



Eton Technical Institute

2000 Catalog

Volume XVIII

A Tradition of Quality Career Training Since 1922

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About Eton Technical Institute

Accreditation, Approvals and Memberships

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

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

The Medical Assistant 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
(Commission on Accreditation of Allied Health Education Programs)
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 Administrative Services and Director of Education at each campus are always happy to discuss present accreditation, with individual students.



Memberships

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

Licensure

This School is licensed as a Private Vocational School Under chapter 28C.10 RCW. Inquiries or complaints regarding this or any other Private Vocational School may be made to:

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

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**



Advisory Boards

Eton Technical Institute's Advisory Boards insure that educational activities are congruent with the community's business needs. Advisory Board meetings are held on each Eton campus to advise, counsel, and share information with staff members, students, 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.

Approvals

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

Disclaimer

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



A Message from the President

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

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

At Eton Technical Institute, we consider ourselves your partner in success.

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

Wallace W. Wright

President



Mission Statement

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

Institutional Objectives

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

School History and Description

- 1922 Eton Technical Institute was founded by W.B. Barger, and established as Bremerton Business College to serve the Bremerton and the Kitsap Peninsula area.
- 1962 Bremerton Business College was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985.
- 1985 Joseph W. Edmonds acquired Bremerton Business College and changed the school name to Eton Business College. In July of 1985,
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- 1986 Eton acquired Puget Sound Institute of Technology's extension facilities in Everett, Federal Way, and Seattle.
- 1986 The main campus of Eton moved to new facilities in Port Orchard
- 1986 Eton acquired Travel Central and moved to its present campus in Federal Way.
- 1987 Eton opened the doors at its present campus in Everett.
- 1987 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 filed preliminary application for degree-granting status.



Facility Descriptions

Port Orchard Campus

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.

Federal Way Campus

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

Everett campus facilities consist of a 15,000 square foot facility containing lecture classrooms, clinical laboratories and computer labs.

Admissions Information

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
209 East Casino Road
Everett, WA 98208
(425) 353-4888**

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

Admissions Information is available toll free: 1-800-417-7899



Administrative Offices

Office of the President
2203 Airport Way South, Suite 450
Seattle, WA 98134
(206) 382-6250

Admission Procedures

The applicant should schedule a campus tour and meeting with an admission representative of Eton Technical Institute. This allows the student a better opportunity to understand the career programs available, the institution's procedures, and view the facilities and equipment.

Once this is done, an application for admission and an enrollment agreement are completed.

Applicants then meet with a Financial Aid officer to complete funding of their education.

Following the completion of Financial Aid, applicants engage the assessment process. Assessment allows Eton to develop a semi-custom career training program for each student.

Next, applicants meet with education staff to review and learn about the personalized training program to be followed during their educational experience at Eton.

From there, applicants are introduced to the Open Lab, a learning laboratory designed to transition adult students back into the classroom prior to the formal start of classes.

What Makes Eton Students Successful?

Eton's programs have been designed with the adult learner in mind. For this reason, each Eton campus has a Social Worker on staff to assist students in overcoming obstacles to their success. For example, Social Workers can often help with transportation, substance abuse, or housing 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.

Admission Requirements

1. Admission to Eton Technical Institute is based on an assessment process that determines readiness to engage the chosen program.
2. A high school diploma or an equivalent G.E.D. is required for all applicants. High school students may apply for conditional acceptance 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 Assistant programs are required to complete a Hepatitis B immunization series prior to externship, and present official documentation of series. Students are responsible for fees associated with required immunizations.
6. 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.



Calendar and Hours

Academic Calendar 2000

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

Student Holidays 2000

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

Hours of Operation

Office

7:30 a.m. to 10:30 p.m. (Monday-Thursday)
7:30 a.m. to 5:00 p.m. (Friday)

Class Times

Session	<u>Morning Session</u>	<u>Afternoon Session</u>	<u>Evening Session</u>
Class Times:	8:00-12:00 p.m. M-F	1:00-5:00 PM	5:30-10:30 p.m. M-Th



Program Tuition & Fees

MEDICAL ASSISTANT

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

DENTAL ASSISTANT

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

PHARMACY TECHNICIAN

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

MEDICAL BILLING

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

COMPUTERIZED OFFICE ADMINISTRATION

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

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.

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.

2. 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.



Tuition and Methods of Payment

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

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

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

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

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 institute are credited to the student's account in compliance with the current federal regulations.

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 due the institute are not disbursed to the school 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 his/her last date of attendance.

Eton Technical Institute reserves the right to terminate the student's enrollment if he/she fails to meet his/her financial obligations. Eton Technical Institute also reserves the right to withhold all official documents such as academic transcripts, grades and diplomas should a student become delinquent in payments due to the school. 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. Should this occur, the student will be responsible for all collection costs, attorney fees, court costs, and any other reasonable collection cost and charges.

Alternative Loan Programs

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



Scholarships

Campus Based Scholarships

\$1,000 to be applied toward payment of tuition, books, and fees. Four scholarships are awarded yearly at each campus. To be eligible, students must have completed least two modules of instruction at the school, demonstrate 95% attendance and a hold a grade point average (GPA) of at least 3.8. Qualified students are encouraged to participate by filling out all necessary forms and returning them to the Director of Administrative Services. Deadlines for submitting completed applications are March 1, June 1, September 1 and December 1, of each year.

President's Scholarship

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

Other scholarships

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



Modular Program

Schedule

Eton Technical Institute offers its programs on a six-week modular basis. Students may start programs at Eton every six weeks. All students are required to complete a prerequisites module ("Core Mod"). The student's chosen specialty training is provided in the next four or five modules. This is followed by an externship (except COA) where professional level experience is provided. During a module, students may take up to six individual courses. Classes are offered in four-hour block blocks held 8:00 am-12:00 p.m., M-F (morning session), 1:00-5:00 p.m., M-F (advanced programs) or in five-hour blocks held 5:30-10:30 p.m., M-Th (evening session).

