



## **LARSON Training Centers**

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*Specializing in short-term training since 1989*

12631 E. Imperial Highway, Bldg. F-118 Santa Fe Springs, CA 90670  
[www.larsontrainingcenters.com](http://www.larsontrainingcenters.com)  
(866) 287-9376 Fax (702) 446-0308

**This Catalog covers the period from  
January 1, 2014 through December 31, 2014**



**PROGRAM OFFERINGS**

<b>General Business Programs</b>		<b>Medical Programs</b>	
c1	<i>Basic Small Business Specialist</i>	m1	<i>Medical Biller</i>
c2	<i>Data Entry Specialist</i>	m2	<i>Medical File Clerk</i>
c3	<i>Bookkeeping Clerk</i>	m3	<i>Insurance Claim Handler</i>
c4	<i>General Clerk</i>	m4	<i>Admitting Clerk</i>
c5	<i>Accounting Clerk</i>	m5	<i>Medical Administration</i>
c6	<i>Administrative Assistant</i>	m6	<i>Medical Bookkeeper</i>
c7	<i>Bookkeeping, Accounting and Auditing Specialist</i>	m7	<i>Medical Transcriptionist</i>
c8	<i>Advanced Small Business Specialist</i>	m8	<i>Medical Communications &amp; Collection Specialist</i>
c9	<i>Business Sales and Communication Specialist</i>	m9	<i>Medical Accounting &amp; Audit Clerk</i>
c10	<i>Small Business Management Specialist</i>	m10	<i>Medical Records &amp; Health Info Specialist</i>

**AFFILIATIONS & MEMBERSHIPS**

- California Association of Rehabilitation & Reemployment Professionals (CARRP)
- Department of Labor Vocational Rehabilitation
- Workforce Investment Act (W.I.A.)
- California State Bar Association/Workers Compensation Section
- Health Care Management Association (H.C.M.A.)
- Veterans Administration Vocational Rehabilitation
- National Association of Claims Assistance Professionals
- Orange County Life and Health Claims Association (O.C.L.H.C.A.)
- Southern California Council of Self-Insured (S.C.C.S.I.)
- Santa Fe Springs Chamber of Commerce



# *Larson Training Centers* Student Catalog

This catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog are intended to remain in effect for the period listed on the cover (i.e. June 1, 2013 – December 31, 2013).

We do reserve the right to make changes when required by our institutional policy, federal, state, or local government agency or other agency regulation. As required, we will provide advance notice of changes to the information contained in this catalog.

Sincerely,

*Brenden Scherr*, MAT

President/CEO





### DISCLOSURE STATEMENTS

1. We are a private, nonprofit unaccredited school approved to operate by the Bureau of Private Postsecondary Education (BPPE). Approval means the institution is in compliance with the California Private Postsecondary Act of 2009.
2. Prospective students are required to visit us to discuss their educational and career objectives prior to enrollment.
3. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
4. Instruction occurs at our campus, satellites and through outside internships and externships.
5. Instruction only occurs in English. We do not offer any instruction in a language other than English; nor do we provide any English language services of any kind.
6. If English is not the student's primary language, and if our Director of Admissions determines that the prospective student may be unable to adequately understand the terms and conditions of the Enrollment Agreement and/or the school's curriculum, the student shall be required to take and pass an English language proficiency assessment such as the Wonderlic SLE 12-minute Admissions Exam.
7. Our facility provides instruction for up to approximately 60 students at any one time.
8. California statute requires that a student who successfully completes a course of study be awarded either a diploma or a certificate verifying that fact.
9. We are unaccredited and we do not offer any degree programs. We do not provide instruction in any courses where: a) graduates become eligible to sit for any licensure exams in California or any other states; and b) our certificate of completion is recognized for some employment positions, including, but not limited to, positions with the State of California.
10. Students are not eligible for federal financial aid programs.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
**2535 Capitol Oaks Drive, Suite 400**  
**Sacramento, CA 95833**  
**[www.bppe.ca.gov](http://www.bppe.ca.gov)**  
**Toll free telephone number (888) 370-7589**  
**Fax (916) 263-1897**



# *Larson Training Centers*

## Student Catalog

### **OBTAINING A CATALOG**

Prospective students may obtain a free copy of our current school catalog, in written or electronic form, by:

- Calling our toll free number: 866 287 9376;
- Sending an email to: [admin@larsontrainingcenters.com](mailto:admin@larsontrainingcenters.com); or
- Visiting our website at: [www.larsontrainingcenters.com](http://www.larsontrainingcenters.com)

### **ACADEMIC COMMITTEE**

We utilize an unbiased committee comprised of the Campus Director, the Director of Education, and one or more impartial faculty members. The committee is responsible for reviewing, assessing, and making final determinations regarding admissions, program changes, reinstatements, suspensions, and terminations.

### **SELF MONITORING PROCEDURES**

In an effort to ensure that Larson Training Centers is well maintained and operated in compliance with the Bureau for Private Postsecondary Education, the Board of Directors meets the first Tuesday of every month. The Academic Committee, which reports to the Board of Directors, is responsible for directing and administering our teaching activities. The Academic Committee is led by the Director of Education and meets the first Monday of every month to ensure that the curriculum, standards and guidelines are being maintained. During Academic Committee meetings, any suggested educational amendments to the Policies and Procedures are discussed and voted upon.

Amendments to the Policies and Procedures are approved at the Academic Committee Meetings by a majority vote of those casting ballots. Each calendar quarter, the Catalog and Student Handbook are amended and updated to reflect the amendments to the Policies and Procedures.

In addition, the Chief Administrative Officer, in conjunction with the Campus Director is responsible for administrative management of the following for purposes of ensuring compliance with the Bureau for Private Postsecondary Education regulations; Database management, Applicant/Student document handling, forms including Enrollment Agreement, and Catalog and Student Handbook updates.

The Chief Administrative Officer also makes sure that the Student Tuition Recovery Fund Assessment Reporting forms are completed quarterly and returned to the Bureau for Private Postsecondary Education with the appropriate fees. A copy of the STRF Assessment reporting form is sent to the Dean for review.

### **BANKRUPTCY DISCLOSURE**

Larson Training Centers has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

We have no existing or pending petition in bankruptcy, we are not operating as a debtor in possession, have never filed a petition, have never had a petition in bankruptcy filed against us that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)



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### HISTORY AND PHILOSOPHY

We are a nonprofit vocational school specializing in short-term training programs (i.e. 2 to 6 months) designed to assist motivated students to become financially secure through stable and meaningful employment in the **general business** and **medical** fields.

We offer practical, up-to-date, comprehensive training programs utilizing the equipment and tools needed to help our graduates quickly and confidently obtain stable and meaningful employment.

All of our programs include hands-on training. We strive to provide internships, externships, and paid employment with employers desiring to hire our graduates. Special emphasis is placed on learning to use cloud-based applications; proficiency with such tools will become essential in the near future.

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### EDUCATIONAL PHILOSOPHY

We train motivated adults to become proficient in specific clerical, administrative, customer service and sales positions in the general business and medical professions.

