





1.866.888.ETON  
[www.etontech.com](http://www.etontech.com)

Everett · Port Orchard · Federal Way · Tacoma



## A Message from the President

I'd like to personally welcome you to Eton Technical Institute and congratulate you on your decision to invest in your future through education.

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

Being successful at Eton, and in the world of work, may require you to step outside your comfort zone and try new things or adopt new habits.

Adjusting to new experiences can make you feel uneasy and insecure. Eleanor Roosevelt once said "You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do." I encourage you to meet your challenges with courage, to put all of your effort into becoming the best you can be.

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

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

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

Wallace W. Wright  
President

## MISSION STATEMENT

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

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

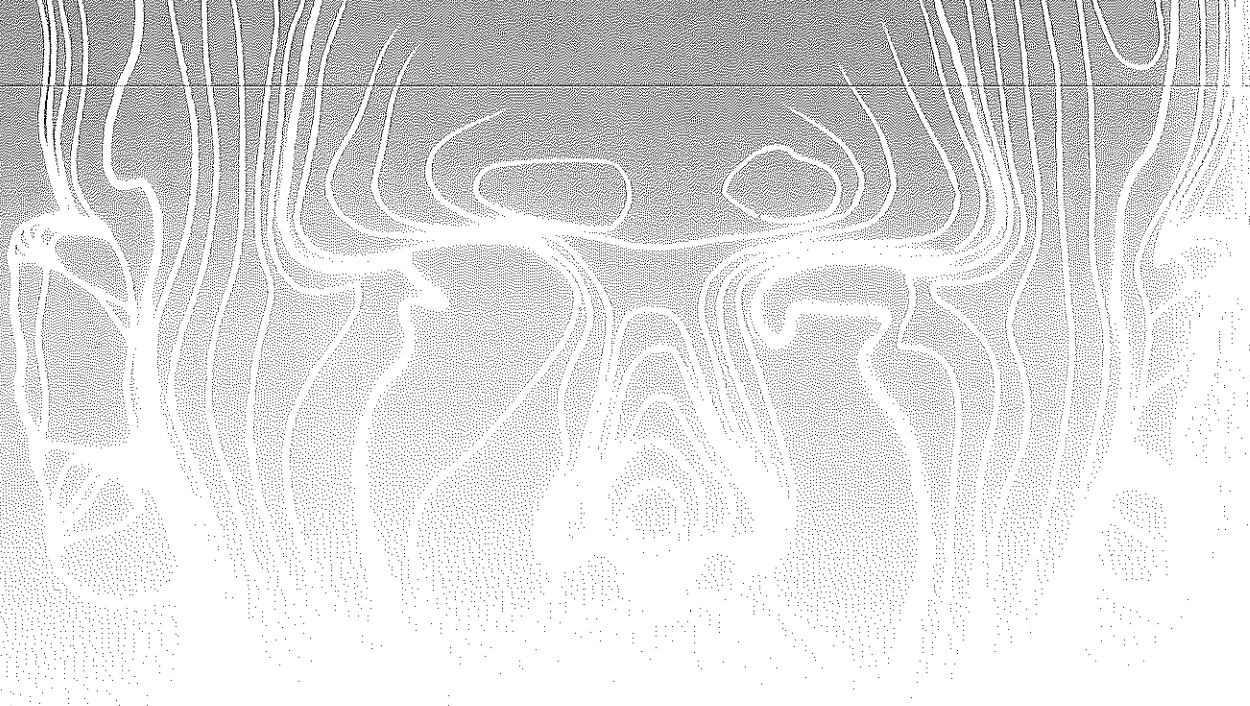
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About

# Eton



# ABOUT ETON

## School History

- 1922 Eton was founded by W.B. Barger, and established as Bremerton Business College to serve the Bremerton and Kitsap Peninsula area.
- 1962 Bremerton Business College was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985.
- 1985 Joseph W. Edmonds acquired Bremerton Business College and changed the school name to Eton Business College in July of 1985.
- 1986 The main campus of Eton moved to new facilities in Port Orchard. Eton acquired Puget Sound Institute of Technology and Travel Central and moved to its present campus in Federal Way.
- 1987 Eton opened the doors at its campus in Everett. Eton Business College was renamed Eton Technical Institute.
- 1999 In December 1999, Eton Technical Institute was purchased by Career Choices, Inc. and became Eton Education, Inc. doing business as (DBA) Eton Technical Institute.
- 2000 Eton was authorized as a degree-granting institution by the Washington State Higher Education Coordinating Board.
- 2000 Eton's Everett campus moved to its spacious facility in the Everett Mall Office Park.
- 2003 Eton will open its new Tacoma Facility.

## Institutional Objectives

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

## DIPLOMA PROGRAM DESCRIPTIONS

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

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

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

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





# SELECTING A PROGRAM OF STUDY

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

## **Your Preferences**

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

## **Your Interests**

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

## **Your Skills and Abilities**

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

## **Your Preferred Work Style**

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

## **Your Values**

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

## **Your Lifestyle**

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



## ACADEMIC CALENDAR 2003

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

### Module Starts

January 21, 2003

March 3, 2003

April 14, 2003

May 27, 2003

July 7, 2003

August 18, 2003

September 29, 2003

November 10, 2003

### Module Ends

February 28, 2003

April 11, 2003

May 23, 2003

July 3, 2003

August 15, 2003

September 26, 2003

November 7, 2003

December 19, 2003

### Student Holidays 2003

New Year's Day

January 1, 2003

Martin Luther King Jr. Day

January 20, 2003

President's Day

February 17, 2003

Faculty In-Service

March 14, 2003

Memorial Day

May 26, 2003

Faculty In-Service

June 6, 2003

Independence Day

July 4, 2003

Labor Day

September 1, 2003

Faculty In-Service

October 10, 2003

Veteran's Day

November 11, 2003

Thanksgiving

November 27-28, 2003

Winter Break

December 22, 2003 - January 2, 2004

# ACADEMIC CALENDAR

# MODULAR PROGRAM

## Modular Schedule

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

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

## Modular Approach

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

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

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

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

## Scope and Sequence

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

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

## Modular Classroom

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

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

## Class Sizes

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

## Prerequisites

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

# Dental Assisting





# DENTAL ASSISTING DIPLOMA PROGRAM

## Dental Assisting Content and Credits

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

### Core Module

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

### Module 1

|        |   |     |
|--------|---|-----|
| SC151A | Endodontics, Orthodontics,<br>Oral Surgery, Pharmacology,<br>Oral Pathology | 2.4 |
| BU152A | Special Needs Patient & AIDS  | 1.2 |
| DA154A | Specialties Clinic  | 2.4 |