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 the topics as they progress, and use fundamental concepts as building blocks for mastery. New students study courses in the same classroom with continuing students. We have found this advantageous for new students because they benefit from the knowledge of more experienced students, who can help them to adjust and guide them along. Students who are farther along in their coursework benefit from assisting new students and reviewing key material repeatedly. Students form strong bonds with one another as they work closely together in the modular classroom. No student is alone, and each student's success depends on everyone else's. Students who have benefited from Eton's modular system note that the close friendships they make, the supportive atmosphere, and constant review and introduction of new material are instrumental to their success while in school and later on the job.

Scope and Sequence

Beyond the Core Module, required of all Eton students, specialty curriculum is presented in a continuous rotation. Each specialty module is designed to bring together compatible concepts from its component courses. Students start their program in the module currently offered at the time of their entry, and progress in order, following the wheel. After completing the Core Module, students may engage their specialty courses at any module. Within special modules, all courses are offered as stand-alone components of curriculum, and do not require further prerequisites. Similarly, courses are designed to be self-contained units.

Each course includes both fundamentals and the more advanced knowledge 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 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. Eton Technical Institute's classes are small, with an average class ratio of 12 students to one instructor. When enrollment in an individual specialty course grows beyond 15 students, instructors have access to additional resources to be able to spend time with individual students.

New Student Orientation

New students need additional help adjusting to being a student and succeeding in the modular system. Eton offers an orientation session for new students to assist them in this transition. The orientation session is a general orientation to Eton, and includes a review of school policies, a tour of the school, and greetings from administrators and faculty. Instructors meet with new students to review study tips, introduce class schedules, and present program-specific information.

During the first week of class, instructors often work with new students, to make sure that they are comfortable and to assess areas of weakness in which students need tutoring. The instructor helps those who need extra help to form study groups and tutoring sessions. Instructors may provide additional study materials for new students. The atmosphere in class is friendly, supportive, and accepting. All students learn to welcome new students into their group, orient them, and teach them how to become self-sufficient. Mentoring occurs easily and naturally. This is excellent training for the real-world job experience. On the job, there will always be new co-workers or supervisors to support and serve, group assignments to tackle, and new procedures to teach and learn. The Eton modular system prepares students with the technical skills they need for their first job and the additional skills they will need for a lifelong career.



Program Content and Credits

Core Courses (Required of all students)

<i>Course #</i>	<i>Summary</i>	<i>Credits</i>
LB106	Program Orientation	0.3 cr.
CA101	Computer applications	1.2 cr.
GE102	Master Student I	0.9 cr.
GE103	Master Student I	0.6 cr.
LB105	Lab	0.9 cr.
MH107	Math	1.2 cr.
SC109	Program Terminology	0.9 cr.

Medical Assistant Courses

Mod 1

- SC131C Anatomy & physiology (senses, neurology, musculoskeletal) 2.4 cr.
- CA132A Billing, Medisoft*, profess.fees, billing, health insurance, coding, Medisoft) 1.2 cr.
- MA134C Clinic, neurology, SS, orth, X-rays) 2.4 cr.

Mod 2

- SC131D Anatomy & physiology, nutrition, GI, urinary, dermatology 2.4 cr.
- BU130C Financial Mgt.,, equipment & supplies management 2.4 cr.
- MA134D Clinic, hemocult, wound C&S, UA, Pt assessment, assist., PE, suture 2.4 cr.

Mod 3

- SC131E Anatomy & physiology, immune system, AIDS ed., oncology, microbiology 2.4 cr.
- PH135A Pharmacology, pharmacology 1.2 cr.
- MA134E Clinic, surgery, medical asepsis, microbiology 2.4 cr.

Mod 4

- SC131A Anatomy & physiology, reproductive, life stages, endocrine 2.4 cr.
- BU130A Office stdrds, med. history, legal concepts, record keeping, health info systems 1.2 cr.
- MA134A Clinic, basic lab and CPR 2.4 cr.

Mod 5

- SC131B Anatomy & physiology, cardiovascular, hematology, respiratory 2.4 cr.
- BU130B Ttranscription, correspondence, mailing, scheduling, travel planning, 1.2 cr.
- MA134B Clinic, EKG,ESR, blood typing, Hct, capillary, collection 2.4 cr.

Externship

- EX198 Externship 5.3 cr



Pharmacy Technician Courses

Mod 1

- SCF131F Anat. & phys., sense organs, musculoskeletal, integumentary, nuclear meds 0.9 cr.
- BU140A Federal law 0.6 cr.
- PH148A Pharmacology & drug classes 0.9 cr.
- SC141A Basic chemistry 0.9 CR.
- Pt 144a Pharmacy lab 2.1 cr.
- BU143A Compounding, manufacturing 0.6 cr.

Mod 2

- SC131G Anatomy & physiology, nervous, psychiatry, oncology 0.9 cr.
- BU140B Washington State law 0.6 cr.
- PH148B Pharmacology & Drug Class 0.9 cr.
- BU142A Retail pharmacy, records management 0.9 cr.
- PT144B Pharmacy lab 2.1 cr.
- MH145A Pharmaceutical calculations 0.6 cr.

Mod 3

- SC131H Anatomy & physiology, pharmacology, digestive, reproductive system 0.9 cr.
- BU140C Washington State law 0.6 cr.
- PH148C Pharmacology and drug class 0.9 cr.
- PH135B Basic pharmacology 0.9 cr.
- PT144C Pharmacy lab 2.1 cr.
- MH145B Pharmaceutical calculations 0.6 cr.

