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**Associate of Applied Science Degree
Management and Administration**

Catalog July 2012 – June 2013

Revised 1 October 2012

Hubbard College of Administration has approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which went into effect January 1, 2010. Hubbard College of Administration under section 94802 (a) of CPPEA, was by operation of law approved until June 30, 2011 at which time the college began, and continues, the license renewal process with the Bureau for Private Postsecondary Education which administers the Act under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA. 95798-0818 (916) 574-7774.

Hubbard College of Administration is a member of the California Association of Private Postsecondary Schools.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Hubbard College of Administration. Changes are affected from time to time in the general regulations and in the academic requirements. There are, of course, established procedures for making such changes that protect the individual student's interests and the integrity of the school. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accomplished within the span of time normally required for graduation.

Hubbard College of Administration has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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.

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.

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School Holiday Schedule July 2012 – June 2013

Independence Day	July 4, 2012
Labor Day	September 3, 2012
Thanksgiving Holiday	November 22 - 25, 2012
Christmas Holiday	December 24, 2012 - January 1, 2012
Memorial Day	May 27, 2013

Purpose, Mission and Objectives

The purpose of Hubbard College of Administration is to conduct an educational program based on principles developed by L. Ron Hubbard in management and administration of organizations.

We are a non-term private institution, which allows the individual to enroll and begin study at any time. Hubbard College of Administration offers self-paced instruction and flexible scheduling to meet the needs of both full-time and part-time students, whether they are recent high school graduates or working adults.

We offer an Associate of Applied Science: Management and Administration which consists of theory, practical and apprenticeships or internships. Learning outcomes are measured by testing on materials studied but most importantly by whether or not the individual can produce the results expected from the application of what he has learned in real life situations.

Our AAS degree program draws emphasis to the following:

1. Developing lifelong learning skills and putting the individual at cause over his or her ability to learn and apply any subject through mastery of effective methods of study.
2. Increasing the responsibility, self-respect and ethics level of the individual through the study and daily application of principles of ethics conduct to enable one to improve conditions in all areas of life, as well as, in organizations.
3. Improving the communications skills of the individual so that he is able to effectively deal with all kinds of people and situations in both business and personal matters.
4. Teaching the individual how to evaluate and predict human behavior. An understanding of why people behave the way they do, and what they are likely to do in the future will improve all aspects of one's life both personal and professional.
5. Teaching the individual the basic laws governing the survival and expansion of all organizations and groups and the technology based on these laws. The focus is on *application* of basic laws. *Technology* means the *methods of application* of the principles of something, as opposed to mere theoretical knowledge of the thing. Technology is for use. Its application brings results.
6. Developing the individual's ability to think logically. The business owner, administrator, manager, or anyone in the workplace has a considerable use for logic. If they cannot reason, they make costly and time-consuming errors. If one can think logically he or she can correctly observe data and situations and think their way through to reach correct conclusions and take correct actions.
7. Developing the individual's leadership skills.
8. Ensuring that the individual can apply what he or she has learned to produce the intended results.

History

Hubbard College of Administration was registered as a nonprofit corporation in the state of California in December of 1990. The Internal Revenue Service of the United States granted it tax-exempt status in October of 1993.

Since 1991, Hubbard College of Administration has licensed Hubbard Colleges of Administration in the United States, Africa, Austria, Columbia, Czech Republic, Ecuador, Great Britain, Hungary, Israel, Italy, Latvia, Nederland, Russia, Slovakia, Switzerland, Taiwan, Japan and Venezuela.

Students come to the College from the Los Angeles area, from all over the United States, and from many countries throughout the world. The demand for persons with the knowledge and skills that Hubbard College of Administration International provides will continue to grow in a service-oriented, international economy.

Facilities

All courses will be held at Hubbard College of Administration. The College is located at 320 North Vermont Avenue in Los Angeles, California. Fully renovated in 2002 the College is housed in a four-story building with more than 20,000 square feet containing four course-rooms, a lecture hall, open deck, café and ample parking. The college is located near a major freeway exit as well as bus routes and a metro train station.

Instructional Equipment and Materials

Textbooks are required for each course and may be purchased through the student bookstore. Each courseroom is equipped with listening devices for recorded lectures, wireless Internet, student worktables and chairs and is within close proximity to the campus library and additional wired and wireless Internet.

Library

The library facility has extensive reference materials and course packs for each course at the college available for use by students. It also has computers with email and Internet access available to the students where the students can access the Library of Congress. The library is available to students from 9:00 am to 6:00 pm Monday through Saturday.

Associate of Applied Science Degree: Management and Administration

Management and administration are vital functions in any type of organization. These functions involve coordinating the activities of people and resources to perform useful work and to achieve organizational objectives and goals. Managers and administrators must understand people, the nature of organizations and how they function, how to provide leadership, how to plan and how to control organizational operations. Career opportunities in management and administration are as diverse as the world of business and organization.

The following people could benefit from this program:

A) People who wish to prepare for entry-level management positions in business or industry. B) People who have acquired occupational or professional training who can combine their backgrounds from occupational or professional programs with sound business education to enable them to obtain advancement in the management areas associated with their specialty fields. C) Business owners, professionals, executives, managers and supervisors who want to learn and apply new skills to their existing organizations.

This program covers study skills, interpersonal relationship skills, communication skills, how to predict and evaluate human behavior, business ethics, management by statistics, basic organization, organizational design and structure, interoffice communication systems, executive basics, leadership, planning and writing programs, increasing efficiency, basic non-accounting financial planning for cash flow management, how to write effective company policy, marketing and public relations surveys, public relations, marketing and sales. It develops the skills, attitudes and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations. It combines theoretical knowledge with practical application of principles and techniques. The program focuses on application in real business situations.