### Module 2

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

### Module 3

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

### Module 4

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

### Module 5

|        |   |     |
|--------|---|-----|
| SC151E | Prevention, Nutrition, Radiology<br>Office Emergencies, CPR | 2.4 |
| SC159A | OSHA/WISHA  | 1.2 |
| DA154E | Radiology Clinic  | 2.4 |

### Externship

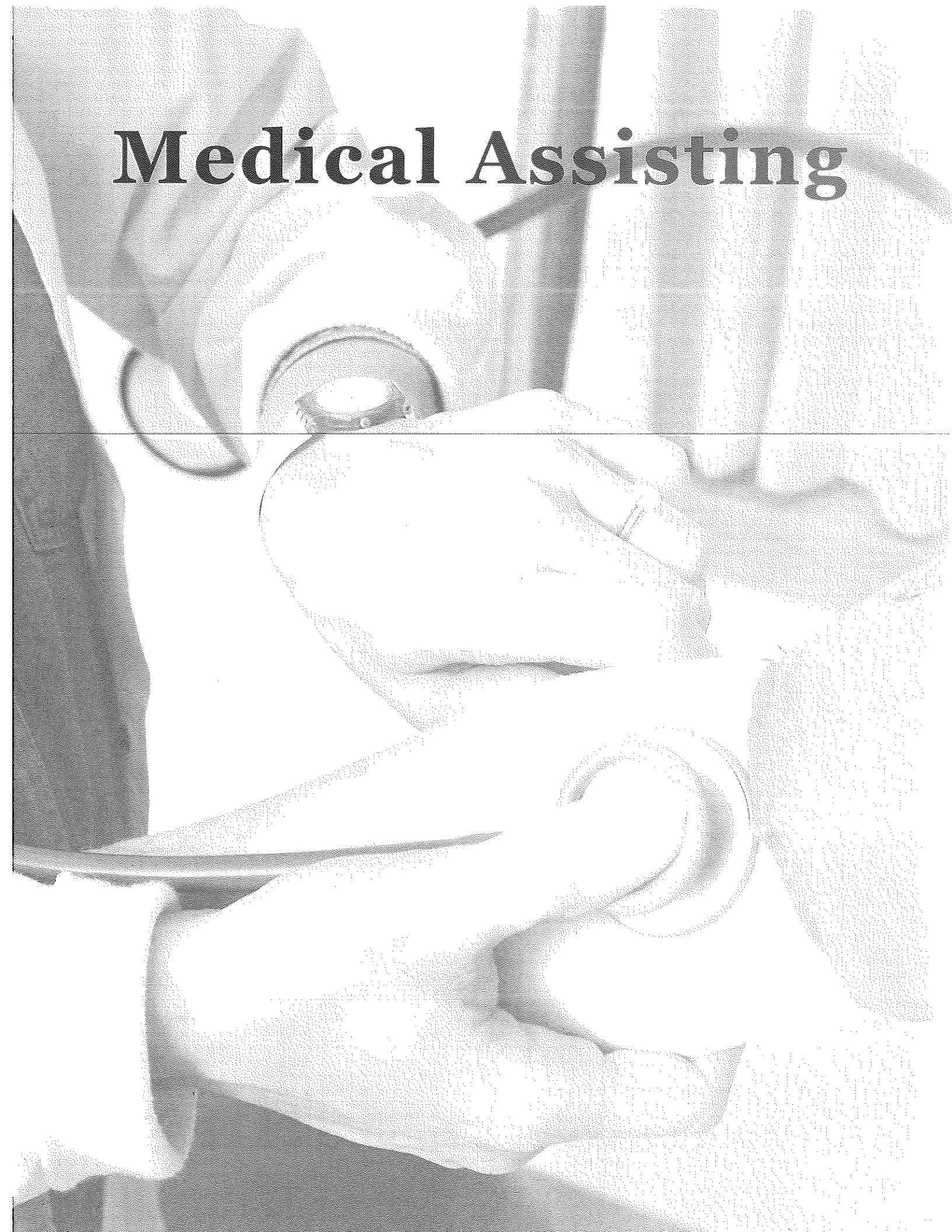
|       |                             |     |
|-------|-----------------------------|-----|
| EX195 | Dental Assisting Externship | 5.3 |
|-------|-----------------------------|-----|

### Externship

|                           |             |
|---------------------------|-------------|
| <b>Total Credit Hours</b> | <b>41.3</b> |
| <b>Lecture/Lab Hours</b>  | <b>880</b>  |

# Dental Assisting

# Medical Assisting



# MEDICAL ASSISTING DIPLOMA PROGRAM

## Medical Assisting Content and Credits

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

### Core Module

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

### Module 1

|        |   |     |
|--------|---|-----|
| SC131C | Anatomy & Physiology:<br>Neurology, Musculoskeletal | 2.4 |
| CA132A | Office Billing                                      | 1.2 |
| MA134C | Orthopedic, Eye & Ear Clinic                        | 2.4 |

### Module 2

|        |   |     |
|--------|---|-----|
| SC131D | Anatomy & Physiology:<br>GI, Urinary, Integumentary | 2.4 |
| BU130C | Financial Management                                | 1.2 |
| MA134D | Physical Exam &<br>Urinalysis Clinic                | 2.4 |

### Module 3

|        |  |     |
|--------|--|-----|
| SC131E | Anatomy & Physiology:<br>Immunology, Oncology,<br>Microbiology | 2.4 |
| PH153A | Pharmacology   | 1.2 |
| MA134E | Asepsis & Surgery Clinic                                       | 2.4 |

### Module 4

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

### Module 5

|        |  |     |
|--------|--|-----|
| SC131B | Anatomy & Physiology:<br>Cardiology, Hematology, Respiratory | 2.4 |
| BU130B | Office Standards   | 1.2 |
| MA134B | Hematology & EKG Clinic                                      | 2.4 |

### Externship

|       |                              |     |
|-------|------------------------------|-----|
| EX196 | Medical Assisting Externship | 5.3 |
|-------|------------------------------|-----|

|                           |             |
|---------------------------|-------------|
| <b>Total Credit Hours</b> | <b>41.3</b> |
| <b>Lecture/Lab Hours</b>  | <b>880</b>  |

# Medical Assisting



A black and white photograph of a computer keyboard, viewed from a slightly elevated angle. The keys are arranged in a standard QWERTY layout. The text "Medical Billing" is overlaid in a large, bold, serif font across the upper portion of the keyboard. The lighting creates highlights and shadows on the keys, giving them a three-dimensional appearance. The overall tone is professional and technical.