Mod 4

- SC131I Anatomy & physiology, urinary, cardiovascular, respiratory 0.9 cr.
- BU140D Washington State law 0.6 cr.
- PH148D Pharmacology & drug class 0.9 cr.
- SC147A Hospital pharmacy, parental admix 0.9 cr.
- PT 144D Pharmacy lab 2.1 cr.
- MH145C Pharmaceutical calculations 0.6 cr.

Mod 5

- SC131J Anatomy & physiology, blood, lymphatic, immune, endocrine 0.9 cr.
- SC146A Pharmacy ethics, comm., HIV-AIDS 0.6 cr.
- PH148E Pharmacology & drug class 0.9 cr.
- SC149A Basic microbiology 0.9 cr.
- PT144E Pharmacy lab 2.1 cr.
- MH145D Pharmaceutical calculations 0.6 cr.

Externship

- EX198 Retail externship 4 cr. *plus*
- EX199 Hospital externship 4 cr.



Dental Assistant Courses

Mod 1

- SC151A Endo/orth/oral surgery, Endodontics/orthodontics/oral surgery/pharmacology 2.4 cr.
- BU152A Special needs patients, pregnancy, handicapped, children, AIDS & hepatitis 1.2 cr.
- DA154A Clinic, Endodontics, general clinic 2.4 cr.

Mod 2

- SC151B Perio/oral path/anatomy periodontics/oral pathology/microbiology/tooth morphology head and neck anatomy/embryology/histology 2.7 cr.
- BU153A Office administration, front office 0.9 cr.
- DA154B Clinic, periodontic, general clinic 2.4 cr.

Mod 3

- SC151C Operative dentistry, instrumentation 2.4 cr.
- BU156A Law and ethics, law and ethics 1.2 cr.
- DA154C Clinic, general clinic 2.4 cr.

Mod 4

- SC151D Fixed/removable prosthetics, crown and bridge, partials, dentures 2.4 cr.
- BU153B Office dynamics, psychology, dental psychology 1.2 cr.
- DA154D Clinic, crown and bridge, general clinic 2.4 cr.

Mod 5

- SC151E Prevention, radiology, nutrition, office emergencies, CPR 2.4 cr.
- SC159A OSHA/WISHA, OSHA/WISHA 1.2 cr.
- DA154E Clinic, radiology, general clinic 2.4 cr.

Externship

- EX198 Externship 5.3 cr.

Computerized Office Administration Courses

Mod 1

- BU116A Office Procedures 2.4 cr.
- CA110A Keyboarding, Keyboarding for Windows 1.2 cr.
- CA112A Word Processing 1 (Word 97) 2.4 cr.

Mod 2

- CA113A Database Management (Access 97) 2.4 cr.
- CA110B Keyboarding, keyboarding for Windows 1.2 cr.
- CA114A Spreadsheets I, Excel 97 2.4 cr.

Mod 3

- CA114B Spreadsheets II, Excel 97 2.4
- CA119A 10-key, General Math 10-key 1.2 cr.
- BU115A Bus. Math/PowerPoint, Payroll Taxes, Markup/Markdown, Bank Recs. 2.4 cr.



Mod 4

- BU116B Business Communications, oral and written communications 2.4 cr.
- CA110C Keyboarding, keyboarding for Windows 1.2 cr.
- CA112B Word Processing II, Word 97 2.4 cr.

Mod 5

- BU117A Accounting Fundamentals 2.4 cr.
- CA110D Keyboarding, 1.2 cr.
- CA118A Automated Accounting 2.4 cr.

Medical Billing Courses

Mod 1

- SC125A Medical terminology, circulatory, respiratory, digestive 2.4 cr.
- SC121A ICD-9/CPT coding, circulatory, respiratory, digestive 2.4 cr.
- CA126A Medical transcription, appt. scheduling, payroll, operative reports 1.2 cr.

Mod 2

- SC127A Medical forms, HFCA1500, UB, 92 claim forms 1.2 cr.
- SC121B ICD-9/CPT coding, evaluation, x-ray, lab, modifiers, surgery, medicines 2.4 cr.
- BU124A Office admin., billing, forms, billing procedures, medical terms, legal issues 2.4 cr.

Mod 3

- SC125B Medical terminology, musculoskeletal, urinary, reproductive 2.4 cr.
- SC121C ICD-9/CPT coding, musculoskeletal, urinary, reproductive 2.4 cr.
- BU124B Customer relations, communication skills, different personality types 1.2 cr.

Mod 4

- CA126B Computer billing, Medisoft, billing using Medisoft software 2.4 cr.
- SC127B Health claims, interpret insurance contracts, processing claims, central billing 2.4 cr.
- BU129A Medical law and ethics, knowledge of medical laws and ethics 1.2 cr.

Externship

- EX198 Externship 4.0 cr.



Detailed Course Descriptions

Core Module Course Descriptions

GE102 Master Student I (Student Survival Course)

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 (Social Service)

After successful completion of this course, students will possess the ability to: (1) develop a self-concept inventory then discuss awareness, (2) challenge negative thoughts and replace them with action and positive changes, which enhance self-esteem, (3) to enhance their interpersonal and interpersonal competence in communication and conflict resolution, (4) handle personal and work challenges in a satisfying way, while building esteem in self and others, (5) Recognize psychological changes during conflict, and (6) 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.

GE103 Master Student II (Graduate Services)

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. This session builds on the employer's expectations by introducing the skills concept. The activities provide structure for understanding the types of skills and the identification of specific skills that all students possess. This session also presents a worksheet that begins to define the "Ideal Job" for each student. It is used to create a graphic image of the ideal job in the job wheel. Additional activity includes worksheets that will help the students explore specific job titles related to their educational background.

MH107 Basic 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.

