CANNON INSTITUTE OF HIGHER LEARNING
School Catalog

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PHILOSOPHY

The primary objective of Cannon Institute of Higher Learning is to promote and provide quality education by creating a learning environment that offers an opportunity for individual learning as well as the use of school resources to achieve educational goals.

MISSION STATEMENT

To provide quality education and training in the fields of computer repair & networking, medical coding and billing, and basic office skills training / general clerical. Provide continuous employee training and development to meet and exceed future job skill requirements.

HISTORY

Cannon Institute of Higher Learning was approved by the Texas Workforce Commission in November 2001. The school was and continues to be located at 8500 North Stemmons Freeway, Suite 3030, Dallas, TX 75247. We first began training students in May 2002.

The first program offered was Basic Office Skills Training. This program prepares graduates for jobs in the following occupations: Customer Service Representatives, Secretarial, Administrative Assistant, General Office / Clerical, and Accounting Clerks.

A second program, Computer Repair and Networking Technician, was approved in 2003. This program prepares graduates for the following occupations; Computer Repair, Computer Maintenance Technicians, and Networking Technicians. Additional computer equipment was purchased for this program.

Medical Office Skills Training was approved in 2003. It prepares students for occupations as Medical Coders and Medical Billers. The school added additional space and purchased computer equipment and software and office furniture due to growth in July 2006.

SCHOOL SIZE

The physical space of the school is 610 square feet. Classes are held at 8500 North Stemmons Freeway Suite 3030 Dallas, TX 75247.

CLASS SIZE

A typical class size ranges from 3-12 students. Laboratory ranges from 1-8 students. Classes and labs are held in the same classroom.

SCHOOL FACILITY & EQUIPMENT

The school is located on the third floor of a five-story office tower complex. The school has 20 computers, one laptop, ten computer workstations, two tool sets, three rubber mats, one video camcorder, and two color printers. Computers are equipped with an array of software including Microsoft Office suite, accounting, medical billing, and operating systems.

The rooms are laid out to optimize efficiency, ensure student safety and comfort, and enable students to combine work and interaction.

The library carries a wide variety of books and resources. Topics include personal development, job searching, computer software, medical, self-employment, and business law. These resources are available to all students, staff, and faculty.

Students are offered easy access to the internet for job searching and completing classroom assignments.

Parking for students is available at the school. The building is handicap accessible.

OWNERS

Sterling Cannon and Sandra Mason-Cannon are the owners of Cannon Institute of Higher Learning.

DIRECTOR

Sterling Cannon is the Director of Cannon Institute of Higher Learning

INSTRUCTORS

Sterling Cannon – Instructor, has a BSBA Degree with a major in Management from Henderson State University in Arkadelphia, AR.

His areas of expertise and instruction include MS Word, MS Excel, Keyboarding, The Internet/E-Mail, effective Customer Service Techniques, effective Business Writing, and resume preparation.

Sterling has acquired and taught the above skills to individuals over the past twelve years through Management positions he has held at Lomas Mortgage, Southland Corporation, and General Electric.

Sandra Cannon – Consultant, has a Master of Business Administration – Business Management Degree from the University of Dallas in Irving, TX and a BBA Degree in Accounting from Northeast Louisiana University in Monroe, LA. Her employment history consists of positions with EDS, Protection One, and Citigroup. Sandra has been employed for over 15 years.

George Jesse – Computer Repair / Networking Technician Instructor
Mi Shon Page Roy – Medical Billing / Coding Instructor

STATE REQUIREMENTS FOR INSTRUCTORS

Pursuant to Title 40, Texas Administrative Code, Section, 807.193 (a)students are entitled to a full refund for classes attended if the school does not provide a class with: (1) an approved instructor, (2) an instructor for whom the application has been properly submitted to the commission; or (3) a temporary instructor for whom the school submitted notice to the Commission.

ADMINISTRATIVE STAFF

Dorothy Miller   Denise Barnhart

PROGRAM TUITION – FEES

Listed below is the cost of attending Cannon Institute of Higher Learning to include tuition, registration fees, testing fees, and purchase of textbooks and supplies.