All courses include practical assignments and final exams. Many courses are followed by faculty-supervised apprenticeships in which the student must go into a business or organization and directly apply the knowledge and skills learned on the course. A final internship in a business or organization requires the student to apply all the knowledge and skills learned in a variety of ways.

Total Credit Hours: 60

Total Instructional Clock Hours: 1800

Approximate Time to Complete:

- Full Time: 48 weeks
- Half Time: 94 weeks
- Part Time: 188 weeks

Course Numbering System

Hubbard College uses an alphanumeric course numbering system in which the first several characters represent the subject area and the digits represent the level of the course. 100/200 levels are lower division courses as part of the associate degree program.

Required Courses and Course Descriptions

General Education

GE100 Basic Study Manual

This course teaches the student basic information and skills on how to learn and how to apply what he has studied in life. This practical knowledge on how to study can be used by adults, college or high school students, teachers, parents and trainers in industry.

Prerequisite: None

1 Credit

GE110 How to Achieve Effective Learning

Employees too often come to the business world unprepared and untrained. They also come with poor learning skills as they have never been taught how to study, how to learn and how to apply what they have learned. This course teaches the student how to handle the barriers to study and the phenomena of misunderstood words. With this information, the student will not only be able to grasp fully what he is studying, but will be able to apply proficiently what he has studied in work and in life.

Prerequisite: None

3 Credits

GE120 How to Get Along With Others

In any workplace, excellent communication and relations among employees is key; it is the oil that lubricates the workings and allows for coordination. Without excellent communication, lines jam and production slows. This course teaches the basics of human relations.

Prerequisite: None

¹/₃ Credit

GE120A How to Get Along With Others Apprenticeship

This faculty-supervised apprenticeship requires the student to apply what he has learned on the How to Get Along With Others course in a real workplace environment.

Prerequisite: How to Get Along With Others Course

¹/₃ Credit

GE130 Handling the Ups and Downs in Life

Personal problems, whether personal or work-related, can take their toll on one's performance at work. This course addresses the influences in a person's life, which cause him to go up and down in life and become a source of trouble to himself and others.

Prerequisite: None

¹/₂ Credit

GE130A Handling the Ups and Downs in Life Apprenticeship

This faculty-supervised apprenticeship requires the student to apply what he has learned on the Handling the Ups and Downs in Life course to help himself or another person to handle influences in life that cause him stress.

Prerequisite: Handling the Ups and Downs in Life Course

¹/₂ Credit

GE140 Personal Values and Integrity

Compromising one's personal integrity, because of social and economic pressure leads to failure and loss. This course addresses the basics of honesty and personal integrity not just in the world of work, but in life as well.

Prerequisite: None

¹/₂ Credit

GE 140 Personal Values and Integrity Apprenticeship

This faculty-supervised apprenticeship requires the student to apply what he has learned on the Personal Values and Integrity course in real workplace situations.

Prerequisite: Personal Values and Integrity Course

1/2 Credit

GE150 Improving Business through Communication

The inability to communicate can destroy a career, a business relationship, or a sale. The greater a person's ability to communicate, the greater his potential for success. The ability to professionally handle communication plays no small role in the demonstration of competence. The ability to communicate can be learned and developed. This course teaches the student to be able to communicate without tension or nervousness, how to get ideas across clearly and distinctly and how to guide and control communication in business or any situation. This course includes a series of eighteen practical drills on the fundamentals of successful communication.

Prerequisite: None

1 1/3 Credits

GE160 How to Evaluate and Predict Human Behavior

This course teaches tools to help the student understand people and their behavior and to predict what they are likely to do on and off the job. It teaches how to observe, evaluate and predict human behavior.

Prerequisite: None

1 2/3 Credits

GE160A How to Evaluate and Predict Human Behavior Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the How to Evaluate and Predict Human Behavior Course to complete a project in a real business or organizational environment.

Prerequisite: How to Evaluate and Predict Human Behavior Course

2/3 Credit

Occupational Area Training

GE170 How to Effectively Handle Work

This course addresses the day-to-day problems of work. It addresses areas such as how to handle one's job, how to keep a job, and how to maintain productivity and efficiency and how to handle confusions in the workplace. It also addresses the most common problems encountered in the workplace including stress, exhaustion, and burnout.

Prerequisite: None

1 1/3 Credits

GE170A How to Effectively Handle Work Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the How to Effectively Handle Work course in a real business or organizational environment. The student, while working in an organization, must undertake projects to help themselves and others using the information learned on the course.

Prerequisite: How to Effectively Handle Work Course

1 Credit

ETH100 Ethics for Business Survival

Surviving in the business world can often be a challenge. Although some view business as a dog-eat-dog world, one of the more challenging aspects is the recurring necessity to decide what is right or wrong, good or bad, moral or immoral. These are often complex and difficult decisions to face. The subject of ethics encompasses this aspect of business. This course shows the negative consequences of unethical behavior in business, what ethics really are, how to apply ethics on a day-to-day basis, and how to improve the workplace through the use of ethics.

Prerequisite: None

1 ²/₃ Credits

ETH100A Ethics for Business Survival Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Ethics for Business Survival course in a real business or organizational environment. The student must undertake a project in which he recognizes an ethics situation that needs correction and devises and implements a workable solution.

Prerequisite: Ethics for Business Survival Course

1 Credit

ETH200 Formulas for Business Success

This course teaches the exact operating states or conditions of any business or organizational activity and the steps to take based on the operating state or condition to improve the business or organizational activity.

Prerequisite: None

1 ¹/₃ Credit

ETH300 Management by Statistics

This course teaches how to use statistics and graphs to show how much any business or organizational area is producing. It also shows how to use statistics to analyze the operations of an organization and how to use statistics for management decision-making.