# Medical Billing



# MEDICAL BILLING DIPLOMA PROGRAM

## Medical Billing Content and Credits

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

### Core Module

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

### Module 1

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

### Module 2

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

### Module 3

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

### Module 4

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

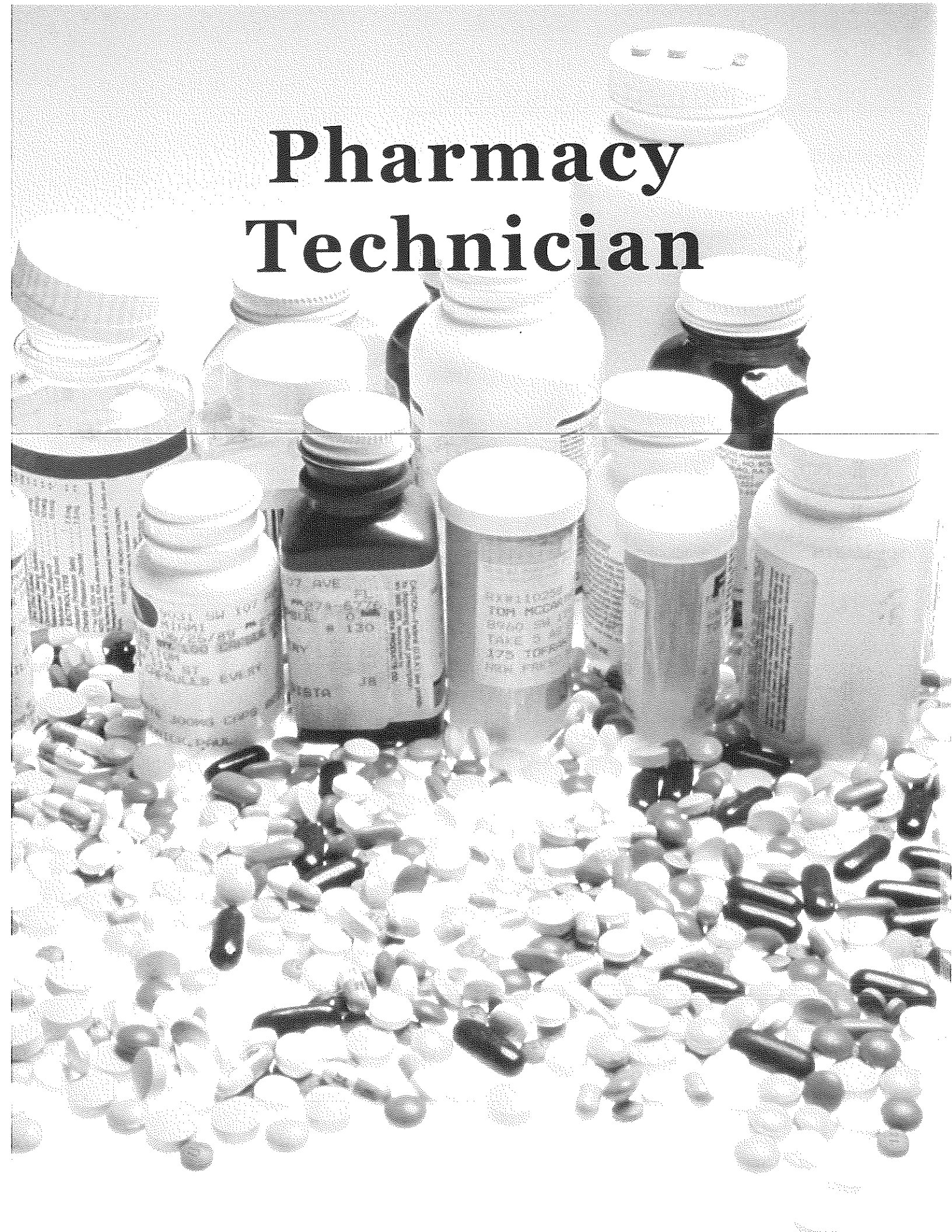
### Externship

|       |                            |     |
|-------|----------------------------|-----|
| EX197 | Medical Billing Externship | 6.0 |
|-------|----------------------------|-----|

|                           |             |
|---------------------------|-------------|
| <b>Total Credit Hours</b> | <b>36.0</b> |
| <b>Lecture/Lab Hours</b>  | <b>780</b>  |

# Medical Billing

# Pharmacy Technician



# PHARMACY TECHNICIAN DIPLOMA PROGRAM

## Pharmacy Technician Content and Credits

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

### Core Module

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

### Module 1

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

### Module 2

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

### Module 3

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

### Module 4

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

### Module 5

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

### Externship

|       |                     |     |
|-------|---------------------|-----|
| EX198 | Retail Externship   | 4.0 |
| EX199 | Hospital Externship | 4.0 |

|                           |             |
|---------------------------|-------------|
| <b>Total Credit Hours</b> | <b>44.0</b> |
| <b>Lecture/Lab Hours</b>  | <b>960</b>  |

# Pharmacy Technician

## PROGRAM TUITION AND FEES

### Dental Assisting

|   |                |
|---|----------------|
| Tuition   | \$7,510        |
| Registration                                    | \$100          |
| Lab Fees  | \$1,224        |
| Other Fees<br>(Books, Misc. Supplies, Uniforms) | \$365          |
| <b>Total Cost</b>                               | <b>\$9,199</b> |

### Medical Billing

|                                       |                |
|---------------------------------------|----------------|
| Tuition                               | \$7,371        |
| Registration                          | \$100          |
| Lab Fees                              | \$277          |
| Other Fees<br>(Books, Misc. Supplies) | \$547          |
| <b>Total Cost</b>                     | <b>\$8,295</b> |

### Medical Assisting

|   |                |
|---|----------------|
| Tuition   | \$7,556        |
| Registration                                    | \$100          |
| Lab Fees  | \$1,065        |
| Other Fees<br>(Books, Misc. Supplies, Uniforms) | \$478          |
| <b>Total Cost</b>                               | <b>\$9,199</b> |

### Pharmacy Technician

|   |                |
|---|----------------|
| Tuition   | \$8,297        |
| Registration                                    | \$100          |
| Lab Fees  | \$387          |
| Other Fees<br>(Books, Misc. Supplies, Uniforms) | \$415          |
| <b>Total Cost</b>                               | <b>\$9,199</b> |

### Tuition Notes

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

# Tuition & Fees



## METHODS OF PAYMENT

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

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

### Alternative Loan Programs

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

### Payment Plans

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

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

Eton Technical Institute offers the students the opportunity to make monthly payments to the school. Payment plans are subject to credit approval.