- We start with the end in mind; that is, we seek to identify industries and employers seeking to hire well-trained and motivated adults.
- We tailor our education programs to meet the needs of those industries and employers so that, through internships, externships and paid employment while in school, our students gain real-world experience thus making it easier to find stable and meaningful employment and to exceed their employer's expectations.

We provide short-term training (i.e. 2 to 6 months) to motivated individuals who are seeking immediate employment in the medical or general business industries.

The objective of our **MEDICAL** educational programs is to prepare graduates for immediate employment with insurance companies, billing services, and medical bureaus, self-insured's, third-party

#### OUR VISION

To build a network of alumni and business partners dedicated to helping our students become financially secure, productive members of their communities.

administrators, and health care providers of all types, including, hospitals, clinics, and private physicians' offices.

The objective of our **GENERAL BUSINESS** educational programs is to prepare graduates for immediate employment with virtually any small to medium sized business that utilizes clerical, administrative, customer service and/or sales employees. We strive to create a hands-on, intensive foundation based upon the newest cloud-based technologies.

Our hands-on approach is aimed at providing students with the skills needed to become financially secure through stable and meaningful employment.

- We utilize lectures, demonstrations, videos, role playing, internships, externships, and guest speakers.
- Our environment produces personal growth as marketable skills are learned and honed.
- In preparation for employment, on-going conferences are scheduled to provide additional opportunities for all students to create and plan their career goals.

#### OUR MISSION

Larson Training Centers is a nonprofit postsecondary vocational school; its mission is to nurture a culture of confidence and career success for motivated adults facing physical or societal challenges; its objectives are to prepare them to:





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1. Become financially secure through stable and meaning employment in customer service, administrative, sales and/or accounting positions;
2. Act with integrity, compassion and courage; and
3. Become positive role models to their communities.

### OBJECTIVES

Our programs have as their objective the systematic and in-depth transmission of practical knowledge to persons desiring employment in customer service, administrative, sales and/or accounting positions. Our training includes a personal skills assessment, courses in theory and

technique, regular examinations and real-world experience. We endeavor to provide students with the capacity to provide competent use of a broad range of technical skills, including typing, MS Office, cloud-based Apps and software programs. Finally, we prepare students to effectively utilize the body of what they've learned to implement positive improvements in their workplace.

### STANDARDS

We expect that our students will meet and uphold high ethical standards at all times. A student may be dismissed for cause in the case of unethical or unprofessional behavior.

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## OPERATING SCHEDULE

### LOCATION

Our facility is modern, attractive, easily accessible and ground floor. Classrooms and offices are conveniently located.

#### **Santa Fe Springs Campus:**

12631 Imperial Hwy. F-118,  
Santa Fe Springs, CA 90670  
866 287 9376  
FAX 702 446 0308

[Accessible by I-5, CA-91, & I-605 Freeways and Metro Link and Metro Rail Transportation]

### OFFICE HOURS

Administration and Admissions departments are open Monday through Friday from 8:00 a.m. to 6 p.m.

### INSTRUCTION HOURS

- Monday through Friday from 8:30-a.m. to 9:30 p.m.
- Saturday from 10:00 a.m. to 6:00 p.m.
- All educational programs are designed around an "open enrollment" schedule which means that each runs from six weeks to six months, and are designed such that students may begin on any Monday.



### FACILITIES AND EQUIPMENT

Our goal is to teach students to become successful in customer service, administrative, sales and accounting positions in the Medical and General Business industries from our almost 6,000 sq. ft. modern facility located in a two-story professional office park in Santa Fe Springs, CA.

Our facilities and equipment comply fully with federal, state, and local ordinances and regulations. Regulatory requirements include the areas of fire safety, building safety, and health. Handicapped parking and wheelchair access are provided.

We maintain a non-smoking facility with smoking designated in outside covered areas.

#### CLASSROOMS

We utilize forty workstations/desks through three classrooms ranging in size from ten to twenty students. One classroom is designed for lectures only; it contains desks, a whiteboard, projector and no computer workstations. The other two classrooms contain Internet enabled computers with headphones, USB ports and CD-RM drives.

Our high-speed Internet enables all students to be online utilizing the most current cloud-based learning apps.

We also utilize Internet-enabled projectors for day to day instruction.

#### OFFICES

Our staff shares three offices and work areas for admissions, operations, and tutoring. In addition to office furniture, each office is equipped with high-speed Internet enabled computers and printers.

#### RESOURCE LIBRARY

The library is located near the Admissions Office. It consists of books, journals, magazines and Internet-enabled computers which include links to the Google global library and other reference databases.

The online services include paid scholarly databases, open source materials, general reference, online video tutorials and government publications. Students can easily access information on virtually any subject through electronic publications (and digitized copies of printed publications), subject guides and career development resources.

All students learn to use OpenClass®, a leading Learning Management System, on a 24-hour per day basis, in order to

enhance and support their becoming competent in:

- On-line learning in general,
- Our educational programs in particular, and
- Cloud-based apps in the workplace.

All students have Internet access through computers which also contain USB ports and CD-ROM drives. Each student is assigned to one or more computers which are available for student use on an unlimited basis, during normal business hours. Students may contact the Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library.

In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to our educational programs, focus on industry trends, career development, resource guides and manuals, and industry-related magazines. Other similar library resources are available in the vicinity, including the Norwalk Public Library.

#### STUDENT LOUNGE AND AMENITIES

Students enjoy the use of a student lounge, equipped with microwave ovens, free coffee and purified water service and refrigerator for their personal use; all of which are available during all school hours. Students do not have to leave campus during the day. Students have access to vending machines and multiple restrooms.



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to \$2,500 /mo depending on size and location of dwelling.

### STUDENT HOUSING

Larson Training Centers

- Does not provide student housing,
- Does not assist students in locating housing, and
- Does not provide dormitory facilities.

Rental properties are available within 5 minutes from campus.

- Norwalk/Santa Fe Springs rental properties that are advertised in local newspapers currently range from \$600

### OTHER

- Licensed CertiPort® Test Center. We are an authorized test center for CertiPort (www.certiport.com) which means that, in addition to earning Larson Training Center certificates of completion, graduates are also eligible to take certification test from:
  - QuickBooks; and
  - Microsoft Office

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## ADMISSIONS POLICIES

We assure equal opportunity in education and do not discriminate on the basis of race, color, creed, national origin, age, sex, or handicap.

### REQUIREMENTS

In order to be admitted to the school, all students must:

1. Speak English fluently,
2. Be at least 18 years of age,
3. Have earned a high school diploma or G.E.D., or completed at least two years of high school and pass the Career Programs Assessment (CPAT) –Forms B & C, and
4. Have at least six months prior work experience where they received a W-2 from a properly licensed commercial business;

facility. The personal interview is intended for a mutual exchange of information during which the applicant's interests, special skills, and career goals are discussed. Our representatives seek to provide a detailed understanding of our programs and discuss your career goals.

### VOCATIONAL REHABILITATION

We welcome the opportunity to work with the Workers' Compensation, Veterans and Department of Labor vocational rehabilitation agencies. Our Admissions representatives assist in the application and assessment process of each prospective student in order to determine eligibility. Placement assistance is available for each graduate. Student absences and tardiness are recorded and reported diligently on a daily basis.

