requirements, profile management, manually filling prescriptions, and retrieving and interpretation of prescriptions, and an introduction to legal requirements, common medication errors, and third party billing.

BU143A Compounding & Manufacturing

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

BU152A Special Needs Patient & AIDS

The purpose of this course is to focus on the groups of patients who present special challenges and rewards to the dental health team. There is particular emphasis on the needs of children and the elderly. The students will learn various methods of dealing with the psychological and physical needs of various types of special needs patients. In addition, this course focuses on the two infectious diseases that are the greatest concern both for the patient and the health care

Course Prefix

worker. The student will study AIDS in depth and learn how the disease is transmitted, the statistics of transmission for the health care worker, how to work on an AIDS patient safely, and develop a compassionate understanding of the AIDS patient. The student will learn about the 5 different types of hepatitis, the immunizations available, and what to do if exposed to the disease. The student will become aware of basic oral manifestations of AIDS. This class is empowering to the student as they learn that they can indeed protect themselves and their patient from the effects of cross contamination.

BU153A Office Administration

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

BU153B Office Dynamics

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

BU156A Law & Ethics

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

CA101 Computer Applications

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



Courses Prefix

CA110A Keyboarding for Windows

This course is designed to develop keyboarding skills that are required for entry-level office positions. The focus is on developing alphanumeric keyboarding skills (by touch) for speed and accuracy. The student will practice proper finger placement and keyboarding techniques through completion of lessons 11-20 in the Keyboarding for Windows program.

CA110B Keyboarding with Cortez Peters

This course is designed to develop keyboarding skills that are required for entry-level office positions. The student will be introduced to the Cortez Peters keyboarding program. This individualized program diagnoses specific errors made by the student and prescribes corrective drills to help the student develop alphanumeric keyboarding skills (by touch) for speed and accuracy.

CA110C Keyboarding for Accuracy

This course is designed to develop keyboarding skills that are required for entry-level office positions. The focus is on developing alphanumeric keyboarding skills (by touch) for accuracy, primarily through completion of the accuracy studies prescribed by the keyboarding programs.

CA110D Keyboarding for Speed

This course is designed to develop keyboarding skills that are required for entry-level office positions. The focus is on developing alphanumeric keyboarding skills (by touch) for speed, primarily through completion of the speed studies in the keyboarding programs.

CA112A Word Processing I

This course covers word processing skills using Microsoft Word. Students learn to use paragraph

formatting commands, change the margin settings in a document, set tabs and create tabbed columns, format text in tables and columns, insert page number, headers, and footers, add and edit footnotes and endnotes, and insert a manual page break.

CA112B Word Processing II

This course covers word processing skills using Microsoft Word. Students learn to apply styles, templates and wizards to create documents, combine text and graphics, draw and format shapes and insert WordArt, save an active document with a new file name, merge documents to create form letters, address and print mailing labels and envelopes, create an outline, format an index and table of contents, create Hyperlinks and web pages.

CA113A Database Management

Hand-on database course using Microsoft Access. This course covers the skills needed to create, organize, retrieve, and manipulate data effectively and the creation of custom reports and forms using filters and queries.

CA114A Spreadsheet I

This hands-on course introduces students to spreadsheet applications in Microsoft Excel. Topics covered include entering, selecting, manipulating and formatting data, creating simple worksheets with formulas, using functions.

CA114B Spreadsheet II

This hands-on course introduces students to spreadsheet applications in Microsoft Excel. Topics covered include using templates and date and time functions, creating charts and maps, using database features.

Course Prefix

CA118A Automated Accounting

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

CA119A 10-Key

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. The goal of this class is for students to develop an acceptable level of competency on the electronic calculator and ten-key keypad.

CA126A Medical Office Transcription

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

CA126B Computer Billing

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

CA132A Office Billing

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

DA 154A Specialties Clinic

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

DA154B Periodontic Clinic

This clinic focuses on Periodontics, Preventive Dentistry, Microbiology, and OSHA/WISHA guidelines. The student will study the long term effects of periodontal disease and how to avoid its debilitating effects. The student will also study OSAH/WISHA and will learn the necessary regulations that are mandated for the dental office. The student will also learn the requirements for an office Hazardous Materials and Infection Control Program. They will combine this knowledge with their ability to efficiently practice infection control measures in all aspects of their role as a chairside assistant.

DA154C Operative Dentistry Clinic

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

DA154D Crown & Bridge Clinic

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

DA154E Radiology Clinic

This clinic focuses on the set up and procedures relating to radiology and management of office emergencies. All aspects of radiology and office

emergencies are practiced until competencies are met. The student is also encouraged to continue practicing previously acquired skills.