Eton Technical Institute reserves the right to terminate the student's enrollment if the student fails to meet financial obligations to the school. Eton Technical

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

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

## SCHOLARSHIPS

### Directors' Scholarship

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

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

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

# Methods of Payment

## Directors' Scholarship Continued

The information below states the process for applying for the Directors' Scholarship.

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

## President's Scholarship

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

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

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

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

## Supporting Dreams! Grant Program

The Supporting Dreams! Grant is intended to help provide educational opportunities for students who have exceptional financial need and who exhibit leadership potential. The Grant is awarded throughout 2003 at each campus and will be applied toward payment of tuition, books and fees. Deadlines for submitting completed applications are the last Mondays before each Module Start Date. A total of 100 awards for \$1250 each will be awarded.

### **Eligibility:**

- Must meet all regular admissions requirements.
- Must qualify for the maximum Pell Grant for the award period.
- Must provide a letter of reference from one of the Participating Agencies, demonstrating involvement of membership and leadership qualities.

The information below states the process for applying for the Supporting Dreams! Grant Program.

1. Potential student must bring letter of reference from one of the Participating Agencies, complete a FAFSA and complete a scholarship application during the Admissions process.
2. The letter will be submitted to the Director of Financial Aid who will review all applications and select the winners based on financial need and leadership qualities. Examples of leadership include: involvement in activities, demonstrating leadership skills and involvement in community as well as the desire to do better in the face of adversity while helping others.
3. The Director of Financial Aid will notify the winning students in writing within seven business days of the scholarship deadline.
4. The Grant will be applied to the student's account at the beginning of the program.

# Methods of Payment

## Participating Agencies

- American Red Cross
- Americorps
- Armed Forces Spouses Clubs
- The Asian Counseling and Referral Service
- Big Brothers/Big Sisters Program
- C-TEC Youth Services
- Fil-Am Organization
- Human Services Council
- Portland Youth Builders
- Sisters in Action for Power
- The Urban League
- Washington Women Employment & Education
- Women in Need
- WorkSource
- YMCA
- Youth Volunteer Corps
- YWCA

## Other Scholarships

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

## Students

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

Cost of Attendance - Expected Family Contribution  
= Financial Need

## Student Financial Aid

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

### Title IV funds allocated to Eton Technical Institute include:

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

## Consumer Information

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

1. Be a U.S. citizen or eligible noncitizen.
2. Be enrolled in an eligible program of study on at least a halftime basis for loans. Pell Grant eligibility is dependent upon enrollment status.
3. Be working towards a degree or diploma.
4. Have a high school diploma or GED.
5. Have financial need as determined by an approved need analysis system by the Department of Education (not required for some loan programs).
6. Maintain satisfactory academic progress.

# Methods of Payment

## Consumer Information Continued

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.
9. Be registered with Selective Service (if required).
10. Sign a Statement of Educational Purpose.
11. Have a valid Social Security number.
12. Provide required documentation as requested by the Financial Aid Department.

## Application Process for Financial Aid

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

Calculated by the Federal Student Aid Central Processing System, the Financial Aid Office can interpret the meaning of the EFC.

Financial aid is not guaranteed from one year to the next. Students must reapply each award year. Students who transfer to another institution are responsible for checking with their new school regarding their financial aid status and eligibility.

Educational expenses included in the need analysis calculations for determining the student's cost of attendance are calculated by a national average obtained from the Bureau of Labor and Statistics and vary each year. For detailed information, please consult your Financial Aid Officer.

## Borrower Rights and Responsibilities

The borrower has the right to:

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

The borrower has the responsibility to:

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

# Methods of Payment

## Verification Process

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

## Processing System

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

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

## Selection of Eligible Applicants

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

### Federal Pell Grants

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

### Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need with priority given to Federal Pell Grant recipients. FSEOG awards are given to those students with the lowest EFC that will receive a Federal Pell Grant in the same award year. The amount of the grant and the number of students who may receive the grant depend upon the availability of funds from the U.S. Department of Education.

### Parent Loans

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

# Methods of Payment



## Parent Loans Continued

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

## Stafford Loans

Federal Family Stafford Loans are low-interest loans that are insured by a guarantee agency and made available to the student by a lender such as a bank, credit union, or savings and loan association. 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 halftime, and during the six-month grace period, therefore, subsidizes or supports these loans.

Students may borrow up to \$2,625 per academic year. The loan is deferred while the student is enrolled at least halftime for a period of six months beyond the student's last day of attendance. During this period, the Federal Government pays the interest as long as the student remains in school on at least a halftime status. Deferments after the student drops below halftime status are not automatic and the student must contact the lender. Loans have a variable interest rate and are not to exceed 8.25 percent.

Unsubsidized means that the interest is not paid for the student during the enrollment period. This loan is available to eligible students regardless of family income. Terms for the unsubsidized Stafford Loan are the same as those for a subsidized Stafford Loan with the exception

of the following: the Government does not pay the accruing interest on the student's behalf for an unsubsidized Federal Family Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student's options for repayment of the accrued interest are:

1. Make monthly or quarterly payments, or
2. The student and the lender agree to capitalize the accrued interest.

## Disbursement Process

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

## Entrance and Exit Loan Counseling

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

# Methods of Payment

# ADMISSIONS

## Contact Admissions

Prospective students may apply to the school at any of four locations:

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

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

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

Eton Technical Institute  
2156 Pacific Avenue  
Tacoma, WA 98402  
866-888-ETON

Additional information about Eton Technical Institute is available by calling **866-888-ETON**.

## Admissions Procedures

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

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

## Admission Requirements

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

# Admissions

## Nondiscrimination Policy

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

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

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

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

## Drug Awareness

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

local community is available through Student Services.

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

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

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## Crime Awareness

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

## Weapons Policy

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

## Personal Property

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

# School Policies

## Student Attendance Policy

Eton Technical Institute is committed to helping students attain their educational goals. To assist in these efforts, regular attendance is required. All course work must be completed to Eton Technical Institute's standards. The student is responsible for initiating procedures to make up any coursework missed.

The instructor is responsible for recording attendance daily at the beginning of each class and after each break. Absences are recorded in 15-minute increments (rounded up). Hours absent will be used to track attendance as follows:

| Course Work              | Warning  | 1st Probation | 2nd Probation | Termination |
|--------------------------|----------|---------------|---------------|-------------|
| Core Mod and<br>Mods 2-6 | 15 hours | 25 hours      | 30 hours      | 35 hours    |

| Externship                     | Warning  | 1st Probation | 2nd Probation | Termination |
|--------------------------------|----------|---------------|---------------|-------------|
| Dental Assisting<br>(8 weeks)  | 16 hours | 24 hours      | 32 hours      | 40 hours    |
| Medical Assisting<br>(8 weeks) | 16 hours | 24 hours      | 32 hours      | 40 hours    |
| Medical Billing<br>(6 weeks)   | 18 hours | 27 hours      | 36 hours      | 45 hours    |
| Pharmacy Tech<br>(8 weeks)     | 24 hours | 36 hours      | 48 hours      | 60 hours    |

### *Warning*

Registrar will issue the Attendance Warning letter to the student when he/she has missed the number of hours defined in the warning column above, reminding the student that he/she is in jeopardy of being placed on a 1st probation for attendance.