CA101 Computer Applications

This course is designed to develop basic keyboarding skills used in today's professional environment. The student will learn proper finger placement and ten-key techniques through application and repetition of operations that incorporate review and practice with various documents and mathematical applications. Topics in this course include: Computer Operations and Terminology, Keyboarding, Ten-key, MS Word, and MS Excel.



LB105 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.

SC109 Program Terminology

This course will provide an explanation of terminology, which the student will use on a daily basis in the work force. This will help the student gain a better understanding of how the body works. Topics in this course include basic word structure, suffixes, prefixes, and body structures.

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.

Medical Assisting Course Descriptions

BU130A Office Standards (Law and Ethics)/ Intro to Transcription

Overview of the legal system as related to the medical field, ethics, bioethics, tort law, contract law, legal terminology and responsibilities of the Medical Assistant are covered. Also covered are certification Vs registration in Washington standard and the importance of being involved in a national professional organization. Computer lab will be utilized for introduction to transcription.

SC131A-F Applied Anatomy / Medical Terminology

Structure and function of the body systems and common diseases associated with these systems. Related Medical Terminology for each system will be covered. Microbiology will be covered in the 511 material.

MA134A-E Clinic

Clinical procedures for the medical clinic including, charting, medical asepsis, vital signs, universal precautions and OSHA Blood Borne pathogens standards. Medical Laboratory testing and diagnostic testing, assisting with medical exams and back office procedures will be covered.

CA132A Financial Management / Medisoft Computer Program

Medical office procedures including accounts receivables / payable, payroll, inventory control, professional fees. The "Medisoft" computer program is utilized for application in a clinic-like scenario.

BU130B Medical Office Procedures

Course covers medical office procedures including reception, appointment scheduling, office mail, telephone skills, and medical filing procedures.



BU130C Billing/Coding/ Management

Introduction to medical insurance terminology, terms, phrases, and abbreviations. Basic forms related to the billing process are introduced, basic billing concepts, collection techniques, ICD-9, and CPT coding will be covered.

PH135A Pharmacology

This course covers basic concepts in pharmacology, including nomenclature, reference materials, actions and classifications. Also covered are the legal implications and rules regarding controlled medications.

EX198 Externship

After all course work is completed, the MA student is required to complete 164 hrs in a medical practice setting where they will be able to utilize the skills and knowledge learned in the program. They will have a maximum of eight weeks to complete the extern. Sites can be arranged by the student with Faculty approval or by the extern coordinator in one of our existing sites. Skill check-offs as well as personality characteristic evaluations will be done by the clinic staff. This is to be an unpaid educational experience.

Pharmacy Technician Course Descriptions

SC131A-F Anatomy and Physiology

The focus of this course is to provide the student with an overview of the body systems. This course will provide a simple non-technical explanation of medical terms with the description of anatomy, physiology and pathology. The student will become familiar with the associated abbreviations pertaining to each system.

BU140A-C Washington State Pharmacy Law

In this course, the student will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. The student will understand how these laws impact the practice of pharmacy. Each course applies to a specific section of the Washington Administrative Code (WAC) or Revised Codes of Washington (RCW).

BU148A-D Pharmacology Drug Classification

The student will be able to identify generic and trade name medication drug classifications, patient warnings, side effects, adverse effects, and contraindications.

BU142A Introduction to Retail / Pharmacy Records Management

The goal of this course is to familiarize the student with all phases of prescription processing. This includes the reading and interpretation of prescription orders, profile management, third party processing, manually filling, and labeling the prescription.



PH144A-E Pharmacy Lab

This course provides each student with teacher directed practicum, skill applications, and theory development relevant to retail and hospital pharmacy practice.

PH145A-D Pharmaceutical Calculations

In this course, the student will review mathematical skills and concepts as they pertain to pharmacy practice. This course will concentrate on systems of measurements, pediatric dosing intravenous admixture calculations, stock solution, and pure solution preparations used in the pharmacy practice.

PH135B Basic Pharmacology

This course provides an overview of pharmacology, drug sources, dosage forms, drug standards, drug names, drug addiction and drug actions.

SC147A Intro to Hospital Pharmacy and Parenteral Admix

The students will learn the principles of asepsis as it applies to the preparation of intravenous drug administration, Parenteral nutrition product and chemotherapy. Topics include: admissions profiles, drug distribution, medication administration records, types of IV administration sets and associated equipment, antineoplastic preparations and safety preparations.

PH148E Basic Microbiology/Aids Awareness

This course provides student with a basic understanding of Microbiology, body defenses, and infectious diseases. This course also provides basic HIV / AIDS Awareness Training for the Health Care Worker as required by the Department of Health and the Washington State Board of Pharmacy.

BU140D Federal Pharmacy Law

Students will learn responsibilities requirements, and standards mandated by the U.S. Drug Enforcement Administration. How these laws impact the practice of pharmacy is covered.

SC141A Basic Chemistry

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

BU143A Manufacturing and Repackaging

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



EX199 Hospital Extern

Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship, within a four week period, in a hospital pharmacy setting. Externships are a supervised academic experience, and will be completed without monetary compensation. Students must begin the externship no later than 2 weeks after completing all other required courses.

EX198 Retail Extern

Upon successful completion of classroom instruction and practical training, students are required to demonstrate their skill proficiency in a 120-hour externship, within a four-week period, in a retail pharmacy setting. Externships are a supervised academic experience, and will be completed without monetary compensation. Students must begin the externship no later than 2 weeks after completing all other required courses.

Dental Assisting Course Descriptions

BU159 Special Needs Patient

This class studies care of patients with special needs: the elderly, children, and the handicapped.

BU153A Office Administration

This class explores the various elements in managing an office plus knowledge of dental forms, scheduling, and reception skills.

BU156A Law and Ethics

During this class, the student develops an awareness of the current laws as they applies to the dental office and learns the concept of risk management.