Prerequisite: Formulas for Business Success Course

1 ¹/₃ Credits

ETH300 A Formulas for Business Success and Management by Statistics Apprenticeship

This faculty supervised apprenticeship requires the student to apply the knowledge and skills learned on the Formulas for Business Success course and the Management by Statistics course in a real business or organizational environment. The student must go into a business or organizational situation, determine the correct operating state or condition of the organization or one of its activities, determine the steps needed to improve the condition, and get the steps carried out. It also teaches how to use statistics and graphs to show how much any business or organizational area is producing. In addition it shows how to use statistics to analyze the operations of an organization and how to use statistics for management decision-making.

Prerequisite: Formulas for Business Success and Management by Statistics courses 1 ²/₃ Credits

MAN100 Executive Basics

This course teaches the fundamentals of holding a position of managerial or administrative responsibility in an organization. It covers the topics of management functions, leadership and the duties and skills of an executive.

Prerequisite: Formulas for Business Success and Management by Statistics courses. 1 ^{1/3} Credits

MAN100A Executive Basics Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Executive Basics course by carrying out executive duties in a business or organization. The student must work under an executive in the organization to get familiar with the functions and the organization. The student then must carry out some basic executive duties such as writing and getting compliance to orders, conducting a staff meeting, and other actions to be agreed upon by the executive in the organization, the faculty supervisor and the student.

Prerequisite: Executive Basics Course 1 Credit

MAN200 Effective Leadership

An effective leader is very valuable in our society. The importance of leadership cannot be downplayed. This course identifies the elements of effective leadership and how to achieve them.

Prerequisite: None 1 ^{1/3} Credits

MAN200A Effective Leadership Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Effective Leadership course. This is accomplished by working with an executive or manager to restore and/or strengthen his or her skills as a leader. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: Effective Leadership Course ^{2/3} Credit

ORG100 Basic Organization

This course teaches the primary functions of any organization, the basic laws of organization and administration, and how to design and set up an organization so that it runs effectively.

Prerequisite: Formulas for Business Success Course, Management by Statistics Course 2 Credits

ORG100A Basic Organization Apprenticeship

This faculty-supervised apprenticeship requires the student to go into a business or organization, do an analysis of the organizational functions and structure, and use the knowledge and skills learned on the Basic Organization course to write and present recommendations to improve the organizational functions and structure. Students who are currently employed may complete this apprenticeship in their own organizations.

Prerequisite: Basic Organization Course 2 Credits

PROG100 How to Make Planning Become an Actuality

Planning is working out how one is going to accomplish set objectives. A properly written plan is a road map to success. This course teaches the student workable techniques for formulating plans and programs. It teaches how to get programs carried out and moving to achieve business or organizational goals and objectives. The elements of successful plans and programs are defined and taught.

Prerequisite: None 1 ^{2/3} Credits

PROG100A How to Make Planning Become an Actuality Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Planning Course by writing and carrying out a plan to accomplish a goal or objective in a business or organization. The plan must include targets to be done by a number of people. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: How to Make Planning Become an Actuality Course 1 ¹/₃ Credits

MAN250 How to Get Things Done

An executive or an administrator must be someone who can get things done through others. Getting compliance with administrative actions or orders can be frustrating due to the barriers and procrastination of others. It contains 22 practical drills that teach the student how to get others to get things done and how to get compliance.

Prerequisite: Improving Business through Communication Course 1 ¹/₃ Credits

ORG200 How to Increase Efficiency in Your Company

This course teaches the student how to recognize and handle areas of inefficiency, which waste man-hours and income in an organization. It also addresses areas of written communication, interoffice communication systems, delegation skills, and other ways to increase efficiency.

Prerequisite: None 1 ¹/₃ Credits

ORG200A How to Increase Efficiency in Your Company Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Efficiency course in a business or organization. The student must design a project that identifies an area of inefficiency, and identifies the steps to be taken to increase efficiency. The student must then carry out these steps to a successful result. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: How to Increase Efficiency in Your Company Course 1 Credit

FP200 How to Increase Profits through Proper Financial Planning

This course covers how to manage financial resources to increase cash flow and solvency, build reserves, and correctly allocate financial resources for increased organizational production.

Prerequisite: Formulas for Business Success 1 ¹/₃ Credits

FP200A How to Increase Profits through Proper Financial Planning Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Financial Planning course in a business or organization. The student must design and carry out a project to improve the financial situation of the business. Students who are currently employed can complete the apprenticeship in their own organization.

Prerequisite: How to Increase Profits Through Proper Financial Planning Course 2 Credits

POL100 How to Write Effective Company Policy

This course teaches the importance of establishing policy, how to write and issue organizational policy, how and when to implement policy and how policy can be used to expand an organization.

Prerequisite: None

2/3 Credits

POL100A How to Write Effective Company Policy Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Policy course in a business or organization. The student must study the existing policies of the organization, determine areas in which policy needs to be developed, develop and present the needed policy and get it issued correctly in the organization. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: How to Write Effective Company Policy Course

1 1/3 Credits

PR100 Marketing and Public Relations Surveys

Surveys are the tools by which one finds out what customers and potential customers think and feel. Surveys give the information that is vital to effective marketing, promotion and public relations activities and campaigns. This course teaches the basics of how to use surveys for marketing and public relations.

Prerequisite: How to Get Along With Others Course, or How to Evaluate and Predict Human Behavior Course

1 2/3 Credits

PR100A Marketing and Public Relations Surveys Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Survey course in a business or organization. The apprenticeship may be done by assisting a professional market researcher on a project for a client or it may be done by the student working directly to conduct surveys for a business or organization. Students who are currently employed may complete this apprenticeship for their own organization.