### *1st Probation*

Registrar will issue the student a 1st Attendance Probation Notice when he/she has missed the number of hours defined in the 1st probation column above, reminding the student that he/she is in jeopardy of being placed on 2nd probation for attendance.

### *2nd Probation*

Registrar will issue the student a 2nd Attendance Probation Notice when he/she has missed the number of hours defined in the 2nd probation column, above, reminding the student that he/she is in jeopardy of being terminated from school for attendance.

### *Termination*

Registrar will terminate the student when he/she has missed the number of hours defined in the termination column above and advise the student of his/her right to formally appeal the decision in writing to the Directors of Administration/Education.

**NOTE:** Incidence of attendance probation will not carry over from module to module.

# School Policies



## Leave of Absence

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

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

The following criteria apply:

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

## Progress Reports

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

## Attendance/Academic Probation Periods

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

## Satisfactory Academic Progress

Students enrolled at Eton Technical Institute are required to meet the following minimum standards to achieve academic progress toward course completion. Students not meeting these standards will be considered as failing to make satisfactory academic progress. They will proceed through the probationary stages and may become ineligible to remain in school. These standards apply to all students enrolled at Eton Technical Institute.

The following standards encompass all the attributes by which a student's academic progress is measured. Students on probation are considered to be making satisfactory progress for financial aid eligibility:

### Evaluation and Standards

1. Students must complete the educational program within one and one half times the published program length measured in credit hours.
2. Evaluation of academic process will occur at the following points in the student's program (% refer to maximum timeframe completion). To be considering making satisfactory academic progress towards completion, a student must successfully complete the following credit hours.

|                          | <i>Evaluation Point</i> | <i>Occurs After Module</i> | <i>Credits Earned</i> | <i>Cumulative GPA</i> |
|--------------------------|-------------------------|----------------------------|-----------------------|-----------------------|
| <b>MA<br/>DA<br/>PHT</b> | 25%                     | 3                          | 6.6                   | 1.25                  |
|                          | midpoint                | 3                          | 6.6                   | 1.25                  |
|                          | 50%                     | 5                          | 18                    | 1.50                  |
|                          | 100%                    | 9                          |                       | 2.00                  |
|                          | <i>Evaluation Point</i> | <i>Occurs After Module</i> | <i>Credits Earned</i> | <i>Cumulative GPA</i> |
| <b>MB</b>                | 25%                     | 3                          | 6.6                   | 1.25                  |
|                          | midpoint                | 3                          | 6.6                   | 1.25                  |
|                          | 50%                     | 4                          | 14.4                  | 1.50                  |
|                          | 100%                    | 9                          |                       | 2.00                  |

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

If required to disburse financial aid, Eton may evaluate progress at additional points.

# School Policies

## Re-establishing Satisfactory Academic Progress

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

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

## Academic Probation

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

## Course Exemption

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

## Program/Course Withdrawal

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

## Re-admittance After Administrative Withdrawal

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

## Re-admittance After Termination

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

## Student Academic Appeal Process

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

# School Policies

## Transfer Credit

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

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

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

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

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

## Transferring Credits Earned at Eton to Other Institutions

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

## Program Transfers

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

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

A student failing to begin his or her new program of study on the designated start date will be charged according to the school's regular refund policy. This policy is stated on the back of the Enrollment Agreement from his or her prior enrollment and elsewhere in this catalog. Credits completed or attempted in the prior program will not affect satisfactory academic progress in the student's new program of study. Students are permitted to change programs a maximum of two times.

# School Policies

## 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<br>Core Module |                 | Grading Scale<br>Modules 2-6 |                 |
|------------------------------|-----------------|------------------------------|-----------------|
| 40%                          | Assignments     | 20%                          | Assignments     |
| 50%                          | Tests & Quizzes | 70%                          | Tests & Quizzes |
| 10%                          | Participation   | 10%                          | Participation   |
| <u>100%</u>                  |                 | <u>100%</u>                  |                 |

Grade definitions are as follows:

|                         |    |         |
|-------------------------|----|---------|
| 4.0                     | A  | 100-93% |
| 3.7                     | A- | 92-90%  |
| 3.4                     | B+ | 89-88%  |
| 3.0                     | B  | 87-83%  |
| 2.7                     | B- | 82-80%  |
| 2.4                     | C+ | 79-78%  |
| 2.0                     | C  | 77-75%  |
| 74% and below—no credit |    |         |

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

## Grade Point Average

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

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

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

## Marks of Progress

### Pass/Fail

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

# School Policies



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

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

A “P” grade will count as credits attempted and successfully completed but will not be calculated into a student’s GPA.