EX195 Dental Assisting Externship
Upon successful completion of the Dental Assisting, each student is required to complete a 160-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment.

EX196 Medical Assisting Externship
Upon successful completion of the Medical Assisting program, each student is required to complete a 160-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment.

EX197 Medical Billing Externship
Upon successful completion of the Medical Billing each student is required to complete a 180-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment.

EXT198 Retail Externship
Upon successful completion of the Pharmacy Technician program, each pharmacy student is required to complete a retail externship of 120 hours. The Externship is an important culmination of each student's education. The Externship provides the student with the opportunity to apply his/her new

skills to a professional health care environment.
Prerequisite: all program coursework must be completed.

EXT199 Hospital Externship
Upon successful completion of the Pharmacy Technician program, each pharmacy student is required to complete a hospital externship of 120 hours. The Externship is an important culmination of each student's education. The Externship provides the student with the opportunity to apply his/her new skills to a professional health care environment.
Prerequisite: all program coursework must be completed.

GE102 Master Student I
The Student Survival Course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include: Time Management, Memory Skills, Communication skills, Reading Techniques, Note-taking Techniques, Test-taking Techniques, Diversity Critical Thinking, Writing.

GE103 Master Student II
Upon completion of this course students will be able to: (1) review basic labor market information and be able to provide facts supporting the advantages of going to school beyond high school, (2) list the three major factors that employers use in screening out prospective employees, (3) list several basic skills employers want in people hired (4) develop a self-concept inventory then discuss awareness, (5) challenge negative thoughts and replace them with action and positive changes, which enhance self-esteem, (6) enhance their intrapersonal and interpersonal competence in communication and conflict resolution,

Course Prefix

(7) handle personal and work challenges in a satisfying way, while building esteem in self and others, (8) recognize psychological changes during conflict, and (9) recognize the reasons for conflict as well as essential rules for open communication. Students will participate in small group activities, which will reinforce the training.

LB105 Open Lab

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

LB106 Program Orientation

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

MA134 AOB/GYN, Pediatrics, CPR Clinic

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

MA134B Hematology & EKG Clinic

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

MA134C Orthopedic, Eye & Ear Clinic
Procedures relating to the eye and ear are practiced. Orthopedic procedures are performed including ambulatory aids and bandaging of various musculoskeletal injury sites. Assisting with diagnostic x-rays and hot and cold therapies are also discussed. This class also includes vital signs, injections, and venipuncture.

MA134D Physical Exam & Urinalysis Clinic

Instrument identification, sterile trays, bandage, asepsis, cold chemical disinfecting, and hemocult are covered. This class also includes injections, vitals, and venipuncture.

MA134E Asepsis & Surgery Clinic

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

MH107 Math

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

MH145A Pediatric Dosage Calculations

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

MH145B Dosage Calculations

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

MH145C IV Solutions Calculations

In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to stock solutions and pure solution preparations.

MH145D IV Flow Rate Calculations

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

PH135B Basic Pharmacology

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

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

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

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

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



Course Prefix

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

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

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

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

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

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

PH153A Pharmacology

Because of the profound impact medications have upon the practice of medicine, time is devoted to a study of the principles of pharmacology as it relates to the Medical Assistant. This course assists the MA with systems and procedures for handling the various medications.

PT 144A Pharmacy Compounding Lab

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

PT144B Pharmacy Retail Lab

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

PT144C Pharmacy Institutional Lab

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

PT144D Pharmacy Hospital Lab

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

PT144E Pharmacy Chemo Lab

This course is based on stations that concentrate more on the hands on aspects of pharmacy as well as daily quizzes that allows for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on chemotherapy and student will be trained in CPR.

Course Prefix

SC109 Program Terminology
(Medical Billing, Medical Assisting, Pharmacy Technician) This course will provide an explanation of medical terminology with which the health care professional can and will use on a daily basis in the work force. This course will also provide the student with an overview of the body systems. This will help the student gain a better understanding of how the body works.

SC121A ICD-9 Coding
Students will utilize the ICD-9 coding manual to translate verbal descriptions of diseases, injuries, and conditions into numerical designations. The course will stress using the medical dictionary, PDR, and Merck Manual as a resource. Proper use of E-codes and V-codes will be included. Students will also learn correct sequencing on claim forms for optimal reimbursement.

SC121B Third Party Reimbursement
This course will address ICD-9 and CPT coding and the key role they play in reimbursement to the providers of patient health care services. Students will be introduced to DRGs, MDCs, PROs, RBRVS, APGs, APCs, and the Correct Coding Initiative. Emphasis will be placed on how these items impact coding done by medical billing specialists.