Basic Office Skills Training

Registration	$100.00
Tuition	$8,915.00
Books - Materials	$840.00
Total Program Cost	$9,855.00

Medical Office Skills Training

Registration	$100.00
Tuition	$7,925.00
Books - Supplies - Fees	$585.00
Total Program Cost	$8,610.00

Computer Repair And Networking Technician

Registration	$100.00
Tuition	$9,100.00
Books & Supplies	$650.00
Total Program Cost	$9,850.00

SCHOOL CALENDAR

The school observes the below holidays:

• Martin Luther King, Jr.	Labor Day	New Year's Eve
• Easter	Thanksgiving Day & Day After	New Year's Day
• Memorial Day	Christmas Eve & Christmas Day	July 4th

ENROLLMENT PERIODS

Enrollment periods are as follows for the current year:
- January 28 – April 4   April 5 - July 12   July 13 - December 19

VACATION PERIODS

- December 20 – until the First Monday after New Year

NORMAL HOURS OF OPERATION

A. School Hours

Monday – Friday 8:00 am – 9:00 p.m.

B. Office Hours

 Monday – Friday 8:00 am – 5:00 p.m.

CLASS SCHEDULES

Monday-Friday (day classes - 8:00 am - 4:50 pm)

Monday-Friday (evening classes - 5:00 pm - 9:00 pm)

Day Classes	Evening Classes
8:00 am - 9:50 pm	5:00 pm - 5:50 pm
10:00 am -10:50 pm	6:00 pm - 6:50 pm
11:00 am-11:50 pm	7:00 pm - 9:00 pm
12:00 noon - 1:00 pm - Lunch	
1:00 pm -1:50 pm	
2:00 pm - 2:50 pm	
3:00 pm - 3:50 pm	
4:00 pm - 4:50 pm	

1. Breaks ………………………………… Ten minute break on the hour during classes
2. Mealtimes …………………………….. 12:00 am – 1:00 pm

ADMISSION / ENROLLMENT POLICIES

Admissions Requirements:

Individuals applying for programs are required to:
   a. interview with an admissions representative;
   b. be at least 18 years of age;
   c. present proof of completion of secondary education (high school diploma or GED certificate) and
   d. complete all information in the admissions requirements checklist which includes:
      - completed and signed "Tour of School Facilities" Form
      - documented Proof of GED or High School Diploma (Completed Affidavit if foreign student)
      - completion of Form PS-005 (Two-pages)
      - completion of Form PS-010 (Two-pages)
      - completed and signed copy of School Enrollment Agreement
      - documented (copy) proof of age (student must be at least 18, drivers license, birth certificate, valid ID, etc,)
      - additional information (current address, telephone number, date of birth) (see Admissions Requirement Checklist)

ADMISSION REQUIREMENTS CHECKLIST
Cannon Institute of Higher Learning

The following items are needed for admission to the school.

Every effort has been made to keep this information accurate, however all policies, procedures, tuition and fees, and curriculum are subject to change by appropriate action of the faculty, director or Program Advisory Committee.

___   Completed and signed "Tour of School Facilities" Form

___   Documented Proof of GED or High School Diploma (Completed Affidavit if foreign student)

___   Completion of Form PS-005 (Two-pages)

___   Completion of Form PS-010 (Two-pages)

___   Completed copy of School Enrollment Agreement

___   Documented (copy) proof of age (student must be at least 18, drivers license, birth certificate, valid ID, etc,)

___   Physical or Disability Statement

___   VA Forms 22-1990/1999 (Veterans Only)

___   Additional information (current address, telephone number, date of birth)

Acknowledgement Statement:

I hereby acknowledge I have read the above information and attached or completed the necessary documents to be considered for admission to the school.

Applicant's Signature: _____   Date: _____

I _____ certify that the student has met all entrance requirements.
        School official

_____   _____
School official signature & position   Date

POLICY FOR GRANTING CREDIT FOR PREVIOUS EDUCATION AND TRAINING

The school does not grant credit for previous education, training, or experience (form PS-010 will be completed by the student and maintained in each student's file).

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:

    (a)   The last day of attendance, if the student is terminated by the school;

    (b)   The date of receipt of written notice from the student; or

    (c)   Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.[1]

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

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7. A full refund of all tuition and fees is due and refundable in each of the following cases:

   (a)   An enrollee is not accepted by the school;

   (b)   If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

   (c)   If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

   A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

   A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

   (a)   if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

   (b)   a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

   (c)   the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

         (1)   satisfactorily completed at least 90 percent of the required coursework for the program; and

         (2)   demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 30-45 days after the effective date of termination.