### PROCEDURES

Our admissions process begins with a personal interview and a tour of our

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## TRANSFER CREDIT/COURSE ADVANCE STANDING

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Larson Training Centers is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in any Larson Training Center program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at **that**

institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Larson Training Centers to determine if your certificate will transfer.

We do not grant credit for previous work experience or prior education. We have not entered into any agreements with other institutions regarding transfer of credits for previous work done at another institution.



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Students must submit a written request to our Director of Admissions in order to change their program of study. The request will be reviewed by an academic committee comprised of our Campus Director, Director of Admissions, Director of Education and one or more others. Once approved, the student must complete the process with the Director in order to begin the new program.

Upon enrollment and during the admissions process, students have the

opportunity to challenge courses and/or subjects. Each challenge will be evaluated based on the student's educational history. Student may only challenge up to 20% of the scheduled program in order to receive the appropriate Certificate or Diploma. During the admissions process, students must first establish their past education and subsequently pass the challenge exam for the specific course or subject. A student will not receive attendance credit for this process.

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### SESSION SCHEDULE

All Programs are designed around an "open enrollment" schedule which means that our educational programs, which run from six weeks to six months, are designed such that students may begin an educational program on any Monday.

#### HOLIDAYS

We observe the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Columbus Day
- Thanksgiving
- Holiday Break: Beginning after the last Friday before Christmas through the Sunday after New Year's Day

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### FINANCIAL AID PLANS

#### FEDERAL AND STATE FINANCIAL AID PLANS

- We do not receive financial aid.
- We do not offer any federal or state financial aid programs.
- We do admit students who have been approved by various federal, state, county and/or local programs, including: WIA, Veterans Administration, Department of Labor, and Workers Comp.
- We do not assist students in obtaining such financial aid other than to provide information on federal and state programs that the student may qualify for.

#### PRIVATE FINANCIAL AID PLANS

- We do offer interest free financial aid to all students regardless of age, or established credit on the following terms and conditions:

- Students must agree to make monthly payments on the amount financed beginning not more than 30 days after their last day they are scheduled to graduate regardless of their attendance record.
- The monthly payment shall be the lesser of: a) 1/12 of the original amount of the financial aid or b) 10% of their net monthly pay.
- In the event that a student obtains a third-party financial aid loan to pay for tuition and related fees, the student will be required to repay the full amount of the loan plus interest, less the amount of any refund. And, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.



## PLACEMENT SERVICES

Employment assistance is an integral part of Larson Training Centers. Our Career Development program is designed to provide students with employment opportunities and to assist in preparing graduates for job search. Interviewing techniques, role playing, resume writing, one-on-one and group sessions are part of our regular services. We seek to assist students in determining which areas of employment would be most interesting to them while meeting not guarantee employment.

their financial objectives. We strive to develop and nurture win-win relationships with employers in order exceed their needs related to hiring new employees. These contacts enable us to keep our curriculum current and to assist students in qualifying for a variety of positions.

All reasonable efforts will be made on behalf of the graduates to assist them in obtaining employment. However, the school does

## ACADEMIC PROCEDURES

### PROGRESS REPORTS

We believe communication between faculty, staff and students is vital. Progress reports are issued on a monthly basis, noting each student's academic performances, absences, and punctuality for the reporting period.

### ATTENDANCE POLICIES

ABSENCES will be considered excused under the following circumstances: illness, death or birth in the immediate family. Any other absences must be substantiated in writing and are excused at the discretion of the Campus Director.

PUNCTUALITY: Tardiness is disruptive to a successful learning environment and is strongly discouraged. Tardiness without legitimate reasons on two occasions in one week will be considered as one unexcused absence.

INTERRUPTION FOR UNSATISFACTORY ATTENDANCE: Students with three unexcused absences in any calendar month will receive written notification of academic probation for a period of one month. Any unexcused absence during the probationary period will be cause for

a mandatory interruption of the student's training program.

LEAVE OF ABSENCE: Written requests for leave of absence will be considered at the discretion of school administration. A leave of absence will be granted for emergencies only. A leave of absence must not exceed 60 days during the program. Students requiring leave of more than 30% of course length may re-enter at a less advanced level. Only one leave of absence is allowed during the program.

Students may request a leave of absence exceeding 60 days for medical reasons only. Pursuant to Federal Regulations, students may take a medical leave of absence for up to 180 days if the request is in writing and there is appropriate documentation on file.

MAKE-UP WORK: At the discretion of the School Administration and subject to available space and staff, students will be given the opportunity to repeat, remediate, or make up incomplete work. Any resulting and successfully completed work will be given full standing and credit toward maintaining the student's satisfactory academic progress.

### GRADING PROCEDURES

A+	98-100	C+	78-79	I	Incomplete
A	92-97	C	72-77	W	Withdrawal
A-	90-91	C-	70-71		
B+	88-89	D	65-69		
B	82-87	F	64-below		
B-	80-81				



### **GRADUATION REQUIREMENTS**

- In order to graduate, a student must attain the following:
- A minimum grade average of "C-" or better,
- Successful completion of each course with a "C-" or better,
- An attendance ratio of 70% or better,
- Fulfillment of all catalog requirements, and
- Good financial standing with the school.

### **SATISFACTORY ACADEMIC PROGRESS**

In order to qualify for a Certificate of Completion, an average of 70% attendance or better is required of all students. In order for a student to achieve satisfactory progress, they must meet the following requirements:

<u>% Completion of Program</u>	<u>25%</u>	<u>50%</u>	<u>75%</u>
<u>GPA</u>	1.5	1.75	2.0
<u>Minimum course completion</u>	60%	65%	70%

In summary: Each student must attain a minimum average grade of 70% or better and successfully complete each course with a grade of 70% or better and proceed through the course at a pace which results in completion within the maximum allowable time (1.5 times the program length).

### **ACADEMIC PROBATION**

Students who do not meet the minimum requirements for satisfactory academic progress will be placed on probation until the next evaluation point which can be at 25%, 50%, 75%, or 100% of the program length.

If the student achieves a minimum overall grade average of 70% or better at the next evaluation point, the student is removed from probation and is notified in writing of having regained good academic standing.

### **ATTENDANCE PROBATION**

Students who do not meet the percentage attendance requirement at the evaluation point, excluding attendance for a failed course, are placed on probation until the next evaluation point. If the student meets the required attendance percentage at the next evaluation point, excluding the attendance for a failed program, the student is removed from probation and is notified in writing of having achieved good attendance standing.

### **REINSTATEMENT**

A student who has been terminated for failing to maintain satisfactory academic progress or attendance may be

reinstated through the appeal process. Students must make all appeals in writing.

All mitigating circumstances must be well documented. Reinstatement decisions must have the approval of the Academic Committee. A student may be reinstated only once.

### **REPEATING A COURSE**

A student who fails a course must retake that course prior to completing the curriculum. If repeating the course is necessary, the length of the curriculum shall not exceed one and a half (1.5) times the allowed time normally required to complete the curriculum. A student can repeat a failed course only once.

When a student repeats a course, the last grade received for that course replaces the original grade. However, the original and the new grade will be used to calculate the Cumulative Grade Point Average (CGPA). The last grade of the repeated course will be the only grade for the course to appear in the student's transcript.