## Repeat Credits

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

## Incomplete

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

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

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

## Administrative Withdrawal

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

## Grade Changes

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

## Graduation Requirements

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

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

# School Policies

# REFUND POLICIES

## Refund Policy

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

## Refund Distribution Policy

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

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

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

## Cancellation and Refund Policy (Prior to Start)

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

## Refund Policy Upon Class Entrance

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

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

## Student Withdrawal Charges

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

### Week One

No charge

### Week Two through 25% of Program

25% of charges

### 26% through 50% of Program

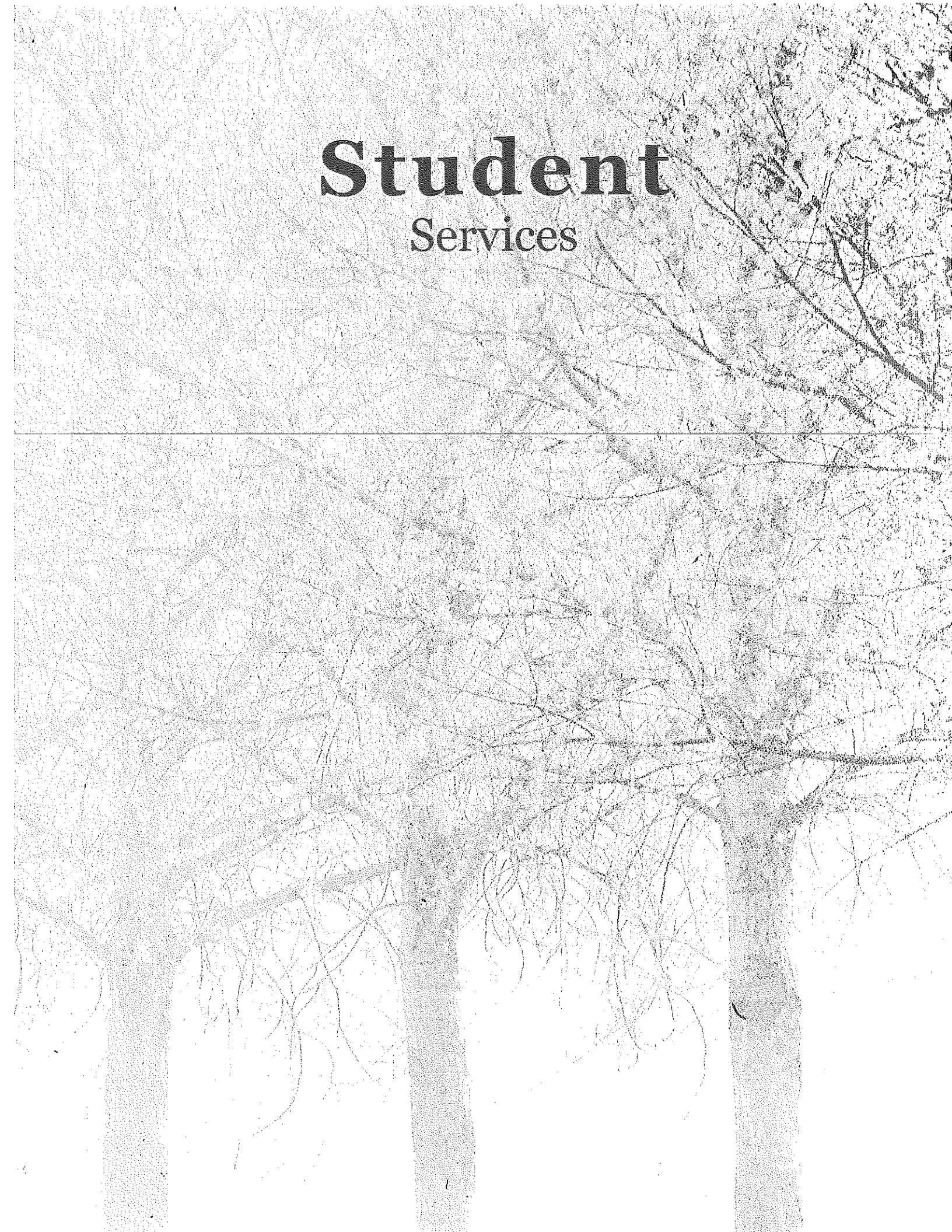
50% of charges

### 51% through 100% of Program

100% of charges

# Student Services

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# STUDENT SERVICES

## Counseling Services

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

## Student Services Advisor

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

## Student Council and Activities

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

## Tutoring

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

## Dean's List

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

## Student Honor Society

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

## Graduate Services

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

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

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

# Student Services



## Re-entry Student

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

## Regular Student

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

## Student-Teacher Ratio

Eton Technical Institute generally follows the guidelines of our accrediting bodies in establishing the maximum number of students for lecture and lab classes. The following ratios are not usually exceeded:

**Lecture: 30:1**

**Laboratories: 15:1**

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

## Transfer Credit

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

## Week of Instruction

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



# Student Services

## ADMINISTRATION

### Advisory Boards

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

### Accreditation

Eton Technical Institute is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas in Dental Assisting, Medical Assisting, Medical Billing and Pharmacy Technician. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. The Council also recognizes its accreditation of degree-granting institutions for Higher Education Accreditation. Any questions can be directed to:

ACICS  
750 First Street NE, Suite 980  
Washington, DC 20002-4241

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

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

Eton Technical Institute is authorized by the Washington Higher Education Coordinating Board and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until May 5, 2004 and authorizes Eton Technical Institute to offer the following degrees:

Associate of Applied Science in Dental Assisting,  
Associate in Applied Science in Medical Assisting,  
Associate of Applied Science in Medical Billing and  
Associate of Applied Science in Pharmacy Technician. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the board office at P.O. Box 43430, Olympia, WA 98504-3430.

Accreditation assures students that Eton Technical Institute is a qualified institute of higher learning with approved programs of study that meet recognized academic standards. Accreditation means a school employs a professional staff, has adequate facilities and equipment, and has stability and permanence within the educational community.

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

\* CAAHEP accreditation for the Tacoma campus is currently pending approval.

# Administration

## Memberships

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

## Approvals

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

## Licensure

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

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

and/or

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

## Disclaimer

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

# Administration

## ETON FACULTY

### **Port Orchard**

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

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

Beeman, Andy BSN, RN  
Washington State University  
Medical Assisting Instructor

Binney, Jerien CDA  
National Education Center  
Dental Assisting Instructor

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

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

Cook, Lisa RMA, CMA  
Apollo College  
Medical Assisting Instructor

DeSchryver, Janet  
BS Southern Illinois University  
Dental Assisting Instructor

Klinger, Doreen MA  
USAF Medical Service Technician School  
Medical Assisting Instructor

McKee, Brianne  
Eton Technical Institute  
Medical Billing Instructor

Murray, Keisha CPC  
Medical Billing Instructor

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

Powell, Tamra CPC  
Medical Billing Instructor

Riebli, Beth  
BA University of Puget Sound  
Core Module Instructor

Smith, Julie CMA  
Watterson Technical College  
Medical Assisting Instructor

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

### **Federal Way**

Armstead, Karen  
BS Park University  
MA St. Martins College  
Student Service Advisor/Core Module Instructor

Bell, Nettie CMA  
National Education Center  
Medical Assisting Instructor

Brandon, Paula  
Eton Technical Institute  
Medical Assisting Instructor

Brown, Annette  
Puget Sound Institute of Technology  
Medical Assisting Instructor

DeCosta, David  
Medical Billing Instructor

# Administration

Doughton, Kirk  
BS University of Oregon  
Core Module Instructor

Lee, Cleta  
Medical Billing Instructor

LaFave, Roxanne  
Dental Assisting Instructor

Naeher, Jim  
BS University of Maryland  
MS Chatman  
Graduate Services Advisor/Core Module Instructor

Melendez, Alicia  
Columbia Basin  
Dental Assisting Instructor

Rhodes, Ginger  
BS Central Washington University  
Medical Assisting Instructor

Ruth, Doris  
Clover Park Technical College  
Pharmacy Technician Instructor

Sanchez, Frank CPhT  
Academy of Health Sciences  
Pharmacy Technician Instructor