BASIC OFFICE SKILLS TRAINING

Program Description

Students will learn the skills necessary to work in entry level customer service, accounting, administrative, bookkeeping, secretarial, data entry or general office positions. They will learn the latest software programs used by companies. Student will learn basic computer concepts, manipulation of windows, and working with Windows applications. Students will learn Keyboarding which include correct finger posture and techniques for speed and accuracy.

The student will learn procedures for sending / retrieving e-mail and searching / posting information on the Internet, and working with databases. Upon completion of the program, graduates will receive a Certificate and qualify for long-term or short- term employment in positions including Customer Service Representative, General Office Clerk, Office Assistant, Mail Clerk, Information Clerk, Records Clerk, Order Clerk, File Clerk, Accounting Clerk, and Bookkeeper. Students will be able to find employment with various companies and organizations in both the public and private sectors.

Course Descriptions

Keyboarding/Data Entry (BST 000)
Course Goal: Type 35+ words per minute – Data Entry - 7000+KSPH
Subject Hours: 120 clock hours (20 lecture hours, 100 lab hours)
Performance Objective: Demonstrate correct finger position and posture; develop techniques for speed and accuracy

Microsoft Windows (BST 001)
Course Goal: Basic introduction to Windows
Subject Hours: 40 clock hours (10 lecture hours, 30 lab hours)
Performance Objective: Demonstrate basic computer concepts that include using menu, dialog box, installation of software, manipulation of Windows, demonstrate the ability to work with Windows applications

Microsoft Word (BST 002)
Course Goal: Students will learn key concepts including creating, saving, copying, and retrieving files.
Subject Hours: 40 clock hours (10 lecture hours, 30 lab hours)
Performance Objective: Generate letters and reports using MS Word applications, demonstrate procedures for saving, copying, pasting, deleting, retrieving documents, mail merge, and organizing files in computer system, respond to various correspondence

Microsoft Excel (BST 003)
Course Goal: Students will learn key concepts including creating, saving, copying, and retrieving files.
Subject Hours: 40 clock hours (10 lecture hours, 30 lab hours)
Performance Objective: Generate letters and reports using MS Excel applications, demonstrate procedures for saving, copying, pasting, deleting, retrieving documents, organizing files in computer system, and creating spreadsheets

Microsoft Outlook -The Internet - E-Mail (BST 004)
Course Goal: Introduction to the Internet - E-Mail
Subject Hours: 40 clock hours (10 lecture hours, 30 lab hours)
Performance Objective: Demonstrate the ability to send, copy, and retrieve e-mail, post and search for information on the Internet, download search engines and browse the Internet

Microsoft PowerPoint (BST 005)
Course Goal: Students will learn key concepts including; creating, saving, copying, and retrieving files
Subject Hours: 40 clock hours (10 lecture hours, 30 lab hours)

Performance Objective: Generate letters and reports using MS PowerPoint applications, demonstrate procedures for saving, copying, creating, and retrieving documents and presentations, organizing files in computer system

Microsoft Access (BST 006)
Course Goal: Students will learn key concepts including data base management, creating, saving, copying, and retrieving information
Subject Hours: 40 clock hours (10 lecture hours, 30 lab hours)
Performance Objective: Generate reports using MS Access applications, demonstrate procedures for saving, copying, pasting, deleting, and retrieving information, organizing files in computer system

Professional Business Writing (BST 007)
Course Goal: Students will learn the skills required to write professional business letters, memos, reports, E-Mail, inquiries, requests, messages and other routine inter and intra office communications
Subject Hours: 40 clock hours (10 lecture hours, 30 lab hours)
Performance Objective: Demonstrate proper business writing etiquette, create effective business letters, demonstrate ability to compose, edit, format, and proofread using effective grammar, sentence, and paragraph structure

QuickBooks Pro (BST 008)
Course Goal: Students will learn key concepts of managing revenue and expenses, set-up and process payroll, track inventory, prepare bank reconciliations, provide reports and create graphs, and handle year-end tasks
Subject Hours: 40 *clock hours (10 lecture hours, 30 lab hours)*
Performance Objective: Generate reports using QuickBooks applications. Demonstrate procedures for processing payroll, prepare bank reconciliations, process inventory, and set-up companies bookkeeping system, organize accounting files in computer system