### **WITHDRAWALS**

To withdraw from a course or curriculum, a student must submit a written request to Administration. The request must be approved by the Campus Director. Upon approval, the student will meet with the



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Business Office to complete the withdrawal process. After the process has been completed, a grade of "W" will be awarded to the course(s) and will appear on the student's final transcript.

### **INCOMPLETE COURSES**

An incomplete (I) status cannot be given as a final grade. The student may, with instructor approval, complete the required course work, assignments, and exams within one week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, he/she will receive a grade of "F" for the course. The student will then be required to repeat the entire course prior to graduation from the curriculum.

### **SATISFACTORY FINANCIAL STANDING**

If the Accounting Office identifies delinquent tuition from a student account, a "Reminder" letter will be sent to the student or the third party funding the student's education. A second letter will be sent if the account remains delinquent after 14 days. If after 30 days the account continues to be delinquent, the account will be turned over to a third-party collection agency for reconciliation.

### **RECORDS RETENTION AND RIGHT OF PRIVACY**

Students are advised that California State Law requires us to maintain school and student records for only a five-year period. Each student file consists of copies of records, reports, and grades. Copies of transcripts are available to students upon request. Written consent from the student is required to release copies of records to a third party. Transcripts and records may be requested at the Education Office and a nominal administrative fee may be required.

All students' records are regarded as confidential. Only those agencies or individuals authorized by law are allowed access without written consent of the student. Students may request a record review or copies by written request submitted to the school.

### **TERMINATIONS**

The school reserves the right to terminate any student who fails to maintain satisfactory classroom progress or attendance. Destruction of school property, unlawful or improper action, or any conduct that discredits the school will not be tolerated. The collaborative discretion of the Administration and Campus Director is the school's standard.

### **CONTINUING SUPPORT AND REFRESHER COURSES**

We offer all graduates the opportunity to "brush up" on their acquired skills. Graduates who become employed and may need advice or direction related to the educational program they graduated from may call the school during working hours and speak to the Campus Director. For graduates wishing to come in and refresh their skills, contact the Admissions Office for time and equipment availability.



## **ADMINISTRATIVE POLICIES**

### **STUDENT ADVISING AND COUNSELING**

Our staff will provide counseling for student problems affecting course work, career plans, or professional services. All efforts will be made to provide a superior environment to assist each student to maintain, continue, and complete his/her studies.

### **TUTORING**

Due to the intensity and acceleration of our programs, students are encouraged to attend all tutoring sessions. Tutoring services are available to all students at no additional charge. Arrangements are to be made with the instructional staff on an individual basis.

### **STUDENT CONDUCT AND APPEARANCE**

We expect our students to behave in a professional manner consistent with that demanded in the contemporary business community. Appropriate attire and personal hygiene are expected.

### **CANCELLATION AND TUITION REFUND POLICY**

Student may cancel enrollment in person or by mail addressed to:

Director of Admissions,  
Larson Training Centers,  
12631 E. Imperial Highway, Bldg. F-118,  
Santa Fe Springs, CA 90670.

The effective date of cancellation is the date on which the cancellation request is made in person or the date postmarked on a mailed request for cancellation. A student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through

attendance at the first class session, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later.

A student who cancels enrollment in person or in writing at any time until midnight on the seventh (7<sup>th</sup>) day following the start of class shall be refunded all monies paid. This refund will be paid within thirty (30) days of the school's receipt of the students' request for cancellation. If a student is rejected for training or if a course is cancelled, the student will receive a refund of all monies paid.

This refund will be paid within thirty (30) days of rejection or cancellation. A student may withdraw from school at any time and receive a refund of unused costs. If a student withdraws or is suspended or expelled after the seven day period for cancellation, all educational costs shall be refunded on a pro-rata basis, less a registration fee of \$85. Within thirty (30) days of any refund, the student will receive a notice of refund stating the amount of the refund and to whom refund was made.

Once purchased, equipment becomes the property of the student, unless it is returned in good condition, allowing for reasonable wear and tear, within thirty (30) days following the date of the student's withdrawal. Some equipment may not be returnable due to health or safety reasons.

Tuition refunds shall be computed using a prorated procedure as prescribed by the State of California's Bureau for Private Post-Secondary Education, as described in the Enrollment Agreement.

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## **STUDENT GRIEVANCES**

Students seeking to resolve problems or complaints should first contact the instructor in charge.

Students who want to file a complaint may do so in one of two ways: 1) Complaints may be registered on the student evaluation form which can be obtained from any faculty member, or 2) Complaints may be registered with Administration.

Complaints that are not resolved by Administration will be directed to the Campus Director. All complaints must be made in writing immediately following the grieved incident in either manner described above.

We will do our best to resolve the matter within five business days following our receipt of the complaint. Subsequent appeals may be filed by any student within two business days following an initial





# Larson Training Centers

## Student Catalog

decision. Filing an appeal is made directly to the Campus Director. If deemed necessary, the Campus Director may

convene a review board composed of administrators, instructors, and at least one current student.

### SEXUAL HARASSMENT

Larson Training Centers is committed to creating and maintaining an environment free from all forms of unlawful exploitation, harassment or intimidation, including sexual. Specifically, every individual including students, faculty, staff, and other employees and non-employees should be aware that Larson Training Centers is opposed to sexual harassment, and that such behavior is prohibited by federal law and the State of California, and by our policy. It is our intention to take appropriate action to prevent, correct and, if necessary, discipline behavior which violates this policy.

#### WHAT IS SEXUAL HARASSMENT?

Conduct which may constitute sexual harassment includes unwanted or unwelcome sexual advances, demands for sexual favors, and other unsolicited verbal comments, gestures, or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities.
2. Submission to or rejection of such conduct is used as a basis for academic evaluation or employment decisions.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive academic or work environment, or in the case of clinic patients interfering with a proper therapeutic setting.

In determining whether the alleged conduct constitutes sexual harassment, the record of the incident as a whole and the totality of the circumstances, including the context in which the alleged incident occurred, shall be considered. Normal, courteous and pleasant, mutually respectful and non-coercive interactions that are mutually acceptable to the persons involved are not sexual harassment.

#### EXAMPLES OF SEXUAL HARASSMENT

1. Unwelcome or unwanted physical advances of a sexual nature. This includes brushing up against, cornering, fondling, hugging,

kissing, patting, pinching, or any other similar physical contact unacceptable to another individual.

2. Demands or requests for sexual favors. This includes blatant or subtle expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or threat of negative consequences concerning one's academic or employment status, or therapeutic relationship.
3. Verbal abuse or joking that is sexually oriented and unacceptable to another individual. This includes comments about an individual's appearance or body that are beyond complimentary; "dirty jokes" that are offensive to and unwanted by others, or any tasteless, sexually oriented actions, comments or innuendoes that offend others.
4. Any type of sexually oriented conduct that unreasonably interferes with academic or work performance or with the therapeutic relationship.

#### HARASSMENT RESOLUTION PROCEDURES

Anyone who believes he or she has been subjected to unlawful sexual harassment or intimidation is strongly encouraged to bring the matter to the immediate attention of the Campus Director. A written statement by the complainant will be required and the complaint will be disclosed to the alleged harasser. All records pertaining to the complaint shall be kept confidential to the maximum extent permitted by law, but disclosure of these records may be required by law. The



complaint will be promptly investigated and an attempt made to informally resolve the matter. If this is not possible, a committee composed of the Campus Director, President, and Chief Administrative Officer will meet to investigate the matter, determine sanctions or corrective action, and when necessary, determine disciplinary action against the alleged harasser.