SC121C CPT Coding
Students will utilize the CPT manual to properly code procedures and services performed in outpatient settings. Students will learn HCPCS coding and be introduced to procedural coding for inpatient settings. Correct utilization of modifiers will be stressed. Emphasis will be placed on transferring codes to claim forms and reviewing them to ensure all procedures are supported by diagnosis codes.

SC125A Essential Body Systems
This course is designed to develop a working knowledge of body system terminology needed to comprehend and interpret information within medical documents for completing the billing process. Topics covered include the structure, the function, the disease processes, and the terminology associated with the Circulatory, Respiratory, Digestive, and Nervous Systems, and the Special Senses.

SC125B Body System Fundamentals
This course is designed to develop a working knowledge of body system terminology needed to comprehend and interpret information within medical documents for completing the billing process. Topics covered include the structure, the function, the disease processes, and the terminology associated with the Musculoskeletal, Reproductive, Urinary, Endocrine and Integumentary Systems.

SC127A Health Ins. Claims & Forms
This course is designed to acquaint students with the ICD-9 and CPT manuals used for coding diseases and procedures and proper completion of the HCFA 1500 and UB 92 billing forms. Students will become familiar with claim submission requirements for Medicare, Medicaid, CHAMPUS/TRICARE, Workers' Compensation and other private insurance carriers.

SC127B Health Care Billing
This course covers the legal issues affecting insurance claims and medical records, the basics of health insurance, tracing delinquent claims, insurance problem solving, as well as collection strategies.

Course Prefix

**SC131A Anatomy & Physiology
Reproductive, Endocrine,
Life Stages**

The basic structures, functions and pathological conditions of the male and female reproductive system are studied. Stages of human life from fetal development progressing through the pediatric years to adulthood are also studied. The field of endocrinology studies hormones, which act as regulators in the body, that are dependent upon the circulatory system for transportation through the body.

**SC131B Anatomy & Physiology
Cardio, Hematology, Respiratory**

The main route by which nutrients are distributed to the body, waste products are removed from the cells, and the organs communicate with each other in the form of hormonal control is via the blood stream of the body. The cardiovascular system (both the heart and vascular components) by which the blood is disseminated to the body is investigated. The bodies' ability to exchange carbon dioxide with oxygen at both an environmental and cellular level will also be discussed.

**SC131C Anatomy & Physiology
Neurology, Musculoskeletal**

The bony structure called the skeleton and its movement abilities by the muscles will be studied. The nervous system acts 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, and balance.

**SC131D Anatomy & Physiology
GI, Urinary, Integumentary**

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

**SC131E Anatomy & Physiology
Immune, Oncology,
Microbiology**

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

**SC131F Anatomy & Physiology
Musculoskeletal, Integumentary**

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

**SC131G Anatomy & Physiology
Nervous, Psychiatry, Oncology**

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

**SC131H Anatomy & Physiology
Pharmacology,
Digestive, Reproductive**
This course will focus on the anatomy, physiology, laboratory tests, and clinical procedures that are pertinent to the following systems: Pharmacology, Male and Female Reproductive systems, and the Digestive system.

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

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

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

SC146A Pharmacy Ethics & HIV/AIDS
This course focuses on dealing with issues within the work environment, patient confidentiality, and professional ethics. Emphasis is given to telephone etiquette, verbal and written communication,

customer service, and pharmacy ethics. This course also satisfies the Washington State Board of Pharmacy requirements for HIV/AIDS Awareness training. A certificate will be issued to the student upon successful completion.

SC147A Hospital & Parenteral Admix
The student will learn the principals of asepsis as it applies to the preparation of intravenous medications, parenteral nutrition products, and chemotherapy preparations. Topics include administration profiles, drug distribution systems, administration records, types of IV administration supplies and equipment, antineoplastic preparations, and safety procedures.

SC149A Basic Microbiology
In this course, the student will be introduced to basic Microbiology. Topics and 12 lectures will include history, bacterial and viral forms of infections, hygiene, immunity and prevention, infectious diseases, and OSHA standards.

**SC151A Endodontics, Orthodontics,
Oral Surgery, Pharmacology,
Oral Pathology**
This course concentrates upon the set-up, instrumentation, and procedures dealing with the specialty of endodontics, orthodontics, and oral surgery and provides a basic understanding of dental pharmacology and pain control. In addition, students will gain an understanding of normal and abnormal conditions of the mouth.