College Accounting I (BST 009)
Course Goal: Students will learn key accounting principles and concepts; analyze business transactions using T Accounts, the general journal and general ledger adjustments and the worksheet closing entries, accounting for sales and accounts receivable, accounting for purchases and accounts payable, cash receipts, cash payments, and banking procedures
Subject Hours: 80 *clock hours (20 lecture hours, 60 lab hours)*
Performance Objective: Generate accounting reports. Demonstrate procedures for tracking expenses / income, bank statement reconciliation, creating balance sheet, income statement, and set-up the company's general ledgers.

Fundamentals of Bookkeeping (BST 010)
Course Goal: Students will learn key bookkeeping principles and concepts; maintain accounting records, including those which calculate expenditures, receipts, accounts payable and receivable, and profit and loss. Student will learn to monitor every transaction such as cash disbursements, cash receipts, sales and purchases, and others in a journal and post the journal entries to a general ledger of accounts. The student will learn to record all transactions and post debits (costs) and credits (income).
Subject Hours: 100 *clock hours (80 lecture hours, 20 lab hours)*
Performance Objective: Generate accounting reports. Demonstrate procedures for organizing and checking receipts, canceled checks and other records made by financial transactions. Carry out all bookkeeping functions, including overseeing payroll and balancing accounts.

Program Outline

Program Title: Basic Office Skills Training

Course #	Course	Clock Hours			
		Lec	Lab	Ext	Total
BST 000	Keyboarding - Data Entry	20	100	00	120
BST 001	Microsoft Windows	10	30	00	40
BST 002	Microsoft Word	10	30	00	40
BST 003	Microsoft Excel	10	30	00	40
BST 004	Microsoft Outlook	10	30	00	40
BST 005	Microsoft PowerPoint	10	30	00	40
BST 006	Microsoft Access	10	30	00	40
BST 007	Professional Business Writing	10	30	00	40
BST 008	QuickBooks Pro	10	30	00	40
BST 009	College Accounting I	20	60	00	80
BST 010	Fundamentals of Bookkeeping	80	20	00	100
Total hours		200	420	00	620

The subjects taught in Basic Office Skills Training are offered in the order as they appear above. The average length of time required to complete the program is 52 weeks (620 hours). A clock hour is defined as sixty-minutes.

MEDICAL OFFICE SKILLS TRAINING

Program Description

This course of instruction prepares individuals for entry-level jobs as medical coders and medical billers. Graduates may find suitable employment with hospitals, insurance companies, doctor's offices, and other medical facilities. Students will learn the basics of health insurance and how medical coding is used in conjunction with the insurance industry. They will also learn basic medical terminology including definitions of the most common word parts, such as root words, compound words, prefixes, and suffixes. In addition they will learn the basics of filing hospital insurance claims, including the UB-92. Students will learn the hospital billing flow, elements required to complete the UB-92 form, variations of form completion requirements, patient billing using MediSoft Advanced billing software and using the computer to complete the form. They also learn medical insurance including Blue Cross, Blue Shield, HMOs, PPOs, Medicare, Medicaid, and other plans. Students will learn to process medical claims for Medicare, Medicaid, and TRICARE. A Certificate is awarded upon completion of the program. This program will prepare students to take the (CPC) Certified Professional Coding Exam. The fee for this test is included in the tuition.

Course Descriptions

MST 100 – Medical Insurance
Upon completion of this course students will be able to process claims including HCFA 1500, and the UB92, describe all types of medical insurance including Blue Cross, Blue Shield, HMOs, PPOs, Medicare, Medicaid, and other plans. They will also be able to file electronic and paper claims, use proper ICD and CPT codes, and demonstrate practice management and handling of patient finance.
Subject Hours: 80 clock hours (lec 40 hrs / lab 40 hrs) (Prerequisites: None)

MST 101 – Medical Insurance Coding
Upon completion of this course students will be able to apply the basics of health insurance and how medical coding is used in conjunction with the insurance industry. In addition, they will gain a background in medical documentation and record keeping. Students will also learn how to apply and use the most common and widely used medical coding reference manuals, such as the CPT, ICD-9, and HCPCS manuals.
Subject Hours: 80 clock hours (lec 40 hrs / lab 40 hrs) (Prerequisites: none)