BU153B Office Dynamics

This course focuses on relationships with co-workers and employers, communication skills, stress management, anger management, and conflict resolution.

DA154A Clinic

This laboratory course introduces the student to selected dental materials and to specialty dental procures and technique for chair side assisting, and instrumentation.

DA154B Clinic

In the field of periodontics, the student learns the instrumentation used at chair side; how to complete a coronal polish and give oral hygiene instruction, and early detection of the onset-of periodontal disease.



DA154C Clinic

This course provides guidance and practice in the many techniques essential to being a successful dental assistant; also the practice of fourhanded dentistry.

DA154D Clinic

In this course, the student studies the types, functions purpose, and materials of fixed prosthodontics and practices assisting the dentist during fixed and removable prosthodontics procedures in a clinic setting.

DA154E Clinic

The student will learn and practice all areas of radiology plus taking, developing, duplicating, and mounting x-rays. This course also teaches the principles of infection control and why it is important. It covers handling of infectious waste, accident prevention hazardous material protocol, and MSDS mandated book.

SC151A Endo/Othrodontic/Oral Surgery

The student will learn instrumentation, theory, and the fourhanded dentistry techniques. This course includes types of oral surgeries performed in general practice, as well as the oral surgery specialty office. The student will learn basic surgery procedures to assist the dentist. Medications and legalities involved with surgery patient care included.

SC151B Perio/Oral Pathology

This course offers a basic understanding of what periodontal disease is how it can be prevented, and how a nutritious diet and the proper home care can reduce patient risks. Basic treatment and prevention of gum disease will be covered. The student will learn a basic understanding of common oral lesions and pathology, which will help them understand oral conditions and facilitate communications with the dentist and patient.

SC151C Operative Dentistry

The student develops an understanding of the basic restorative procedures and knowledge when assisting the dentist. This includes material comprehension, instrument ordering, and equipment operation.

SC151D Fixed and Removable Prosthetics

The student studies the utilization of alginates, waxes, impressions, and custom trays, as they relate to crown and bridge work. The fourhanded is covered concept with its relation to crown and bridge. Students develop an understanding of the effects and limitations of removable prosthodontics. The assistant's role in removing prosthodontics is also covered.

SC151E Prevention/Radiology

The students will learn about radiation safety and how to protect themselves and patient from over-exposure. This course also focuses on practical radiology skill expected of the assistant. The student also learns the different film sizes and how to mount x-rays.



SC159A OSHA/WISHA

This course teaches the principles of infection control and why it is important. It covers subjects such as; handling of infectious waste, accident prevention, hazardous material protocol, and how to put together a federal MSDS mandate book.

EX198 Externship

Upon successful completion of all coursework and Hepatitis B immunization series, each student is required to complete an externship of 180 hours within a period of eight weeks. This is a very important part of the student's education and allows the student the opportunity to apply his/her new skills in a dental office.

Medical Billing Course Descriptions

SC125A Medical Terminology

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

SC121A ICD-9 /CPT Coding

Students utilize the ICD-9 and CPT coding manuals in relationship to medical billing and claims processing. In addition students will be introduced to HCPCS coding, the medical dictionary and the PDR (Physicians' Desk Reference). Coding assignments will focus on the circulatory, respiratory, and digestive systems.

CA126A Medical Transcription

This course is designed to prepare the student to transcribe medical dictation for patients' medical records. Includes tools of transcription, transcription guidelines, and simulated dictation. Students are also given an overview of appointment scheduling, payroll and manual accounting systems.

SC127A Medical Forms

The student will learn to use ICD-9 and CPT manuals for coding diagnoses and procedures; will familiarize themselves with different types of medical reports (triage, diagnostic, operative, and medical history); and will learn how to use these reports to bill for services rendered. They will also learn how to properly complete the HCFA 1500 and UB-92 hospital claim forms.

SC121B ICD-9/CPT Coding

Students utilize the ICD-9 and CPT coding manuals in relationship to medical billing and claims processing. In addition, the students will utilize the HCPCS, medical dictionary, and PDR. Coding assignments will focus on the coordination of ICD-9 and CPT for optimal reimbursement. Utilization of modifiers will be discussed. Students will transfer codes to claim forms and learn how to review codes utilized when claims are rejected by insurance carriers for coding errors.



BU124A Medical Office Administration

This course is designed to enable the student to utilize the ICD-9 AND CPT coding manuals in relationship to medical billing and claims processing. Students will utilize the HCPCS, medical dictionary and PDR manual.

SC125B Medical Terminology

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

SC121C ICD-9/CPT Coding

Students utilize the ICD-9 and CPT coding manuals in relationship to medical billing and claims processing. In addition, students will be introduced to HCPCS coding, the medical dictionary and the PDR. Coding assignments will focus on the skeletal, muscular, urinary and reproductive systems.

BU124B Customer Relations

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

CA126B Computer Billing

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

SC127B Health Claims

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

BU129A Medical Law and Ethics

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



EX198 Externship

Upon completion of Modules 1 – 5 of the program, the student is required to complete an externship of 160 hours within a six-week period. This is a crucial part of the students' education. This experience allows the student an opportunity to apply skills in a medical facility under supervision of qualified personnel. Externships are a supervised academic experience and will be completed without monetary compensation. Students must begin the externship no later than two weeks after completing all required courses.

Computerized Office Administration Course Descriptions

CA112A-B Word Processing I and II

Beginning and intermediate word processing course using Microsoft Word. Subjects covered include creating, formatting, editing, and printing a document, mail merge, columns and tables, styles and templates, graphics, outlining features, and hyperlinks

CA114A-B Spreadsheets I and II

Hands-on introduction to beginning and intermediate spreadsheet applications in Microsoft Excel. Topics covered include keying data, creating simple worksheets with formulas, using functions, creating charts and maps, and using Excel's database features.