Prerequisite: Marketing and Public Relations Surveys Course

1 2/3 Credits

PR200 Public Relations

Good public relations are vital to the expansion of any business or organization. This course teaches the basic duties and purposes of the public relations professional, the elements of public relations and the basic tools of public relations.

Prerequisite: Marketing and Public Relations Surveys Course

2 Credits

PR200A Public Relations Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Public Relations course in a business or organization. The student must identify a public relations situation, design a campaign or program to handle the situation and carry out the steps of the program to achieve a successful result. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: Public Relations Course

1 2/3 Credits

MAR100 Marketing

Marketing is an important function in any business. This course teaches the basic elements and tools of marketing and how to plan marketing strategy and devise marketing and promotional campaigns.

Prerequisites: Marketing and Public Relations Surveys Course and Public Relations Course
1^{1/3} Credits

MAR100A Marketing Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Marketing course. This apprenticeship may be done by assisting a marketing professional in the design and implementation of a project for a client or it may be done by the student working directly with a business or organization to design and carry out a marketing project.

Prerequisite: Marketing Course
1^{2/3} Credits

SA100 How to Create Want for Your Products Through Effective Sales Techniques

Effective salesmanship can be learned. This course teaches the fundamentals of personal selling. It includes many practical drills on the various elements of personal selling and sales situations.

Prerequisites: Improving Business through Communication (Public Relations Course and Marketing Course are recommended)
1^{2/3} Credits

SA100A Sales Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Sales course in real personal selling situations. The student must work in a business or organization in personal selling to prospect customers, make sales presentations, and close sales. Students who are currently employed may complete this apprenticeship in their own organizations.

Prerequisite: Sales Course
1^{2/3} Credits

INTAAS Internship

This faculty-supervised internship requires the student to apply all the knowledge and skills learned by working in a business or organization as a management or administrative intern. The student must sign an internship contract with his faculty supervisor and a representative of the organization that states exactly what the student will be required to do and the evidence and documentation of actions and results required for satisfactory completion of the internship.

Prerequisite: Associate of Applied Science Degree courses and apprenticeships.
6^{2/3} Credits

Admissions Information

The College Year

Hubbard College of Administration is a non-term institution that operates year round. The courses offered are self-paced to allow students to enroll and begin courses on any day of the week (with the exception of Sunday), anytime of the year.

Motivation to Learn

Hubbard College of Administration believes that any individual who is highly motivated to learn should be given the opportunity to study. All individuals who have the desire to further their education and have the potential to succeed should have the opportunity to develop their knowledge and competence. Maturity and a desire for further education are considered as more important than quantitative measures of past school performance.

Self-determined Enrollment

No applicant will be accepted by Hubbard College of Administration who is not there on his or her own desire, but who has been ordered to do a program or courses by his company or organization or who has been compelled to undergo study by a manager, judge, relative or anyone other than the applicant.

Non-Discrimination Statement

Hubbard College of Administration admits students of any race, color, creed, sex, handicap, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, sex, handicap, religion, national, or ethnic origin in administration of its educational policies, admission policies or other school administrative programs.

Student Classification

1. Degree Status

Students in this category are those enrolled in the Associate of Applied Science Degree in Applied Management and Administration.

2. Special Status

Students in this category are students with specific academic needs and who may not meet the college admissions requirements. They will be assigned an advisor who will monitor their progress. Special students in good standing may apply for admission to the associate degree program.

Earned Credit

Transferability of Credits Earned at Another Institution

To date Hubbard College of Administration International has not entered into in articulation or transfer agreement with any other college or university.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Hubbard College of Administration is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Associate of Applied Science Degree in Applied Management and Administration you earn in

Hubbard College of Administration is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the 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 Hubbard College of Administration to determine if your credits or degree will transfer.

Earning Credit by Examination

1. A student applying for a transfer of credit must pass a comprehensive examination covering the course material.
2. The comprehensive examination may only be taken only once and must be passed with a score of 85% or higher in order to receive credit. The student does not have to retake the course with a score of 85% but must restudy the areas missed on the exam. There will not be a tuition charge for restudying these areas. An examination fee of \$50 is charged for each examination administered.
3. If the exam score is less than 85%, the student must retake the course and is charged the full tuition rate for the course.
4. Credits by Examination are not included in the calculation of the Cumulative Quality Point Average but are included in the credits necessary for graduation.
5. Credit by Examination evaluations will be given during the pre-scheduled examination time established by the Qualifications Division.
6. Credit by Examination is a comprehensive examination and will cover all aspects of the subject.
7. The student's academic record will be clearly annotated to reflect that credit was earned by examination.
8. The maximum amount of credit by examination which Hubbard College of Administration will accept towards graduation is 25% of the theory courses in a program. If a student feels he/she has enough knowledge or practical experience on the subject being examined for credit then he or she can attempt to test their knowledge and receive credit for the course pursuant to the criteria indicated. However, no practical application course (apprenticeship, internship or final practical application) shall be credited by an examination only.

Admissions Procedure

Applications are accepted anytime of the year and you may begin your studies anytime during the year. We encourage students with other forms of academic preparation to apply for admission, but they must submit evidence of their ability to succeed academically. Applicants will be considered for admission according to their potential ability to benefit from instruction and to succeed in course work at Hubbard College of Administration.

Students who do not meet all the admissions requirements may be admitted as Special Status students and be allowed to do courses and if they show ability to benefit from a program and are in good standing, may then apply for admission to the associate degree program.

Many factors are considered during the application review process. Your personal qualities, achievement and motivation for learning are all considered.

Associate Degree Admissions Procedure

1. Forward a completed application for admission form to Hubbard College of Administration with application fee (\$115 Domestic applicants, \$200 foreign applicants).
2. Provide evidence or attest of high school completion or a record of a satisfactory high school equivalency score.
3. Request and forward references and 3 letters of recommendation. These may be from relatives, neighbors, clergymen, coaches, teachers, employers, employees, or others who are personally acquainted with the applicant.
4. Arrange a personal interview and testing session by contacting the Office of Admission at (323)-660-8685.