MST 102 – Hospital Billing
Students will learn the basics of filing hospital insurance claims, including the UB-92. Students will learn the hospital billing flow, elements required to complete the UB-92 form, variations of form completion requirements, compliance, and using the computer to complete the form. In addition students will learn how to use MediSoft's Just Claims software.
Subject Hours: 80 clock hours (lec 40 hrs / lab 40hrs) (Prerequisites: none)

MST 103 – Patient Billing MediSoft Advanced, 4e
Students will learn how to use MediSoft Advanced patient billing software, MediSoft Advanced, Version 6.1. They will learn how to prepare to perform the duties of a medical billing assistant. Students will learn the overview of medical office accounting procedures and features of a patient billing system.
Subject Hours: 80 clock hours (lec 40 hrs / lab 40 hrs) (Prerequisites: none)

MST 104 – Medical Terminology
Students will learn basic medical terminology including definitions of the most common word parts, such as root words, compound words, prefixes, and suffixes. Students will learn to recognize the basic meanings of words by learning to break them apart into basic components. Students will also be introduced to human anatomy and will learn the functions of each organ of the human body.

Subject Hours: 80 clock hours (lec 40 hrs / lab 40 hrs) (Prerequisites: none)

MST 105 – Government Programs
Students will learn to process medical claims for Medicare, Medicaid, and TRICARE. Students will learn the responsibilities of a medical insurance specialist. Students will also be introduced to the basic anatomy and physiology of the nervous system.
Subject Hours: 80 clock hours (lec 40 hrs / lab 40 hrs) (Prerequisites: none)

Program Outline

Course #	Subject	Clock Hours			
		Lec	Lab	Ext	Total
MST 100	Medical Insurance	40	40	00	80
MST 101	Medical Insurance Coding	40	40	00	80
MST 102	Hospital Billing	40	40	00	80
MST 103	Patient Billing; MediSoft, 4e	40	40	00	80
MST 104	Medical Terminology	40	40	00	80
MST 105	Government Programs	40	40	00	80
Total hours		240	240	00	480

The approximate time required to complete this program is 32 weeks (480 hours). A clock hour is defined as sixty-minutes.

COMPUTER REPAIR & NETWORKING TECHNICIAN

Program Description

This program of instruction prepares individuals for entry-level jobs as a computer repair and networking technician. Graduates may find suitable employment with computer manufacturing, computer sales, and computer repair companies. Students will learn to troubleshoot and repair personal computers and network devices. Upon completion of this program students will be able to install, upgrade, and support personal computers and associated peripheral devices in a network environment. This program will prepare students to take the A+ and Network + Certification Exams. A Certificate is awarded upon completion of the program. The fees for these tests are included in the tuition.

Course Descriptions

CRT 200 – Introduction to Computers & Networking
This course introduces students to personal computers and how they are integrated into a network. In addition students will be introduced to DSL and T-1. Upon completion of this subject students will be able to: 1) turn on a computer, 2) open software applications, 3) use software applications, and 4) properly shutdown a computer. They will also be able to describe how personal computers and peripheral devices are interconnected on a network.
Subject Hours: 120 clock hours (lec 20 hrs / lab 100 hrs) (Prerequisites: none)

CRT 201 – Computer Hardware & Software
Upon completion of this course students will be able to describe: 1) the functions of computer hardware components and how they relate to each other, 2) the installation and operation of different software applications. They learn how to: 1) disassemble and assemble a computer, 2) install and operate software on a computer, 3) troubleshoot hardware and software problems, 4) connect peripheral devices to the computer, and 5) repair hardware and software problems. In addition students will learn about CD's, floppy drives, and the relationship between system board and drivers.
Subject Hours: 128 clock hours (lec 14 hrs / lab 114 hrs) (Prerequisites: CRT 200, Introduction to Computers)