BU116A Office Procedures

This course will help the student develop a broad range of office skills. Topics covered include filing, mailing handling, telephone techniques, e-mail and faxing techniques, travel arrangements procedures, and attitude and behavior skills conducive to good job performance.

CA118A Automated Accounting

This course introduces the student to an electronic business accounting program designed for personal and/or business users in managing a business. Accounting theories and computerized accounting applications are reinforced.

BU115A Business Mathematics

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, payroll procedures, income taxes, markup, and markdown calculations.

BU117A Accounting Fundamentals

This course covers basic accounting theory and concepts. Topic include the accounting cycle, T-account and general ledger transactions, financial statement preparation, preparing a general journal, journalizing and posting adjusting entries, bank reconciliation, and establishing petty cash, change, and over and short funds.



BU110 Business Credit & Collections

This course will compare different methods of collecting accounts. Current laws and regulations will be reviewed. Different methods of telephone collection skip tracing and small claims court usage will be studied. A primary focus will be on how patient information and office financial policies can prevent the need for collection agencies.

CA102 Advanced Computer Application

This course offers intermediate word-processing and spreadsheet applications. Emphasis will be on payroll, inventory worksheets, charts and mathematical tables. The student will learn the fundamentals to create various business spreadsheets, apply formulas, and prepare charts and graphs for business presentations

SC131 AIDS/HEP Training

Detailed presentation of AIDS/HEP including Blood Borne Pathogen Standards. This course also utilizes the Washington State "Know" Curriculum to fulfill the 7-hr. requirement for health care workers.



Graduate Services and Job Placement

The placement assistance program is a very important component of Eton's offering, since our mission is to train graduates for success in the working world. Eton provides students with lifetime training and skills development for effective job search and career improvement. Graduate Services Director at each campus works with students individually to smooth rough edges, educate, and help students reach for new opportunities.

Students develop job search skills that help them to find their first job and subsequent jobs after graduating from Eton.

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

Follow-up with Graduates and Employers

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

Note: No ethical school can *guarantee* you a job.

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 use of the training is up to 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. Meet all clinical and externship requirements.
4. Satisfy all other academic requirements for graduation.
5. Satisfy all non-academic requirements such as payment of tuition and fees.

ACADEMIC INFORMATION

Terminology

Academic Year

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

Award Year

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

Exemption Credit

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

Module

An academic period six weeks in length. (MOD)

New Student

A student who has not previously attended classes at Eton Technical Institute or who re-enters after a one-year (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. Courses 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 Federal Student

Financial Aid payment purposes the quarter-credit hour conversion is 20 hours of instruction (including lab and extern hours) = one credit hour.

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

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

Re-entry Student

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

Regular Student

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



Student-Teacher Ratio

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

Ratio for lecture classes usually do not exceed 30:1

Ratio for lab classes usually do not exceed 15:1

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

Transfer Credit

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

Week of Instruction

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



Transfer Credit & Course Exemption

Acceptance of Transfer Credit

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

In the case of veterans, Eton will review previous education and training and adjust credit and tuition where appropriate, in accordance with the Department of Veteran's Affairs Regulations CFR 21.4253 (d) (3).

Transferring Credits Earned at Eton to Other Institutions

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

Course Exemption

Students with experience or previous training may request and take a one-time exemption examination during the first week of each class. Students may not exempt out of more than 15% of their total program credits.

Students must pass the examination with a minimum of 90%. Upon successfully passing the examination, students receive an "A" grade on their transcript. They are also awarded the number of credits allocated to the course.

Program Transfers

Program transfers must be approved and processed by the Director of Administrative Services. In such cases, the school's refund policy shall be applied to the student's obligation unless the change is made prior to the third week of his or her first module completion. If the student transfers on or before the three week period, the student will be charged a \$300.00 program transfer fee that will be added to their financial obligation for the new program of study. Should the student fail to begin their new program of study on the designated start date, he or she will be charged according to the regular refund policy as stated on the back of the Enrollment Agreement for their prior enrollment. Credits completed or attempted in the prior program will not affect satisfactory academic progress in the student's new program of study. However, students may change programs a maximum of two times.



Curriculum

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

Grading System

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

Grading Scale for all courses *except* Pharmacy Technician

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

Pharmacy Technician Grading Scale

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

Grade Point Average

A student's cumulative grade point average, (CGPA), is calculated on course exempt credits and on credit hours earned at Eton. The CGPA is computed by taking the credit value of each class multiplied by the value of the grade earned in each class. The accumulated number of all classes is then divided by the total number of credits attempted. The letter grade of "F" is counted as hours attempted, but not credit hours successfully completed.

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

Other Marks of Progress

Pass / Fail

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



Repeat Credits

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

Incomplete

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

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

Withdrawal

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

Remedial Courses

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



Student Attendance Policy

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

Attendance

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

15 hours absent	Progress Report	The instructor will complete a progress report and may meet with the student.
25 hours absent	Probation One	The student will be placed on his/her first probation.
30 hours absent	Probation Two	The student will be placed on his/her second probation.
35 hours absent	Termination	The student will be terminated.
Progress Reports	[varies]	Three progress reports result in probation. Progress reports are cumulative throughout the module.