**OTHER STUDENT COMPLAINTS  
(PROCEDURES)**

We do not expect our students to experience any serious problems while attending the school. However, if that eventuality does occur, the student should follow these procedures:

- A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The person receiving the complaint must (1) transmit it as soon as possible to the Program Director, the designated complaint handler, and (2) attempt to resolve complaints related to that person's duties.
- If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the school will advise the student that a complaint must be submitted in writing and must provide the student with a written summary of the school's complaint procedure.
- If a student complains in writing, the school will, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the school's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection.
- The student's participation in the complaint procedure and the disposition of a student's complaint must not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.



### **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of the tuition paid; and records which show the percentage of the course that has been completed. Such records would substantiate a claim for reimbursement from the STRF. To be considered, the application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice. For further information or instruction, contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
**2535 Capitol Oaks Drive, Suite 400**  
**Sacramento, CA 95833**  
**<http://www.bppe.ca.gov>**  
**(888) 370-7589 • Fax (916) 263-1897**



**OUR PEOPLE**

<p><b>Brenden Scherr, MAT</b> Chief Executive Officer Board Chair Campus Director</p>	<p><b>Education:</b> U.S. Military Academy, West Point, Bachelor of Engineering (Civil). Oregon State University, Masters Degree in Teaching (Physics Education). Secondary Teaching Credential in the State of Oregon.</p> <p><b>Professional Experience:</b> Served in a variety of command, staff and teaching assignments culminating in his selection as one of the top mentors in leader development of junior military officers in the Army Reserve Western Region during his 24 year career as a US Army officer, (including active duty in Europe, Southwest Asia and the Continental United States). Teaching positions at the University of Nevada, Las Vegas as an Associate Professor of Military Science and at the Army's Command and General Staff College where he was a Staff Leader for the Combined Arms Exercise Course. He currently commands a Training Support Battalion in the Army Reserve where he holds the rank of Lieutenant Colonel.</p> <p>Served the Archdiocese of Portland as an Administrative Manager for Bishop Kenneth Steiner. Assisted four nonprofit organization boards, two at the community-level, where he specialized in stewardship and homelessness issues in the City of Corvallis, Oregon. He remains an avid volunteer in multiple ministries at the parish and community levels..</p>
<p><b>Charry Kennedy</b> Secretary, Board Member Chief Administrative Officer</p>	<p><b>Professional Experience:</b> Entertainment Manager, Sands Hotel &amp; Casino in Atlantic City, 10 years running. Entertainment and Technical Services Manager at the Claridge Hotel &amp; Casino. Director of Entertainment and Special Events for Caesars Palace and formerly at The Desert Inn, Las Vegas. Owner Margate Entertainment LLC.</p> <p><b>Advocacy Affiliations:</b> active member of the Las Vegas community, Director of Women's Philanthropy / Business &amp; Professional Division at the Jewish Federation of Las Vegas.</p> <p>Ms Kennedy's "real-world" education provides key insights into helping LARSON students achieve financial security through stable and meaningful employment.</p>
<p><b>Shawn Morrow, CPA</b> Chief Financial Officer</p>	<p><b>Education:</b> University of New Mexico – Anderson School of Management</p> <p>Bachelors of Business Administration – Accounting Certified Public Accountant – Nevada License #3409</p> <p><b>Professional Experience:</b> Public account including audit positions at KPMG and Arthur Anderson 1996- 2001. Executive level positions, primarily Director of Finance at the Sahara casino and Stations Casinos in Las Vegas</p>
<p><b>Morris Bedard, MSA</b> Chief Marketing Officer</p>	<p><b>Education:</b> Embry-Riddle University, Master Science Aviation Management</p> <p><b>Professional Experience:</b> High school instructor, USAF Instructor Pilot. Senior Command Pilot in the Military Airlift Command, responsible for strategic airlift support throughout Europe, Africa, and the Middle East. He received numerous awards and decorations.</p>
<p><b>Edward Bevilacqua, JD</b> Director of Education Director of Placement</p>	<p><b>Education:</b> Santa Clara University (BS Commerce), Thomas Jefferson University (JD).</p> <p><b>Professional Experience,</b> over 30 years experience as a corporate executive, senior financial executive, business consultant, owner and entrepreneur. Through his highly diversified career, he has worked at every level across myriad industries.</p>



	Edward is a published author of educational books
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**SCHOOL DIRECTORS**

<b>Brenden Scherr</b>	Campus Director
<b>Rose Stringer</b>	Director of Admissions
<b>Edward Bevilacqua</b>	Director of Education & Director of Placement

**SCHOOL FACULTY**

<b>Brenden Scherr, MAT</b>	<b>Edward Bevilacqua, JD</b>
<b>Morris Bedard, MSA</b>	<b>Krystle Stringer MSW</b>
<b>Rose Stringer (Instructor's Aide)</b>	

**ADMINISTRATIVE STAFF**

<b>Rose Stringer</b>	Registrar; Instructor's Aide
<b>Stephanie Lewis</b>	Administrative Assistant; Student Aide
<b>Bob Pedersen</b>	Operations Assistant; Student Aide

**QUALIFICATIONS OF INSTRUCTIONAL STAFF**

<b>Brenden Scherr, MAT</b>	<p><b>Education:</b> U.S. Military Academy, West Point, BS/Engineering Management (Civil). Oregon State University, Masters Teaching (Physics Education). Secondary Teaching Credential in the State of Oregon.</p> <p><b>Professional Experience:</b> Served in a variety of command, staff and teaching assignments culminating in his selection as one of the top mentors in leader development of junior military officers in the Army Reserve Western Region during his 24 year career as a US Army officer, (including active duty in Europe, Southwest Asia and the Continental United States). Teaching positions at the University of Nevada, Las Vegas as an Associate Professor of Military Science and at the Army's Command and General Staff College as Staff Leader for the Combined Arms Exercise Course. He currently commands a Training Support Battalion in the Army Reserve where he holds the rank of Lieutenant Colonel.</p> <p>Served the Archdiocese of Portland as an Administrative Manager for Bishop Kenneth Steiner. Assisted four nonprofit organization boards, two at the community-level, where he specialized in stewardship and homelessness issues in Corvallis, Oregon</p>
<b>Morris Bedard, MSA</b>	<p><b>Education:</b> Embry-Riddle University, Master Science Aviation Management</p> <p><b>Professional Experience:</b> High school instructor, USAF Instructor Pilot. Senior Command Pilot in the Military Airlift Command, responsible for strategic airlift support throughout Europe, Africa, and the Middle East. He received numerous awards and decorations.</p>
<b>Edward Bevilacqua, JD</b>	<p><b>Education:</b> Santa Clara University, BS/Commerce; Thomas Jefferson School of Law, JD</p> <p><b>Professional Experience:</b> 30 years Management and Executive level business experience. Mr. Bevilacqua is very involved in re-educating ex-felons and helping them overcome the challenges of recidivism.</p>
<b>Krystle Stringer, MSW</b>	<p><b>Education:</b> University of Southern California, Master of Social Work, Concentration in Community Organization, Planning and Administration; San Diego State University, BA/Liberal Arts &amp; Science</p> <p><b>Professional Experience:</b> Instructor, Larson Training Centers, 2009-Present. Program Coordinator, Shields for Families, LA, CA 02/2009-09/2009.</p>
<b>Rose Stringer Instructor's Aide</b>	<p><b>Education:</b> Citrus Jr. College, Azusa CA General Education</p> <p><b>Professional Experience:</b> Instructor, Larson Training Centers, 1996-Present</p>



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## TRANSFER OUT

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Larson Training Centers is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in any of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at **that** institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Larson Training Centers to determine if your certificate(s) will transfer.