Interviews and Campus Visits

Personal interviews are highly recommended for all applicants to Hubbard College of Administration. An interview will allow you to personally get acquainted with the opportunities offered. Interviews will also help us to better understand your needs and help you to obtain your goals.

Appointments for interviews can be made by calling (323)-660-8685. We accommodate visitors anytime of the year and any day of the week by appointment.

Adult Students

Hubbard College of Administration encourages returning adults. Day and weekend schedules provide the flexibility adults need to work classes into their busy schedules.

Early Entry

We will consider students for admission if they have not yet graduated from high school. To qualify for admission under the Early Entry program, a student should submit a recommendation from the high school guidance office and a letter of permission from parents or guardian. The high school principal must send written confirmation that the high school will accept Hubbard College of Administration credits toward the student's high school graduation. A personal interview with a member of the Admissions staff is also required.

International Students

Hubbard College of Administration welcomes international students. The College does provide student visa services. International students are eligible for admission based on English proficiency, academic achievement and financial solvency. Please see *other fees* section for visa services.

All courses are delivered in English. Hubbard College of Administration does not provide English-as-a-Second-Language (ESL) programs. Applicants whose native language is not English must demonstrate their proficiency by passing an English proficiency exam. The College uses Gray Silent Reading Tests. The test can be administered either on campus or remotely. Details for remote testing can be requested from the college. Applicants must pass with minimum scores of 49 for Form A and 46 for Form B. The taking of the test will be set up during the enrollment process by the admissions office. Students whose reading test scores are below 12th grade level may be admitted at the discretion of the Dean of Academics as Conditional Status students. It is understood that with this classification a longer time may be required to complete a program than is shown in the catalog.

Those students will be responsible for paying for the additional hours needed to complete the program.

Students that have already taken an English test such as TOEFL can provide evidence of this to the admissions office and it will be evaluated for acceptance into a program.

Readmission Procedures

If you were previously dismissed, you must obtain the signature of the Education Committee and clarify any readmission requirements.

Testing Program

All students applying for admission to the degree program must complete the following tests:

- a. Exec-U-Test
- b. Exec IQ Test
- c. Leadership Test
- e. Reading Level Test

Any student whose reading level is below 12th grade must bring up his/her reading level before being admitted to the program. The student may enroll in courses as a Special Status student.

Revocation of Admission

Admission to study at Hubbard College of Administration is a privilege. The College reserves the right to withdraw this privilege at any time it may appear to be in the best interest of the student or the College to do so.

Hubbard College of Administration does not accept credits from other educational institutions. A student who has previous relevant education from another educational institution may apply for Credit by Examination. To be eligible to apply for Credits by Examination, applicants must enroll in a program through the standard enrollment process. Students who want the College to accept their previously taken course(s) for credit, must take the examination(s) before starting the course. The school cannot fairly assess the applicant once that student begins his or her educational program.

Tuition and Fees

Hubbard College of Administration is a nonprofit institution and tuition and other fees must cover the instructional and operating costs of the college. Every attempt is made to keep the costs as low as possible without sacrificing adequate facilities and instruction. The college may adjust fees charged at any time. When practicable, advance notice of any change will be given. However, fees are subject to change without prior notice.

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 program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

Tuition

Tuition may be paid in full or paid quarterly in advance.

Textbooks

Hubbard College of Administration provides a complete library of all course materials and references. This library is not a substitute for students buying their own textbooks and course packs. Students are required to buy their own textbooks and course packs for their courses. Students will do better if they own their own textbooks and course packs as, naturally, they will need them for reference. The student must buy any book, course pack or recorded lectures required for a course.

Fees

Student Activity Fee	\$40/month
Books and Supplies (sales tax not included)	\$2,323/program
Tuition	\$36,000/program
Estimated Two-Year Program Total	\$39,283
Estimated Quarterly Total	\$4900/quarter

Other fees (see below) and sales tax on books and supplies not included

Other Fees

Application Fee (Non-Refundable)	
US residents	\$115
Foreign residents	\$200

Student Tuition Recovery Fund Fee (STRF) (\$2.50 per thousand dollars of tuition)
(Non-Refundable)

**There will be an additional \$80 charge for mailing I-20 Visa paperwork and a \$100 renewal processing fee for all renewals done by College personnel. These fees are Non-Refundable and are subject to change at any time in relation to postage costs or process time for Visa Renewals.*

**Foreign applicants may also be subject to an increased administrative fee due to additional requirements for testing and any changes in governmental requirements to enroll. HCA will make every attempt to notify new applicants of such increases as soon as possible in the application process.*

Credit by Examination Testing Fee per Examination (Non-Refundable)	\$50
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Student Consultation Fees (One on one Academic Assistance, Student Consultation Services, Tutoring or Ethics Handling) (Non-Refundable)	\$25/hour
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Repeating a Course (The cost of repeating a course is 50% of the normal tuition)

Student Parking Fee (Optional for students with a car)	\$50/month
Transcripts per copy	\$5
Returned Check Fee	\$20

General Regulations

Regardless of the method of payment selected, other conditions and requirements that apply to all college bills are as follows:

1. If a student is paying quarterly, all quarterly payments are due and payable in advance.
2. If any payments are due to Hubbard College of Administration, the student will receive no grades; be given no transcripts, degrees, or letters of recommendation; nor will the student be permitted to register for the next course until all financial obligations have been settled in the Treasurer's office.
3. Hubbard College of Administration assumes no responsibility for the personal property of the student.