Attendance Probation Periods

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

Satisfactory Academic Progress

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



Evaluation and Standards

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

1. Qualitative components: grades, work projects completed and other comparable factors are measurable against a norm. Students must maintain a 2.0 grade point average or better each module. Students must pass all courses and labs with a letter grade of "C" or better, and all externships with a letter grade of "P".
2. A student must complete 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:

Minimum Successful

Required Evaluation Point:	25% of allows time ⁽¹⁾	50% of allowed time ⁽²⁾
Minimum CGPA	1.25	1.5
Course Completion		
% of Courses Attempted	55%	60%

(1) Students not meeting this standard will be placed on probation

(2) Students not meeting this standard will be terminated

Academic Probation

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

Withdrawal *See the refund section of the catalog (page 48)*

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

Readmittance after Termination

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

1. Students may reapply to the college six weeks after their last date of attendance or at the discretion of the campus administration.
2. Students must submit to an appeal board, in writing, the reason they are now motivated to complete their program while maintaining satisfactory academic progress.
3. Members of the appeal board are responsible for accepting or rejecting the student's appeal for reentry. Decisions of the appeal board are final.



4. A student whose appeal is accepted must complete all reentry paperwork with campus administration including Financial Aid.

5. At reinstatement the student's prior academic, attendance, and probation(s) records will be carried forward if the student is re-entering the same program within one calendar year from his or her last date of attendance.

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

Student Academic Appeal Process

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

Leave of Absence Policy

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.

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

The following criteria apply:

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

If a student's LOA is nine (9) to 15 calendar days in any one module, an incomplete may be granted for that module. This will be noted as an "I" on the student's transcript. The student must successfully complete all course work within seven days. 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. Students will have to pay a repeat credit charge when returning to take any credits for which an "F" grade was earned.

If a student's LOA is 16 days to 60 calendar days, their transcript will be noted with an "L" for all classes attempted during the mod from which the LOA was granted. Any classes noted with an "L" will remain on the student's permanent transcript.

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



Student Conduct Policies

Student Conduct

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

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

Student responsibilities include:

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

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

Dress Code: General

Eton trains students for employment in the health care industry. In order to effectively train students for employment in this highly professional field, a professional appearance, and professional conduct, is important. The following 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; T-shirts

Medical and Dental Student Dress Code

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

Pharmacy, Medical Bill, and Computerized Office Administration Dress Code

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



Tutoring

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

Dean's List

Students who achieve a grade point average of 3.5 to 4.0 and a 90 to 100 percent attendance at the end of the module are placed on the Dean's List.

Students who maintain the above status throughout their program of study will graduate with honors at the graduation ceremony.

Student Honor Society

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

Student Records

In compliance with Public Law 93-380 of 1974, The Family Educational Rights and Privacy Act, Eton Technical Institute has adopted policies and procedures 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 college and the signature of the registrar. Transcripts of students' previous education that have been submitted to Eton Technical Institute become the property of the college and cannot be returned to the student. Eton Technical Institute does not issue or certify copies of transcripts from any other institution. Eton Technical Institute also reserves the right to withhold all official documents such as transcripts, grades, diplomas and degrees should the student become delinquent in any payments due



to the school.

Ethical and Nondiscrimination Standards

Eton Technical Institute does not discriminate against anyone based on age, sex, religion, race, national origin or physical challenge. Eton Technical Institute will not enroll a student who, 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 handicapped 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. Physically challenged students are responsible for contacting the Director of Administrative Services for an initial interview to assess their needs prior to beginning the Core Module. Students are also responsible for identifying themselves and their needs to each instructor not 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 Administrative Services on each campus is the designated individual to handle inquiries regarding ethical or nondiscrimination policies.

Drug Awareness

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

1-800-622-HELP.

Eton Technical Institute prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students and employees on its property and at any school activity. 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 Administrative Services. Violation Eton's tough anti-drug policy will result in appropriate disciplinary actions, including expulsion of the student and termination of the employee. The appropriate law enforcement authorities may also be notified.

In certain cases, students or employees 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 Administrative Services.

Weapons Policy

No weapons of any type are allowed on campus. This includes, but is not limited to, hand guns, rifles, pepper spray, knives, and any other device designed 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 Council

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

Student Grievance Policy

Many questions or concerns that students may have can be resolved simply through discussion. In the event a student has a concern or feels their rights have been violated, the following procedures 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 Administrative Services. Upon receiving a student's written statement, the Director of Administrative Services 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 Administrative Services. The appeals committee is selected by the Director of Administrative Services or Corporate Officer and is comprised of six (6) neutral individuals: two from the faculty, two from corporate and two staff plus the Director of Administrative Services (a non-voter). The committee will make a decision by simple majority vote and communicate the decision in writing to the Director of Administrative Services and President. The student will then be notified of the decision. The appeals committee decision is final and binding.



Student Complaints

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

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

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



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 or degree, 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**

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.

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}$$

Consumer Information

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

- 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 G.E.D.
- 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, F.A.F.S.A. This is used to determine eligibility for all types of financial aid programs. Once processed the application will produce an Expected Family Contribution, E.F.C.

This number is calculated by the Federal Student Aid Central Processing System. To be eligible for a Federal Pell Grant, the E.F.C. must be equal to or less than \$2,800 for the award year 1998/99. Financial Aid award years begin July 1 and end June 30.

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

Borrower Rights and Responsibilities

The borrower has the right to:

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

The borrower has the responsibility to:

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



Verification Process

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

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

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

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

Financial Aid Transcripts

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

Selection of Eligible Applicants

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



Federal Pell 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

This grant is available to students with exceptional financial need with priority given to Federal Pell Grant recipients. SEOG awards are given to those students with the lowest expected family contribution (EFC) 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.

Federal Family Parent Loans

The Federal Family PLUS Loan is available to parents of dependent students that are subsidizing the student's educational expenses. Parents may borrow up to the cost of the education less other financial aid received for each dependent student. 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 second disbursement unless the parent qualifies for and is granted a deferment by the lender. The minimum payment is \$50 per month with a maximum ten-year repayment schedule. The actual payment and repayment schedule is determined by the total amount borrowed. Applications can be obtained from Eton Technical Institute's financial aid office or from a lender selected by the parents. For deferment information, contact the Financial Aid Officer at the campus.