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## EDUCATIONAL PROGRAMS

All educational programs share the same following characteristics:

- We utilize instructors, textbooks and instructional materials designed to lead to the achievement of the learning objectives of each course;
- All Instructor's possess Graduate level degrees from known accredited Universities;
- Small class size: we employ a sufficient number of faculty to assure that the student to faculty ratio is not more than 10:1 thus enabling us to respond to, or evaluate each student lesson and return it to the student within 10 days after the lesson is received by LTC;
- At least 80% of all course modules are only taught through direct hands-on instruction where student is actively learning, not taking notes;
- Of the not more than 20% of course modules taught where the instructor is not at the school, instruction only occurs for those students who are present at the school and the Instructor is present via two-way video conferencing and when a qualified Instructor's Aide is present at the school, and each student is assessed prior to admission in order to determine whether that student has the skills and competencies to succeed in a distance education environment;
- All textbooks, materials and programs are current, well organized, designed by faculty or others who are competent in distance education techniques and delivered using readily available, reliable technology; and all distance education courses are only taught by faculty who are qualified to teach using distance education methods;
- Whenever possible, we teach courses designed by companies such as Microsoft and QuickBooks in order to maintain clear standards for satisfactory academic progress;
- Not less than bi-weekly, we provide student evaluations of learning outcomes by our faculty, we maintains a record of the dates on which lessons and projects are received and responses are returned to each student.



### TOTAL CHARGES

#### TUITION, BOOKS & SUPPLIES, STRF

The following schedule contains the total charges for the period of attendance (i.e. the entire educational program) for each certificate program including: the Program number, name, the number of hours required in order to graduate, the total tuition, Registration fees, Books & Supplies and the STRF fees.

Program #	PROGRAM NAME	TOTAL HOURS	TUITION	REG	BOOKS & SUPPLIES	TOTAL	STRF
c1	<i>Basic Small Business Specialist</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
c2	<i>Data Entry Specialist</i>	260	\$4,550.00	\$85.00	\$315.00	\$4,950.00	\$2.50
c3	<i>Bookkeeping Clerk</i>	260	\$4,550.00	\$85.00	\$315.00	\$4,950.00	\$2.50
c4	<i>General office Clerk</i>	260	\$4,550.00	\$85.00	\$315.00	\$4,950.00	\$2.50
c5	<i>Accounting Clerk</i>	390	\$5,400.00	\$85.00	\$315.00	\$5,800.00	\$3.00
c6	<i>Administrative Assistant</i>	390	\$5,400.00	\$85.00	\$315.00	\$5,800.00	\$3.00
c7	<i>Bookkeeping, Accting, Auditing Spec</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
c8	<i>Advanced Small Business Specialist</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
c9	<i>Business Sales &amp; Communications</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
c10	<i>Small Business Mgmt Specialist</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
m1	<i>Medical Biller</i>	260	\$4,550.00	\$85.00	\$315.00	\$4,950.00	\$2.50
m2	<i>Medical File Clerk</i>	390	\$4,550.00	\$85.00	\$315.00	\$4,950.00	\$2.50
m3	<i>Insurance Claims Handler</i>	390	\$5,400.00	\$85.00	\$315.00	\$5,800.00	\$3.00
m4	<i>Admitting Clerk</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
m5	<i>Medical Office Administrator</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
m6	<i>Medical Bookkeeper</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
m7	<i>Medical Transcriptionist</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
m8	<i>Medical Comm &amp; Collection Spec</i>	520	\$6,150.00	\$85.00	\$315.00	\$6,550.00	\$3.50
m9	<i>Medical Accounting &amp; Auditing Clerk</i>	650	\$7,350.00	\$85.00	\$315.00	\$7,750.00	\$4.00
m10	<i>Medical Record &amp; Health Info Spec</i>	780	\$8,570.00	\$85.00	\$315.00	\$8,970.00	\$4.50

**STRF** is the "Student Tuition Recovery Fund" (see page 12 for the required description of the STRF and how it impacts enrollment).



**BASIC SMALL BUSINESS SPECIALIST**

The objective of this program is to provide a basic understanding of how successful small businesses operate. It is designed for those seeking manager level positions in a business with less than 50 employees.

Training focuses on the primary components of all businesses: Administration, Finance, Sales & Marketing, Operations. Students are introduced to HR, Legal & Professional, Accounting, Intro to Finance, Management, Advertising, Sales and Operations departments and how they work together in successful companies.

This course also provides training in basic computer operations in a Windows-based Internet-based environment including: Typing, MS Office and Google Apps. Students will also take the QuickBooks Certified Accountants module. Students are assessed on their MS Office skills and are placed in the appropriate lesson-plans (beginner to advanced) to insure that have the highest possible proficiency levels upon completion.

Each student is assigned a computer in order to attain a proficient skill level in all modules. Each module will be administered by one Instructor and one Instructor's Aide.

Students must have at least two years prior employment in a small business as a non-management employee or 10 years as a non-manager level government employee. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 16 WEEKS	COURSE #: C1
REQUIRED MODULES	HOURS
QuickBooks Certification Program	130.0
Internship	130.0
Word, PowerPoint, Excel	130.0
PC Basics & Google Apps	130.0
<b>TOTAL HOURS</b>	<b>520.0</b>

**DATA ENTRY SPECIALIST**

The objective of this program is to prepare students for immediate employment in an office environment.

Strong focus is placed on computer information management, procedures and business correspondence through hands-on instruction and supervised laboratory time.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

Students must have at least two years prior employment in a small business as a non-management employee or 10 years as a non-manager level government employee. Each student must attain a minimum score of 70% on each bi-weekly test and the Final Exam for each module listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 8 WEEKS	COURSE #: C2
REQUIRED MODULES	HOURS
Typing Tutor	32.5
PowerPoint	32.5
Word	65.0
Excel & Business Math	65.0
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>260.0</b>

**BOOKKEEPING CLERK**

The objective of this program is to prepare students for immediate employment in an office environment.

Strong focus is placed on computer information management, procedures and business correspondence through hands-on instruction and supervised laboratory time. Each module will be administered by one Instructor and one or more Instructor's Aides.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules.

Students must have at least two years prior employment in a small business as a non-management employee or 10 years as a non-manager level government employee. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 8 WEEKS	COURSE #: C3
REQUIRED MODULES	HOURS
QuickBooks	130.0
Typing Tutor	32.5
Excel & Business Math	65.0
PC Basics & Internet Apps	32.5
<b>TOTAL HOURS</b>	<b>260.0</b>





**GENERAL CLERK**

The objective of this program is to prepare students for immediate employment in an office environment.