**SC151B Dental Anatomy, Periodontics
Embryology & Histology,
Microbiology, Tooth Morphology**
The student will be introduced to the concept periodontal disease and the treatments available to reverse the process. Students will learn the principles

Course Prefix

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

SC151C Operative Dentistry

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

SC151D Fixed & Removable Prosthetics

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

SC151E Prevention, Nutrition, Radiology Office Emergencies, CPR

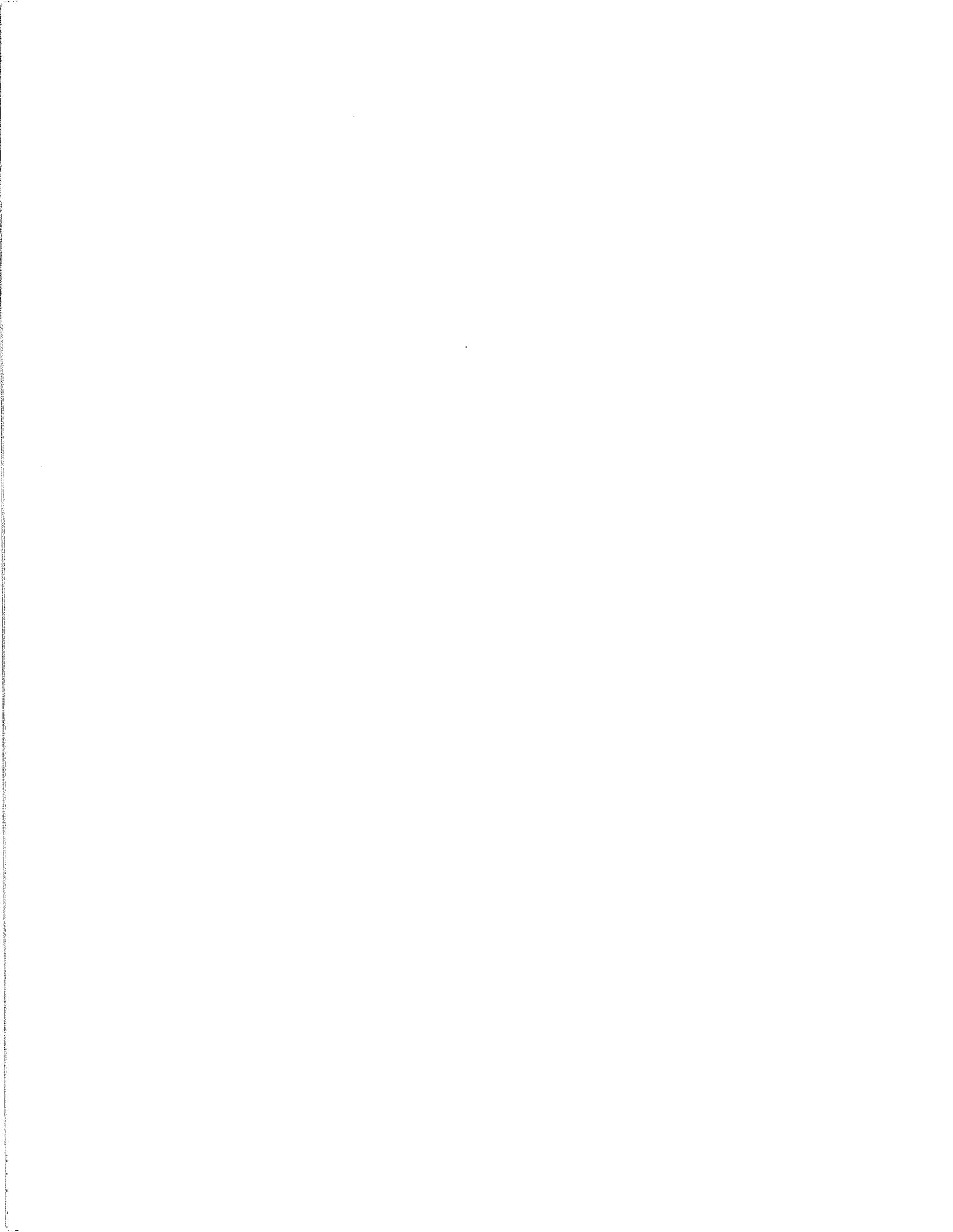
The student will be introduced to the concept of preventive dentistry and patient education in personal oral hygiene. They will learn the theory behind coronal polishing and prophylaxis procedures. The student will learn how to identify normal and abnormal reactions to dental procedures. They will learn protocol for handling emergencies, and life threatening situations. They will also learn what items are needed in the office first aid box, and what OSHA expects as documentation for any office emergency. In addition, the student will concentrate on the principles of dental radiography, which include why, when, and how to expose dental X-rays and how to develop dental X-rays.

SC159A OSHA/WISHA

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



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Jeanette



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