Federal Family Stafford Loans

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

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

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



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.

Refund Policy

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

Cancellation and Refund Policy (Prior to Start)

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

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

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

Refund Policy upon Class Entrance

Computation of all refunds 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, the Higher Education Act, as amended in 1992, requires that all possible refunds be calculated to determine which refund is largest.

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

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



Option One: Pro Rata Refund

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

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

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

A reasonable administrative fee is defined as documented charge of the lesser of 5% of the tuition, fees, room and board, and other charges assessed the student, or \$100.

The period of enrollment is determined by: For programs measured in credit hours, dividing the total number of weeks comprising the enrollment period for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance. The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other school publications. However, the refund will be based upon the refund policy that yields the larger refund to the student.

Option Two: State Refund Policy

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

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

Student Withdrawal Charges

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

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



Administrative and Legal Control

Shareholders

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

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Alexander Hehmeyer
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Director of Administrative Services

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Director of Education
Director of Administrative Services



Faculty and Staff

Alisa Loosveldt, CMA	Instructor	Clover Park Vocational College
Barbara Lipp, CPhT	Instructor	Erie Community College
Barbara Parker, BS, CMA-AC, RICS	Instructor	University of Arizona
Becky Jo Bealer, MA, MLT, CPT, AOS	Instructor	Apollo College
Beula Robb, BA	Instructor	University of Washington
Bill Owen, BS	Instructor	Southern Illinois University
Cari Crabtree, BS	Instructor	Brigham Young University
Cathi Cole, CDA	Instructor	Edmonds Community College,
	ATA	
Cecelia Paxton, MA	Instructor	Citrus College
Charlene Mitchell, BA, HCA	Instructor	Marylhurst College
Charles Hoff, BSEd	Instructor	Pennsylvania State University
Christine Payton, AAS	Instructor	Edmonds Community College
Clifford Larrieu, CPT	Instructor	US Army Acad.of Health
	Science	
Connie Terry, CDA	Instructor	Academy of Health Sciences
Cynthia Thomas	Instructor	
Darlene Hunziker, CDA, cdpma	Instructor	National Education Center
David Rutherford, BS	Instructor	University of Iowa
Diane Sandvick, AAS	Instructor	Edmonds Community College
Dianne Welzbacker, BA	Instructor	University of Washington
Dixie Burt	Admissions	
Don Hornbeck, DDS	Consulting Dentist	University of Washington
Donald Swanson, DDS	Consulting Dentist	
Donna Lange	Customer Svc.	
Doreen Davis, MaED	Instructor	City University
Elizabeth Howland,	Student Svcs. Adv.	
Ernest Adcock, BA, BS, Mdiv	Instructor	Diocesan School of Theology
Frank Sanchez, PhT	Instructor	Academy of Health Sciences
Gail Burns, RMA	Instructor	Eton Technical Institute
Gerry Landes, MA	Instructor	Northwest College for Medical
		Assistants Institute
James Naeher, BS, MS	Grad. Svcs. Adv.	BS, University of Maryland
		MS, Chapman University
Janet DeShryver, DA	Instructor	Southern California Regional
		Occupational Center
Jacqueline Lambie, BS, MA	Grad. Svcs. Adv.	BS, City University
		MA, Bastyr University
Jeana Richards-Crosby, NCMA, CNA	Instructor	Clover Park Technical, Eton
		Technical
Jennifer Marwill, DDS	Consulting Dentist	
Jerien Binney, CDA	Instructor	National Education Center
Jerri Esquibell	Cust.Service Rep.	
Jerry Rook	Admissions	
Jill Biffle, MA	Instructor	Eton Technical Institute



Kathy McGuire, BA, MA

Kati Naatus, NCMA
Kelly Holmes, MD
Kim Lothyan, BS, MBA

Kirk Doughton, BS
Krista McClimans, BA
Kristi Jones, RC, CPhT
Lanette Riehl
Laura Thompson, AAS, RT
Linda Barrett
Lisa Cook, RMA, CMA
Lois Heck, CMA, RMA
Lorraine Cronk, BS
Louie Figueroa, PA, CMA

Marvel Gray, RICS
Michele Culleney, NCMA, CNA
Michelle Golder
Nancy Aurand, BM, BMT

Natalie Graham
Nettie Bell, CMA
Pam Ada
Ricki Fordham
Robert McFarland, DDS, MAGD, ABGD
Shane Madson, PhT
Stacey Lillquist
Sue Bennett, PhT
Terry May, MA
Theresa Thompson, MA
Tim Gruhalla, BS
Timothy Allen, BS, CPhT
Tina Born, DA

Tryra Stewart

Admissions Central Washington University
LIOS at Whitworth

College
Instructor Eton Technical Institute
Consulting Doctor
Dir. of Education BS, Brigham Young University
MBA, Western

Wash.Univ.
Instructor University of Oregon
Instructor Western Washington University
Instructor
Customer Svc. Rep
Instructor Columbia Community College
Admissions
Instructor Apollo College
Instructor Eton Technical Institute
Instructor Western Washington University
Instructor George Washington University,
BS
University of Washington, PA

Instructor
Instructor Eton Technical Institute
Customer Svc. Rep
Admissions BM, Northern Illinois
BMT, Michigan State University

Dir. Admin Svcs.
Instructor National Education Center
Financial Aid Off.
Financial Aid Off.
Consulting Dentist
Instructor Naval School of Health Sciences
Dir. Admin Svcs.
Instructor Olympic Community College
Instructor Naval Undersea Medical Institute
Instructor Eton Technical Institute
Admissions Central Wash. State University
Dir. of Education Southern Illinois University
Instructor Southern California Regional
Occupational Center University,
Chabot College

Dir. Admin Svcs.



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Telephone Numbers:

1-800-622-HELP. 47

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