CRT 202 – Networking
This course introduces students to the skills necessary to install a computer and peripheral devices on a network. Upon completion of this course students will be able to describe: (1) network components, their use, and how they are interconnected; (2) the advantages and disadvantages of different network topologies, and 3) the operation of a client/server environment. Students will learn how to: (1) wire a Microsoft Windows 2002 network, (2) plan, design, and setup a network that best suits the needs of the client, 3) diagnose and troubleshoot Windows 2002 in a network environment, and 4) provide effective customer support to clients, in addition to TCP/IP.
Subject Hours: 80 clock hours (lec 24 hrs / lab 56 hrs) (Prerequisites: CRT 201, Computer Hardware & Software)

Program Outline

Course #	Course	Lec	Lab	Ext	Total
		Clock Hours			
CRT 200	Introduction to Computers & Networking	20	100	00	120
CRT 201	Computer Hardware & Software	14	114	00	128
CRT 202	Networking	24	56	00	80
Total hours		58	270	00	328

The approximate time required to complete this program is 28 weeks (328 hours). Single subjects making up this program may be taken individually. A clock hour is defined as sixty-minutes.

Grading System

Tests	50%
Performance Evaluation	25%
Lab	25%

(For subjects with no lab, Tests - 50%, Performance Evaluation - 50%)

90 – 100	- A	70 – 79	- C
80 – 89	- B	60 – 69	- Failure

School's Policy Concerning Satisfactory Progress

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending the Institution.

Course incompleteness, transfer clock hours, repetition, non-credit remedial courses have no effect on SAP.

QUALITATIVE REQUIREMENT:

1. Maintain a cumulative academic average of 70% or better at the end of each progress report period. The school uses the following grading scale.

Grading System

90 - 100 - A
80 - 89   - B
70 - 79   - C
60 - 69   - Failure

2. Students enrolled in an educational program must have a cumulative GPA of a 70%/C or higher and/or the ability to graduate in order to receive Title IV funds.

QUANTITATIVE REQUIREMENT:

In addition to the grade average listed above, students must also be progressing toward successful completion of their program within a maximum time frame not to exceed 150% of normal contract time. Full-time students in this program contract for, and are expected to attend an average of 12 hours per week and must successfully complete the program within a contracted period.

Excused absences, sickness or other absence, other than formal leaves of absence may not be considered in extending this maximum time allowance. Students enrolled less than full-time will be required to meet an adjusted schedule as approved by the school.

Students enrolled full-time in the 620 clock hours Basic Office Skills Training program contract to complete the course in twelve months. They may not extend their time of attendance beyond eighteen months for any reason. Students are expected to attend at the average monthly rate shown below until they have reached the required number of hours. Students completing the hours specified according to the chart below will be considered to be making satisfactory quantitative progress. "Months" means the number of months since the initial start date at this school. "Total Hours" means the student must have completed at least this number of hours at the close of this number of months.

Basic Office Skills Training Program

Full-Time Day & Evenings

Month	1	2	3	4	5	6	7	8	9	10	11
	12										
Cum Hours	51	102	153	204	255	288	336	384	459	510	561
	620										

Pay periods for the Basic Office Skills Training program are as follows:

Pay period one -   0-310 hours
Pay period two -   311-620 hours

Students enrolled full-time in the Medical Office Skills Training program contract to complete the course in ten months. They may not extend their time of attendance beyond fifteen months for any reason. Students enrolled full-time in the Computer Repair & Networking Technician training program contract to complete the course in seven months. They may not extend their time of attendance beyond eleven months for any reason.

LOSING AND REGAINING ELIGIBILITY:

WARNING STATUS
Students who fail to meet minimum requirements (80% cumulative attendance for the programs, 70% GPA, and no more than 10 consecutive absences) for attendance and academic progress at the end of a payment period will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. Financial Aid Warning status may be assigned without an appeal and the student requires no action.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period; there will be a full loss of Title IV eligibility; with the right to appeal.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEAL PROCESS
A student, who wishes to appeal a loss of Title IV eligibility, must submit a written request to the School Director within ten (10) days of being notified that they are in a non-satisfactory progress status.

The basis on which a student may file an appeal is: death of a relative, an injury; or illness of the student; or other special circumstance.

The student must describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and that decision is final.

PROBATION STATUS
If Probation Status is granted the student will regain Title IV eligibility for the eligible payment period only. Students who regain SAP at the next reporting period are considered as meeting SAP and will have regained full eligibility, those who are not making SAP will continue to be ineligible to receive Title IV funds without the option to appeal.

REINSTATEMENT OF AID
Is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV aid.