Strong focus is placed on computer information management, procedures and business correspondence through hands-on instruction and supervised laboratory time. Each module will be administered by one Instructor and one Instructor's Aide.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules.

Students must have at least two years prior employment in a small business as a non-management employee or 10 years as a non-manager level government employee. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 8 WEEKS	COURSE #: C4
REQUIRED MODULES	HOURS
Typing Tutor	32.5
Word	97.5
Excel	32.5
PowerPoint	32.5
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>260.0</b>

**ACCOUNTING CLERK**

The objective of this program is to prepare students for immediate employment in an environment using Windows.

Strong focus is placed on computer information management, procedures and business correspondence through hands-on instruction and supervised laboratory time. Each module will be administered by one Instructor and one Instructor's Aide.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules.

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 12 WEEKS	COURSE #: C5
REQUIRED MODULES	HOURS
Typing Tutor	32.5
PowerPoint	32.5
Word	65.0
Excel & Business Math	65.0
PC Basics & Internet Apps	65.5
QuickBooks	130.0
<b>TOTAL HOURS</b>	<b>390.0</b>

**ADMINISTRATIVE ASSISTANT**

The objective of this program is to prepare students for immediate employment in an office environment.

Strong focus is placed on computer information management, procedures and business correspondence through hands-on instruction and supervised laboratory time. Each module will be administered by one Instructor and one Instructor's Aide.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules.

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 12 WEEKS	COURSE #: C6
REQUIRED MODULES	HOURS
Typing Tutor	32.5
PowerPoint	65.0
Word	97.5
Excel & Business Math	97.5
PC Basics & Internet Apps	97.5
<b>TOTAL HOURS</b>	<b>390.0</b>



**BOOKKEEPING, ACCOUNTING AND AUDITING SPECIALIST**

The objective of this program is to prepare students for immediate employment in an office environment.

Strong focus is placed on computer information management, procedures and business correspondence through hands-on instruction and supervised laboratory time. Each module will be administered by one Instructor and one Instructor’s Aide.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules.

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 16 WEEKS	COURSE #: C7
REQUIRED MODULES	HOURS
Typing Tutor	32.5
PowerPoint	65.0
Word	130.0
Excel & Business Math	97.5
QuickBooks	130.0
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>520.0</b>

**ADVANCED SMALL BUSINESS SPECIALIST**

The objective of this program, like course C1, is to provide an understanding of how successful small businesses operate. It is designed for those ready for management positions in a business with less than 50 employees.

Training focuses on the primary components of all businesses: Administration, Finance, Sales & Marketing, Operations. Students are introduced to HR, Legal & Professional, Accounting, Intro to Finance, Management, Advertising, Sales and Operations departments and how they work together in successful companies.

This course also provides training in basic computer operations in a Windows-based Internet-based environment including: Typing, MS Office and Google Apps. Students will also take the QuickBooks Certified Accountants module. Students are assessed on their MS Office skills and are placed in the appropriate lesson-plans (beginner to advanced) to insure that have the highest possible proficiency levels upon completion.

Each student is assigned a computer in order to attain a proficient skill level in all modules. Each module will be administered by one Instructor and one Instructor’s Aide.

Students must have at least 2 years management level experience in a small business, 5 years prior non-management level employment in a small business, 10 years prior employment in a large business or 15 years as a non-manager government employee. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 16 WEEKS	COURSE #: C8
REQUIRED MODULES	HOURS
QuickBooks Certification Program	130.0
Internship	130.0
Word, PowerPoint, Excel	130.0
PC Basics & Google Apps	130.0
<b>TOTAL HOURS</b>	<b>520.0</b>



**BUSINESS SALES AND COMMUNICATION SPECIALIST**

The objective of this program is to provide job training in professional sales and customer relations for inside and outside sales career in retail, wholesale, telemarketing, hospitality, business, services, and related industries.

Training focuses on all of the components of the sales process: prospecting for customers, gathering information, determining customers' needs, overcoming objections, negotiating an agreement and closing sales.

This course also provides training in basic computer operations in a Windows-based Internet-based environment including: contact management, order entry, and statistics. Every student is assigned an individual Internet-based computer in order to attain a proficient skill level in personal computer operation, including keyboarding techniques, Brain-Pop, and word processing.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 16 WEEKS	COURSE #: C9
<b>REQUIRED MODULES</b>	<b>HOURS</b>
Professional Sales Theory	65.0
Professional Sales Practice	65.0
Sales Lab	130.0
Excel & Business Math	65.0
PowerPoint & Business Composition	65.0
Word & Reading Comprehension	65.0
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>520.0</b>

**SMALL BUSINESS MANAGEMENT SPECIALIST**

The objective of this program, like courses C1 and C8, is to provide an understanding of how successful small businesses operate. It is designed for those having had management positions in a business with less than 50 employees.

Training focuses on the primary components of all businesses: Administration, Finance, Sales & Marketing, Operations. Students bring their HR, Legal & Professional, Accounting, Finance, Management, Advertising, Sales and Operations skills to the new "cloud-based" world in order to become competitive in today's job market.

This course also provides training in basic computer operations in a Windows-based Internet-based environment including: Typing, MS Office and Google Apps. Students will also take the QuickBooks Certified Accountants module. Students are assessed on their MS Office skills (beginner to advanced) and are placed in the appropriate lesson-plans to insure that have the highest possible proficiency levels upon completion.

Each student is assigned a computer in order to attain a proficient skill level in all modules. Each module will be administered by one Instructor and one Instructor's Aide.

Students must have at least 5 years management level experience in a small business or 5 years manager level experience in a government position. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 16 WEEKS	COURSE #: C10
<b>REQUIRED MODULES</b>	<b>HOURS</b>
QuickBooks Certification Program	130.0
Internship	130.0
Word, PowerPoint, Excel	130.0
PC Basics & Google Apps	130.0
<b>TOTAL HOURS</b>	<b>520.0</b>



# Larson Training Centers

## Student Catalog

### MEDICAL BILLER

The objective of this program is to prepare students for immediate employment in an insurance company, billing service, medical bureau, self-insured organization, third-party administrator, hospital, clinic, private physician's office, or related area within the medical/insurance community.

Strong emphasis is placed on medical terminology, diagnosis and procedure coding, basic anatomy and physiology

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

Students must have at least 2 years experience in a small business, 5 years prior employment in a large business or 10 years as a non-manager government employee. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 8 WEEKS	COURSE #: M1
REQUIRED MODULES	HOURS
Medical Claims Processing	130.0
Typing Tutor	32.5
Medisoft	32.5
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>260.0</b>

### MEDICAL FILE CLERK

The objective of this program is to prepare students for immediate employment in an insurance company, billing service, medical bureau, self-insured organization, third-party administrator, hospital, clinic, private physician's office, or related area within the medical/insurance community.