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

Wajda, Susan  
BA Cal State Long Beach  
MBA Pacific Lutheran University  
Core Module Instructor

## Everett

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

Ancheta, Samuel PhT  
BS Far Eastern University  
Pharmacy Technician Instructor

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

Baller, Dan  
BS Central Washington University  
Core Module Instructor

Bennett, Stacy DA  
Eton Technical Institute  
Dental Assisting

Carlson, Lacey MA  
Eton Technical Institute  
Medical Assisting Instructor

Cole, Cathi CDA  
ATA Edmonds Community College  
Dental Assisting Instructor

Dennis, Katie DA  
Eton Technical Instructor  
Dental Assisting Instructor

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

Gardner, Ann  
BS Wisconsin State University  
MA Bowling Green State University  
Core Module Instructor

# Administration

Kildahl, Nora  
AA Edmonds Community College  
BA Western Washington University  
Core Module Instructor

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

Lipp, Barbara CPht  
AAS Erie Community College  
Eton Technical Institute  
Pharmacy Technician Instructor

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

O'Donnell, Jeffery DA  
ATA Skagit Valley College  
AA Spokane Falls Community College  
Dental Assisting Instructor

Payton, Christine  
AAS Edmonds Community College  
Core Module Instructor

Redwine, Mike  
BS University of Washington  
Medical Billing Instructor

Sandvick, Diane  
AAS Edmonds Community College  
Core Module Instructor

Traba, Allyson MA  
Bryman College  
Medical Assisting Instructor

Williams, Margaret MA  
Colorado College of Medical Careers  
Medical Billing Instructor

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

Vera, Taesha MA  
Eton Technical Institute  
Medical Assisting Instructor

#### **Tacoma**

Loosveldt, Alisa CMA  
Clover Park Vocational College  
Medical Assisting Instructor

Ruth, Doris  
Clover Park Technical College  
Pharmacy Technician Instructor

# Administration



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

Corporate Administration

**Wallace W. Wright**  
President

**Guy Bell**  
Vice President Administration

**Kim Lothyan, BS, MBA**  
Vice President Education

**Hamilton Oswald, MBA**  
Chief Financial Officer

**Amy Kuntz, MBA**  
Vice President

**Billie Martin**  
Director of Admissions

**Shelly Williams**  
Director of Human Resources

**Janet Healey**  
Accounts Payable

**Kim Harshbarger**  
Marketing Manager

**Melanie Denman**  
Payroll Lead

**Elina Petrosova**  
Accounts Receivable

**Anna-Lisa Mosesson**  
Director of Data Management

**Jeanette McClellan**  
Director of Compliance

Financial Aid Administration

**Dale Oberlander**  
Director of Financial Aid

**Susan Jensen**  
Student Accounts Supervisor

**Susan Vargo**  
Student Accounts Specialist

Shareholders

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

Board of Directors

**Wallace W. Wright**  
President

**Hamilton Oswald**  
CFO and Secretary

# Administration

## ALPHABETICAL LISTING BY COURSE PREFIX

### **BU124A Health Insurance Processing**

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

### **BU124B Customer Service**

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

### **BU129A Medical Law & Ethics**

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

### **BU130A Medical Law, Ethics, & Records**

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

### **BU130B Office Standards**

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

### **BU130C Financial Management**

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

### **BU140A Federal Law**

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

### **BU140B Washington State Retail Law**

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

### **BU140C Washington State Institutional Law**

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

### **BU140D Washington State Hospital Law**

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

### **BU142A Retail & Records Management**

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

# Course Listing

**BU143A      Compounding &  
                  Manufacturing**

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

**BU152A      Special Needs Patient & AIDS**

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

**BU153A      Office Administration**

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

**BU153B      Office Dynamics**

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

**BU156A      Law & Ethics**

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

**CA101        Computer Applications**

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

**CA126A      Medical Office Transcription**

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

**CA126B      Computer Billing**

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

# Course Listing

**CA132A Office Billing**

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

**DA 154A Specialties Clinic**

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

**DA154B Periodontic Clinic**

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

**DA154C Operative Dentistry Clinic**

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

**DA154D Crown & Bridge Clinic**

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

**DA154E Radiology Clinic**

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



# Course Listing

**EX195 Dental Assisting Externship**

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

**EX196 Medical Assisting Externship**

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

**EX197 Medical Billing Externship**

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

**EXT198 Retail Externship**

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

**EXT199 Hospital Externship**

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

**GE102 Master Student I**

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

**GE103 Master Student II**

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

# Course Listing

**LB105 Open Lab**

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

**LB106 Program Orientation**

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

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

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

**MA134B Hematology & EKG Clinic**

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

**MA134C Orthopedic, Eye & Ear Clinic**

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

**MA134D Physical Exam & Urinalysis Clinic**

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

**MA134E Asepsis & Surgery Clinic**

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

**MH107 Math**

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

**MH145A Pediatric Dosage Calculations**

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

**MH145B Dosage Calculations**

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

**MH145C IV Solutions Calculations**

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

# Course Listing



**MH145D IV Flow Rate Calculations**

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

**PH135B Basic Pharmacology**

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

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

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

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

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

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

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

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

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

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

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

**PH153A Pharmacology**

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

**PT 144A Pharmacy Compounding Lab**

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

**PT144B Pharmacy Retail Lab**

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

# Course Listing

**PT144C Pharmacy Institutional Lab**

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

**PT144D Pharmacy Hospital Lab**

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

**PT144E Pharmacy Chemo Lab**

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

**SC109 Program Terminology**

(Medical Billing, Medical Assisting, Pharmacy Technician)

This course will provide an explanation of medical terminology with which the health care professional will use on a daily basis in the work force. This course will also provide the student with an overview of the body systems. This will help the student gain a better understanding of how the body works.

The Dental Assisting program terminology will provide an explanation of terminology, which the student will use on a daily basis in the work force. Topics covered include the terminology associated with basic facial structure, tooth composition and location within the mouth and basic equipment of the dental clinic.

**SC121A ICD-9 Coding**

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

**SC121B Third Party Reimbursement**

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

**SC121C CPT Coding**

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

**SC125A Essential Body Systems**

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

# Course Listing

**SC125B      Body System Fundamentals**

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

**SC127A      Health Ins. Claims & Forms**

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

**SC127B      Health Care Billing**

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

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

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

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

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

**SC131C      Anatomy & Physiology:  
Neurology, Musculoskeletal**

The bony structure called the skeleton and its movement abilities by the muscles will be studied. The nervous system acts as a communication and control center for the body. The special senses and nervous system are presented in this course. The following special senses will be studied: vision, hearing, and balance.