LEAVE OF ABSENCE
If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to School in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from an LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA.

OFFICIAL WITHDRAWAL FROM SCHOOL
In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form using the last date of attendance as the drop date.

UNOFFICIAL WITHDRAWAL FROM SCHOOL
In the event a student misses ten consecutive days with no contact with the school, the School Director and/or Admissions Director will unofficially withdraw a student from the school. The School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the unofficial withdrawal/drop date.

ATTENDANCE AND TERMINATION POLICY

Termination of Enrollment
A student may be terminated from the school due to violations of the school's attendance policy, conduct policy, policy concerning satisfactory academic progress, or possession of drugs or a firearm.

Absences and Tardiness
Students enrolled in Cannon Institute of Higher Learning are expected to attend all exercises of the courses in which they are enrolled and to be on time. Any absence, regardless of the reason, will prevent the student from getting the full benefit of the course. Instructors may include class attendance as a measure of academic performance, and penalize a student for unexcused absences.

Regular and punctual attendance at all classes and laboratories, days, evenings, and weekends is required. Absences of each student are recorded without exception from the official date of his/ her enrollment. The counting of absences begins on the first day of a student's enrollment in the course after classes began.

Both tardiness and early departure from class are forms of absenteeism. Tardiness is unwarranted because it is disruptive and unfair to other students. When students are late, they are likely to miss assignments and miss the full context of lectures. In order to assure accuracy of records, students who are tardy are responsible for informing the instructor of their presence when the class is finished.

The school shall terminate the enrollment of a student for the violation of its attendance policies as follows:

(1)   If a student misses more than 10 consecutive school days;
(2)   If a student misses more than 20% of the total clock hours in a program as follows:
         - Basic Office Skills Training requires completion of 520 clock hours; no more than 104 clock hours may be missed.
         - Medical Office Skills Training requires completion of 480 clock hours; no more than 96 clock hours may be missed.
         - Computer Networking and Repair requires completion of 328 clock hours; no more than 66 clock hours may be missed.

Your instructor's syllabus will give specific directions regarding class attendance.
A student failing to return as scheduled from an approved leave of absence will automatically be terminated.

Notice to Veterans
The Department of Veterans Affairs (DVA) does not recognize leaves of absence. If a student receiving DVA educational benefits is granted a leave of absence from the school, the school will notify DVA and terminate the students DVA educational benefits effective the last day of class attendance. The DVA will also be notified when a student receiving DVA educational benefits is terminated for violating the school's attendance policy or for any of the other aforementioned reasons. The veteran is eligible to re-enroll, effective the first day of class when he/she returns from leave.

Other students whose enrollments are terminated for violation of the school's attendance policy may not reenroll until the start of the next program evaluation period. However, this provision has no effect on the refund policy.

Make-up Work
A student must request make-up work, tests, or quizzes by completing the make-up request form.

(a)   No more than 5% of the total clock hours for a program may be made up.

Make-up work shall:

    (1)   be supervised by an instructor approved for the subject being made up;
    (2)   requires the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
    (3)   be completed within two weeks of the end of the grading period during which the absence occurred;
    (4)   be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
    (5)   be signed and dated by the student to acknowledge the make-up session.

Leaves of Absence

    (a)   The school director may grant a leave of absence after determining that good cause is shown. A leave of absence may not exceed the lesser of 30 school days or 60 calendar days.
    (b)   The school shall grant a student only one leave of absence per 12-month calendar period.
    (c)   School attendance records shall clearly define the dates of the leave of absence. A written statement, as to why the leave of absence was granted, signed by both the student and the school director indicating approval, shall be placed in the student's permanent file.

School Conduct Policy

  a. Cannon Institute of Higher Learning has established rules and regulations for student conduct and behavior. Failure to abide by rules and regulations may be grounds for dismissal. These regulations are listed below:

    1. No Profanity
    2. No Drugs / Alcohol on premises
    3. Appropriate Dress Attire – Dress that provides a proper learning environment

      • no revealing clothing
      • no tank tops
      • no bare feet

    4. No Smoking (except in designated areas)
    5. No rude conduct – Conduct that does not promote a conducive learning environment

      • no cursing, vulgar or foul language
      • no joking or pranks
      • no excessive talking or loud voice tone as to disrupt class

    6. No firearms allowed on premises

  b. students whose enrollments are terminated for violation of the conduct policy may not re-enter before the start of the next grading period.