Payment Plans

Payment Plans

Students can pay in advance for their program or they can make quarterly payments.

Payment in Advance

To enroll in the associate degree program a student must sign an enrollment agreement for the entire program and work out his or her payment plan for the program. A student who enrolls in the entire program will not be subject to price increases in the program although he or she may be subject to payment of additional weeks if he or she does not complete within the estimated time or if he or she exceeds the additional weeks "grace period" for completion.

Paying quarterly, the total amount of the tuition is divided by the number of quarters the student is expected to be on the program. Interest is charged on any overdue balance at 1.5% per month or 18% per year.

Loss of All Tuition Reductions for Attendance Probation, Academic Probation or Withdrawal from Program

A student who is placed on academic probation or attendance probation or who is withdrawn from the program will lose all tuition reduction received and the full tuition amount applies.

Cancellation, Withdrawal and Refund Information

Cancellation Information

You have a right to cancel this enrollment agreement, without any penalty or obligations, through the first day of attendance, or the seventh day after enrollment, whichever is later and obtain a “cancellation re-payment”. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the program. A written notice of withdrawal and a written request for cancellation payment should be delivered to the College Treasury Secretary at 320 N. Vermont, Los Angeles, CA 90004. This can be done by mail or by hand delivery. Repayments are made within 45 days after the notice of cancellation is received. The written request for refund will be confirmed as complete and accurate and thus approved by the Executive Council of the College or its delegate Claims Verification Board. An administrative process fee of \$250 will be deducted from all cancellation payments. It is the policy of the college not to re-enroll the student in any program(s) once he/she has canceled.

Enrollment Period Definition

Since Hubbard College of Administration is a non-term institution which allows the individual to enroll and begin study at any time and offers self-paced course room instruction and flexible scheduling to meet the needs of both full-time and part-time students, an enrollment period is defined as the number of hours estimated for each course or program with a grace period time extension. The enrollment period for each course or program is listed in the catalog.

Withdrawal and Pro Rata Refund Policy

You may withdraw from the school at any time after the cancellation period and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund, less an administrative processing fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, will be made within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

In the case of withdrawal from a repeated course for which you have been separately charged, you will be entitled to a refund on the same terms as indicated above.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received, the excess will first be applied to any other aid programs from which you received funding, and any remaining balance will be returned to you.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If the College cancels or discontinues a course or educational program, the College will make a full refund of all charges.

Academic Information

Language

All courses are delivered in English. Hubbard College of Administration does not provide English-as-a-Second-Language programs. All students must be able to read at a 12th grade reading level as measured by an English language reading test administered in our testing program. Students whose reading test scores are below 12th grade level may be admitted at the discretion of the Dean of Academics as Conditional Status students for whom a longer time may be required to complete a program than is shown in the catalog. These students will be responsible for paying for the additional hours needed to complete the program.

Such students may also be admitted as Special Status students and be allowed to undertake individual courses in order to determine their ability to benefit and if in good standing may apply for the degree program as Conditional Status students.

Method of Instruction

Students study the course materials at their own pace in the course room. The Course Supervisor/Faculty member helps the student grasp the materials, always stressing understanding and application.

Once the student completes the theory section of the course, he moves into the Apprenticeship section where he is assisted and supervised in applying what he has learned by faculty members who are working professionals with demonstrated competence and expertise in their areas of instruction.

Practical Experience

Practical experience and application are an integral part of Hubbard College of Administration curriculum. After the completion of the theory study in the course room, the student must now learn to apply the knowledge and skills learned to produce results in a real business or organizational situation.

Apprenticeships

Experience and production records matter. Real-life experience and demonstration of competence by producing results prepare students to start new jobs, improve skills in existing jobs, or start new endeavors with firsthand knowledge of what is required.

Students learn from experiencing and producing results in the world of work through faculty-supervised apprenticeships. Hubbard College of Administration has relationships with businesses that are happy to provide apprenticeship opportunities to our students.

An Apprenticeship Contract is signed by the student, the faculty supervisor, and a representative of the organization in which the student is completing the apprenticeship that specifies the exact requirements the student must meet, the standards of performance, and the means of documenting and providing evidence that the requirements for satisfactory completion have been met.

Internship

Internships provide the student with on-the-job experience in varied aspects of management and administration. Hours and work assignments will be arranged on an individual basis with the student. An Internship Contract is signed by the student, the faculty supervisor, and representative of the organization in which the student is completing the internship that specifies the details of the internship.

Course Room Hours

Hubbard College of Administration course room hours are from 9:30 am to 6:00 pm Monday through Saturday.

Student Scheduling

- Weekday course hours are:
 - 9:30 am to 6:00 pm Monday through Friday.
- Weekend course hours are:
 - 9:30 am to 6:00 pm Saturday

Full Time Students are expected to spend a minimum of 37.5 hours per week on course.

Half Time Students are expected to spend 20 hours per week on course.

Part Time Students are expected to spend a minimum of 10 hours per week on course.

Note: Students with student loan(s) must be at least half time; the definition of half time for this purpose is 12.5 to 20 hours on course a week.

Note: Foreign Students with I-20 Visas must be full time and attend a minimum of 37.5 hours per week on course.

Note: Students must decide on a schedule and keep to their scheduled course times each week.

Accelerated Program

Courses are self-paced to allow students to progress at their own rate. All hours given are the times estimated for the average student to complete. Some students may need more time to complete a course or program of study and some students may complete in less time. The factors that determine whether a student may complete a course of study in a shorter time are:

- a) regular attendance per the student's agreed upon schedule
- b) hours per week spent in the course room
- c) time the student spends working on assignments outside the course room
- d) the rate at which the student can read and understand the materials
- e) the rate at which the student can complete the given assignments

Due to these factors, it is possible for the student to complete a course or program of study in less than the estimated time.