Strong emphasis is placed on medical terminology, diagnosis and procedure coding, claims processing, basic anatomy and physiology.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

Students must have at least 2 years experience in a small business, 5 years prior employment in a large business or 10 years as a non-manager government employee. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 12 WEEKS	COURSE #: M2
REQUIRED MODULES	HOURS
Medical Claims Processing	130.0
Typing Tutor	32.5
Medisoft	32.5
Word	97.5
PowerPoint	32.5
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>390.0</b>

### INSURANCE CLAIM HANDLER

The objective of this program is to prepare students for immediate employment in an insurance company, billing service, medical bureau, self-insured organization, third-party administrator, hospital, clinic, private physician's office, or related area within the medical/insurance community.

Strong emphasis is placed on medical terminology, diagnosis and procedure coding, claims processing, basic anatomy and physiology.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

Students must have at least 2 years experience in a small business, 5 years prior employment in a large business or 10 years as a non-manager government employee. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 12 WEEKS	COURSE #: M3
REQUIRED MODULES	HOURS
Medical Claims Processing	130.0
Typing Tutor	32.5
Medisoft	32.5
Word	65.0
Excel & Business Math	65.0
PowerPoint	32.5
PC Basics & Internet Apps	32.5
<b>TOTAL HOURS</b>	<b>390.0</b>



### ADMITTING CLERK

The objective of this program is to prepare students for immediate employment in an insurance company, billing service, medical bureau, self-insured organization, third-party administrator, hospital, clinic, private physician's office, or related area within the medical/insurance community.

Strong emphasis is placed on medical terminology, diagnosis and procedure coding, claims processing, basic anatomy and physiology.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

COURSE LENGTH: 16 WEEKS	COURSE #: M4
REQUIRED MODULES	HOURS
Medical Claims Processing	130.0
Typing Tutor	32.5
Medisoft	65.0
Word	97.5
PowerPoint	65.0
Excel & Business Math	65.0
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>520.0</b>

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

### MEDICAL ADMINISTRATION

The objective of this program is to prepare students for immediate employment in an insurance company, billing service, medical bureau, self-insured organization, third-party administrator, hospital, clinic, private physician's office, or related area within the medical/insurance community.

Strong emphasis is placed on medical terminology, diagnosis and procedure coding, basic anatomy and physiology. Every

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

COURSE LENGTH: 16 WEEKS	COURSE #: M5
REQUIRED MODULES	HOURS
Medical Claims Processing	130.0
Typing Tutor	32.5
Medisoft	65.0
Word	97.5
Excel & Business Math	65.0
PowerPoint	65.0
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>520.0</b>

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

### MEDICAL BOOKKEEPER

The objective of this program is to prepare students for immediate employment in an insurance company, billing service, medical bureau, self-insured organization, third-party administrator, hospital, clinic, private physician's office, or related area within the medical/insurance community.

Strong emphasis is placed on medical terminology, diagnosis and procedure coding, claims processing, basic anatomy and physiology. Emphasis is also placed on basic full-cycle accounting principles; including payables/receivables, worksheets, and financial statements

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

COURSE LENGTH: 16 WEEKS	COURSE #: M6
REQUIRED MODULES	HOURS
Medical Claims Processing	130.0
Typing Tutor	32.5
Medisoft	32.5
Word	32.5
QuickBooks	130.0
Excel & Business Math	65.0
PowerPoint	32.5
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>520.0</b>

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.



**MEDICAL TRANSCRIPTIONIST**

The objective of this program is to prepare students for immediate employment in an insurance company, billing service, medical bureau, self-insured organization, third-party administrator, hospital, clinic, private physician’s office, or related area within the medical/insurance community.

Strong emphasis is placed on medical terminology, diagnosis and procedure coding, claims processing, basic anatomy and physiology.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor’s Aide.

COURSE LENGTH: 16 WEEKS	COURSE #: M7
REQUIRED MODULES	HOURS
Medical Claims Processing	130.0
Typing Tutor	32.5
Medisoft	32.5
Word	97.5
PC Basics & Internet Apps	65.0
Medical Transcription	130.0
PowerPoint	32.5
<b>TOTAL HOURS</b>	<b>520.0</b>

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

**MEDICAL COMMUNICATIONS & COLLECTION SPECIALIST**

The objective of this program is to prepare students for immediate employment as a Medical Lien Collector within the California Workers Compensation arena at Hospitals, Doctors offices, Ambulatory Surgical Centers, Chiropractic Clinics, Medical Collection Agencies or related areas within the Workers Compensation Community.

Strong emphasis is placed on Basic Workers Compensation Fundamentals of Recovery, California Title 8 Practice and Procure Rules and Regulations Labor Code sections, Insurance Regulations, handling of Legal Correspondence and filing of DOR (Declaration of Readiness to Proceed). Students will receive basic communication skills geared toward the art of negotiation as well as in-house internship utilizing hands-on training with actual medical lien cases and case law review.

COURSE LENGTH: 16 WEEKS	COURSE #: M8
REQUIRED MODULES	HOURS
Recovery, Lien & Collection Procedures	97.5
Collections Lab	97.5
Typing Tutor	65.0
Word	65.0
PowerPoint	65.0
Excel	65.0
PC Basics & Internet Apps	65.0
<b>TOTAL HOURS</b>	<b>520.0</b>

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor’s Aide.

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.



# Larson Training Centers

## Student Catalog

### MEDICAL ACCOUNTING & AUDIT CLERK

The objective of this program is to prepare students for immediate employment in an insurance company, billing service, medical bureau, self-insured organization, third-party administrator, hospital, clinic, private physician's office, or related area within the medical/insurance community.

Strong emphasis is placed on medical terminology, diagnosis and procedure coding, claims processing, basic anatomy and physiology. Emphasis is also placed on basic full-cycle accounting principles; including payables/receivables, worksheets, and financial statements.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 20 WEEKS		COURSE #: M9
REQUIRED MODULES		HOURS
Medical Claims Processing		130.0
Typing Tutor		65.0
Medisoft		65.0
Word		65.0
QuickBooks		130.0
PowerPoint		65.0
Excel & Business Math		65.0
PC Basics & Internet Apps		65.0
<b>TOTAL HOURS</b>		<b>650.0</b>

### MEDICAL RECORDS & HEALTH INFO SPECIALIST

The objective of this program is to prepare students for immediate employment in an insurance company, billing service, medical bureau, self-insured organization, third-party administrator, hospital, clinic, private physician's office, or related area within the medical/insurance community.

Strong emphasis is placed on medical terminology, diagnosis and procedure coding, claims processing, basic anatomy and physiology. Emphasis is also placed on basic full cycle accounting principles; including payables/receivables, worksheets, and financial statements.

Each student is assigned a computer in order to attain a proficient skill level in the itemized modules. Each module will be administered by one Instructor and one Instructor's Aide.

Students need no prior work experience. Each student must attain a minimum score of 70% on the all Final Exams for each course listed above, and an attendance ratio of 70% or better.

COURSE LENGTH: 24 WEEKS		COURSE #: M10
REQUIRED MODULES		HOURS
Medical Claims Processing		130.0
Typing Tutor		65.0
Dragon Voice Activation		65.0
Medisoft		65.0
Word		65.0
PowerPoint		65.0
Excel & Business Math		65.0
QuickBooks		130.0
PC Basics & Internet Apps		65.0
Lab		65.0
<b>TOTAL HOURS</b>		<b>780.0</b>