Student Services

The school provides the following services to students:

    A.   Referral to outside agencies to assist with dress attire for school and job interviews upon graduation
    B.   Referral to outside agencies to assist with bus passes and or transportation
    C.   Referral to outside agencies to assist students with physical or mental disabilities or students receiving any type of social services
    D.   Referral to outside agencies to assist with child care
    E.   Student tutoring

Requirements for Graduation

The requirements for graduation are:

- Grade point average of 70% or 2.0 on a 4.0 scale or above
- Completion of all Program Hours
- No Outstanding Fees (if applicable)
- Adherence to School Attendance Policy

Job Placement Assistant

Students are required to complete the Job Placement Assistance form four-weeks prior to graduation.

The School will provide the following to assist students in finding employment.

A. **Resume / Cover Letter / Thank You Letter:** The school will compose a resume, cover letter, and thank you letter for the student.
B. **Mock Interviewing:** The school will video and critique up to three (3) mock interviews with the
   graduate. The student will be critiqued on body language, correct posture, and correct responses to interview questions.
C. **Texas Workforce Commission Registration:** The school will go on-line to assist the student in registering with the Texas Workforce Commission.
D. **Faxing of Resume to Potential Jobs:** The graduate will have scheduled access to a computer at the school to fax / e-mail resumes and search the Internet for job leads.
F. **Job Leads:** The student will be given a list of current job openings and hiring companies.

Student Grievances / Complaints

The student should contact the Director to resolve any grievances or complaints. If the grievance or complaint is not satisfactorily resolved, the unresolved grievance or complaint will be forwarded to:

Texas Workforce Commission
Career Schools and Veterans Education
101 East 15th Street
Austin, TX 78778-0001

Accreditation

Cannon Institute of Higher Learning is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting 214-630-6768.

The following is an outline of the Commission's procedure for handling complaints:

1. All complaints that are handled by the Commission staff must be in written form, with permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, Commission staff will send a letter requesting the complainant's permission. In cases where permission is not received, and otherwise as a general practice, ACCSC will not act on an anonymous complaint. Permission is not necessary for advertising complaints since it is considered public information.

2. Commission staff will forward the complainant's letter to the school and request that the school promptly investigate the allegations and respond before a specific date.

3. In case of advertising violations, Commission staff will forward a copy of the advertising to the school, citing the standard that may have been violated and requesting a response before a specific date.

4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.

5. The school forwards its response to the Commission, at which time it is reviewed by the staff. If it appears in the school's response that a standard has not been met, the school will then be required to submit documentation which demonstrates that the necessary changes have been made for compliance with the Standards. In the event the school is not able to demonstrate compliance with the Standards in question, the issue will then be forwarded to the Commission for review and appropriate consideration.

6. If it is concluded after reviewing the school's response that the allegations do not establish a violation of standards or any serious deviation from educational standards imposed by the Commission, a letter is sent to the complainant (and copied to the school). A record of this file is maintained at the Commission's office.

Approved and Regulated Statement
"Approved and regulated by the Texas Workforce Commission, Career Schools and Veterans Education section, Austin, TX."

True and Correct Statement

"The information contained in this catalog is true and correct to the best of my knowledge".

_____
School Official

Individual Courses

	Registration	Tuition	Books	Total Cost
Keyboarding - Data Entry	$100.00	$140.00	$35.00	$275.00
Microsoft Windows	$100.00	$300.00	$45.00	$445.00
Microsoft Word	$100.00	$300.00	$45.00	$445.00
Microsoft Excel	$100.00	$300.00	$45.00	$445.00
Microsoft Outlook	$100.00	$300.00	$50.00	$450.00
Microsoft PowerPoint	$100.00	$300.00	$45.00	$445.00
Microsoft Access	$100.00	$300.00	$45.00	$445.00
Professional Business Writing	$100.00	$500.00	$60.00	$660.00
QuickBooks Pro	$100.00	$775.00	$95.00	$970.00
College Accounting I	$100.00	$2800.00	$150.00	$3050.00

Fundamentals of Bookkeeping $100.00 $2900.00 $225.00 $3225.00

Note: Individual courses are not accredited