Prerequisites

Before some courses are taken, another course may be required first; the first course then becomes a prerequisite for the second.

Continuous Enrollment Requirements

Students must be continuously enrolled in the program from the time of entrance through graduation. Students who must take time off due to medical or other significant reasons may apply for a temporary leave from Hubbard College of Administration. Students seeking temporary withdrawal status must provide an expected date of return and receive approval from the Education Committee. Students approved for temporary withdrawal may re-enter their program at any time prior to the anticipated return date without approval.

Students who fail to remain continuously enrolled and fail to provide an expected date of return will require approval in order to re-enter their program.

Attendance Policy

Students are expected to attend courses according to the schedule upon which they have agreed. All Course Supervisors/Faculty keep daily records of attendance. It is the student's responsibility to inform his or her course supervisor of an unavoidable absence. The course supervisor may refuse to admit a student on course that is chronically absent or tardy.

Excused Absence: An absence will be considered excused only if the time is made up during another regular course slot that is supervised by the Course Supervisor/Faculty member. Attendance is recorded. All other absences will be considered unexcused.

Unexcused Absence: All absences that are not made up during normal course time hours under supervision of the course supervisor/faculty member are unexcused absences.

No absence will be removed from a student's record but will be recorded as excused or unexcused per the above definitions.

Attendance Probation

Students with excessive absenteeism, which is defined as 3 unexcused absences in a month, will be placed on attendance probation unless the student has a medical condition, which will require a doctor's note. During the attendance probation if the student continues to have unexcused absences exceeding three he or she will be dismissed. Attendance probation will last for a period of one month. If the student demonstrates good attendance within the attendance policy, the probation will be removed.

Re-Enrollment

Re-enrollment will be considered by the Executive Council only after evidence is shown that the condition which caused the interruption for unsatisfactory attendance has been rectified.

Dropout Policy

Any student wishing to terminate a course must first receive an interview with the Dean of Academics.

Student's Guide to Acceptable Behavior

The Student's Guide to Acceptable Behavior lists out the basic things a student must do to gain the most benefit from his or her studies. In order for any course to function smoothly, there have to be some rules or agreements. The rules for the courses delivered by Hubbard College of Administration are:

1. Be on time for course. If, for some very urgent reason, you are unable to attend course on the date or time that you have scheduled yourself for, let the Supervisor know as far as possible in advance.
2. Get sufficient food and sleep while you are doing the course.
3. Do not consume any drugs or alcohol during the period you are on course without the express permission of your Supervisor. (If you are taking medically prescribed drugs under the care of a doctor, please inform your Supervisor.)
4. You are allowed to smoke on breaks only and only outside the course room.
5. Do not eat or store food in the course room.
6. If you have any problem understanding any of your materials or if something seems confusing to you, tell the Supervisor right away so he can help you. Don't ask another student because he or she may have the same question. Always ask your Supervisor. This is very important.

Suspension and Dismissal Policy

Conditions considered for possible dismissal are:

- Excessive tardiness
- Class cuts
- Any type of dishonesty (cheating, plagiarism, knowingly furnishing false information to the institution)
- Intentional disruption or obstruction in the course room, public meetings or other school activities
- Physical or verbal abuse of any person on school premises
- Drug Abuse
- Theft or damage to school property
- Failure to comply with directions of school officials acting in the performance of their duties.

A student who is disruptive and acts contrary to the policies of Hubbard College of Administration will be routed to the Student Ethics Officer. The routine action of Ethics is to request a reappraisal of behavior and a signed promise of good behavior for a specified time. If the student refuses to so promise then the Ethics Officer would then undertake an investigation to determine whether or not the student should be allowed to continue.

Maximum Allowable Time to Complete

Degree students must successfully complete all program requirements within 150 percent of the program length. Credits awarded by Examination will reduce the maximum allowable time frame.

Standards for Student Achievement

Pass With Honors (PH)

The student completes all course work within the expected time period and receives 100% on the examination and a “pass with no correction” on all Apprenticeship and Internship assignments.

Pass (P)

The student has completed all course work and received a score of 85% or higher on the examination and a “pass” on all Apprenticeship and Internship assignments.

Credit by Examination (CE)

A student who has received credit for a course by taking the examination and receiving a score of 85% or higher will have this credit applied toward his program. The transcript will reflect that this credit was awarded by examination.

Failure (F)

The student receives a score of 84% or lower on the examination and/or a “no pass” on Apprenticeship and Internship assignments. The course must be repeated in order to complete a program.

Incomplete (I)

The student did not complete all requirements of the course at the time of grading. Incomplete grades will be given only when unusual circumstances beyond the student’s control prevent completion of the work in a particular course. Incomplete grades and arranging for the completion of course work must be approved by the course supervisor. In the absence of extenuating circumstances, remaining course work must be completed within three weeks of the targeted completion date or the incomplete grade automatically becomes a “Failure.”

Withdrawal (W)

The student voluntarily withdrew from the course or was dropped from the course.

Students will be informed of their progress in each course on a regular basis by marks given on examinations, papers and other assignments.

Repeating Courses

Any course may be repeated regardless of the grade earned. If a course is repeated, the transcript will note that the course was repeated.

Change of Grades

Grades submitted by the Examiner in the Department of Validity at the end of each course are not subject to revision on the basis of additional work or a new examination. If a student questions a final grade, the student should first discuss the grade with the Qualifications Secretary. If the student still feels the grade is not appropriate, the student may request a hearing before the Grade Review Committee in the Qualifications Division.

Quality-Points

Credits -- a credit represents the work of at least 30 course, apprenticeship or internship hours.