# Course Listing

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

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

**SC131E      Anatomy & Physiology:  
Immunology, Oncology,  
Microbiology**

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

**SC131F      Anatomy & Physiology:  
Musculoskeletal,  
Integumentary**

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

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

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

**SC131H      Anatomy & Physiology:  
Pharmacology,  
Digestive, Reproductive**

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

**SC131I      Anatomy & Physiology:  
Urinary, Cardiovascular,  
Respiratory**

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

**SC131J      Anatomy & Physiology:  
Blood, Immune,  
Lymphatic, Endocrine**

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

**SC141A      Basic Chemistry**

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

**SC146A      Pharmacy Ethics & HIV/AIDS**

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

**SC147A      Hospital & Parenteral Admix**

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

# Course Listing

**SC149A Basic Microbiology**

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

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

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

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

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

**SC151C Operative Dentistry**

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

**SC151D Fixed & Removable Prosthetics**

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

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

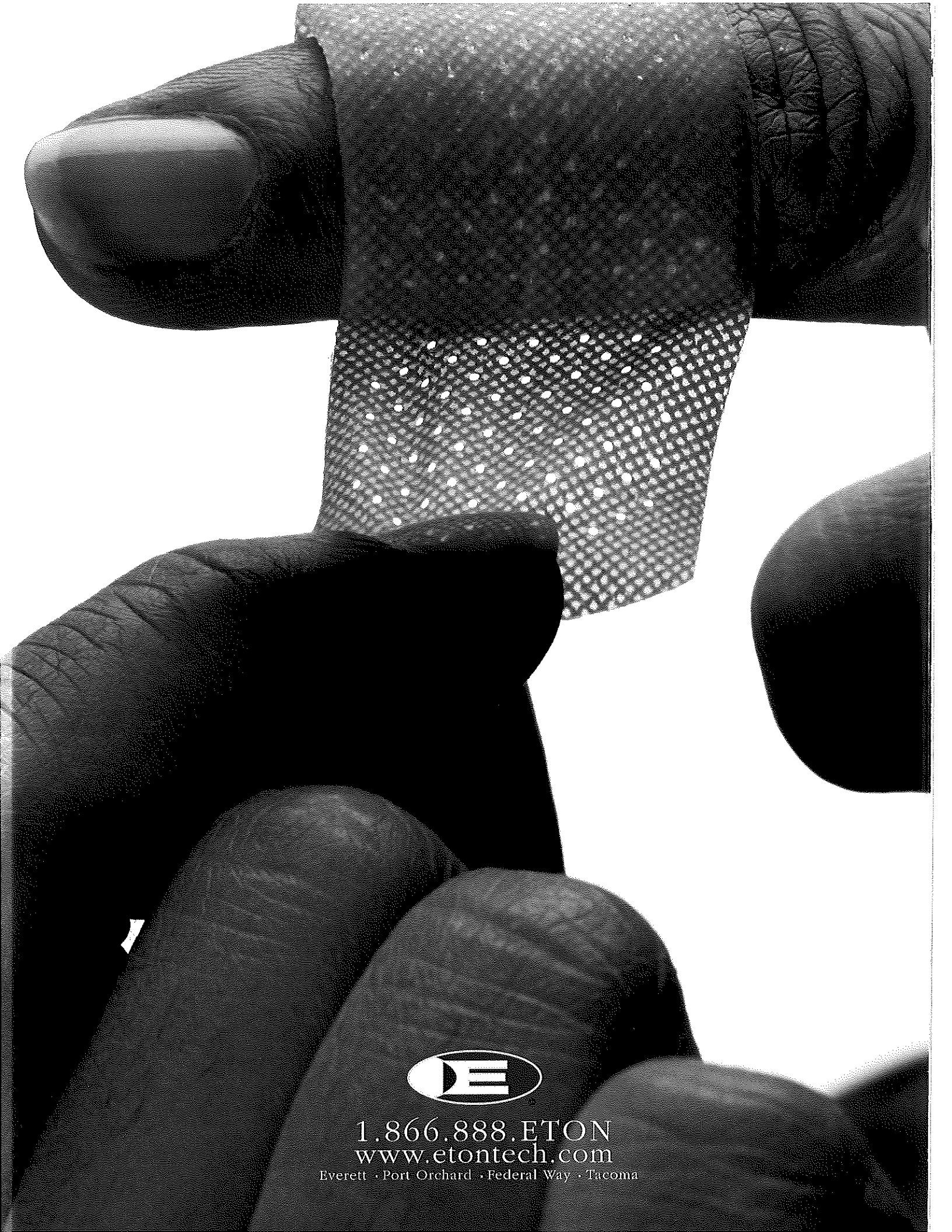
The students will be introduced to the concept of preventive dentistry and patient education in personal oral hygiene. They will learn the theory behind coronal polishing and prophylaxis procedures. The students will learn how to identify normal and abnormal reactions to dental procedures. They will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

**SC159A OSHA/WISHA**

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



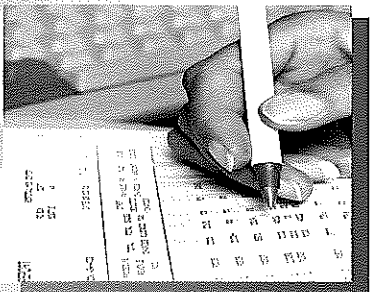
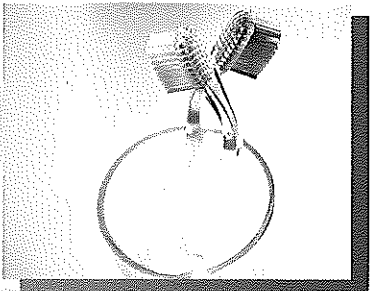
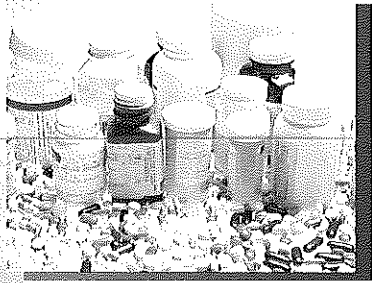
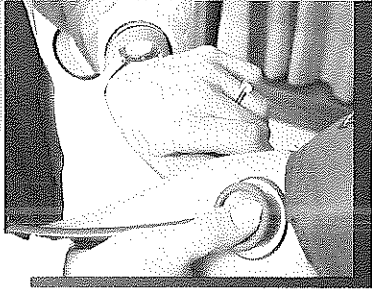
# Course Listing



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