Grades and Quality Points-- grades are given for each course attempted, based on the following numerical value and quality-point rating:

Grade	Quality Points
PH Pass with Honors (Excellent)	4.00
P Pass (Good)	3.33
CE Credit by Examination	No Quality Points Computed
F (Failing)	0.00
I (Incomplete)	0.00
W (Withdrawal)	0.00

Quality-Point Computation

Quality points are computed by multiplying the credits allotted to the course by the quality points assigned to each letter grade. The quality-point average is computed by dividing the total quality points earned by the number of credits attempted. The quality-point average is used as the standard for determining honors, scholastic class rank, and academic standing.

The cumulative quality-point average is a measure of the student's total course work attempted at Hubbard College of Administration. To figure the cumulative quality-point average the total number of quality points (the sum of all course grades multiplied by their quality point values) is divided by the total number of credit hours attempted.

Quality Point Average

A minimum quality point average of 3.33 is required for graduation. Although the credits allowed for by examination count toward fulfillment of graduation requirements, the grades earned in such courses are not included in quality-point computation.

Grade Reports

Grade reports are mailed or given to the student within ten days after the completion of each course to each student who has fulfilled all financial obligations. This report shows the grade received in each course, the total credits attempted, the total credits earned, and the quality point computations. If a student repeats a course, the grade from the repeated course is recorded and computed in the quality-point average. However, the fact that the course was repeated is noted on the transcript.

Satisfactory Progress Policy

All Hubbard College of Administration degree students must maintain satisfactory academic progress toward their educational objective. Satisfactory progress is measured as follows:

1. The student is consistently meeting or exceeding the targets for reading and assignment set for him or her by his or her Course Supervisor.
2. The student is progressing through his course within the expected time period and does not exceed 1.5 times the normal program length.
3. The student maintains a minimum cumulative Quality Point Average of 3.33 or higher.

- Good Standing Status 3.33 or higher

- Student in Trouble Below 3.33*

*Student in trouble is notified immediately by the Course Supervisor/Faculty member and routed to the Academic Assistance Section. If a student receives a score of 84% or lower or a no pass on apprenticeship or internship assignments the course *must* be repeated.

Evaluation Points

Degree students will be evaluated at the completion of each course, at the end of each academic year, at 25% of the Maximum Program Length, and at 50% of the Maximum Program Length. Maximum Program Length is defined as 1.5 times the normal program length.

Academic Probation

Degree students must maintain a cumulative quality point average of 3.33 or higher and an acceptable course completion percentage or be placed on academic probation. The program provides self-paced instruction in the course room with a course supervisor/faculty member and therefore the course completion percentage is the number of credits a student must have earned at the evaluation point in order to successfully complete the program in the 1.5 maximum program length.

The student will remain on academic probation until the next evaluation point, which is at the completion of the next course. If the cumulative quality point average is 3.33 or higher and the course completion percentage is acceptable, academic probation status will be removed. If he or she does not achieve these minimum standards he or she will remain on academic probation through the next course.

Dismissal Points

Students will be dismissed if at the 50% point in the maximum program length or any other subsequent evaluation points thereafter, the cumulative quality point average falls below 3.33 or the course completion percentage falls below the acceptable standards in the chart below.

Evaluation Standards

	Required Evaluation Point	Minimum GPA	Credits Earned	Sample AAS Degree Credits Earned
**	25% maximum normal program length	3.33		N/A
**	25% maximum program length	3.33	25% of total credits in the program	15
**	50% of normal program	3.33		N/A
*	50% maximum program length	3.33	50% of total credits in the program	30
**	100% normal program length	3.33		N/A
*	100% maximum program length	3.33	Must have completed all courses and earned all credits.	60

** Students not meeting these standards do not have to be dismissed, probation required.

*Student not meeting these standards may not be placed on probation and must be dismissed.

Academic Dismissal

At the end of the academic probationary period, those students who have not met the minimum standards for academic progress will be dismissed. Please note that students may be dismissed for academic reasons without previous academic actions, including failure to complete all program requirements within the maximum allowable time frame.

Student Appeal

A student who is subject to dismissal may appeal the decision to the Education Committee in writing. The appeal must be received within five business days of being notified of dismissal. The appeal must contain the mitigating circumstance(s), which were outside the control of the student. The Executive Council will review the appeal and a decision will be made in writing to the student within 10 business days.

Reinstatement

Once a student is academically dismissed he or she cannot be reinstated unless approved by the Education Committee. The student would have to repeat each course necessary to bring them into good standing. The student must pay for each course repeat. If the Quality-Point Average and course completion percentage return to satisfactory standards the student may be reinstated under academic probation status through the completion of the next course. If the student has returned to good standing (Quality-Point Average and course completion percentage are satisfactory) academic probation will be removed.

Course Repeats

Students will be required to repeat a course in which they fail to score on examination 85% or higher. The student will also be required to pay for the repeat of the course. The cost of repeating a course is 50% of the normal tuition. Every course repeated is counted towards the total credits attempted and counts against the maximum program length. In the event a course is repeated, the grade used to calculate the cumulative Quality Point Average is the last grade received, which replaces the original grade (even if the original grade was higher).

Program Withdrawal and Re-entry

Conditions may arise that require a student to withdraw from school. A student who withdraws from a course, but does not satisfactorily complete it will receive a grade of “W” (zero quality points). The “W” has no effect on the Quality-Point Average. The “W” course is considered a course attempted and does count toward the Maximum Program Length. If a “W” grade was issued a student must retake the course to receive a passing grade. A student who has withdrawn may request to re-enter. Re-entry must be requested in writing and submitted to the Education Committee for approval.

Leave of Absence

There may be time due to special circumstances that a student may require a leave of absence. A leave of absence must be requested in writing and approved by the Executive Council. A student absence of less than five days can be approved by the course supervisor and will not be considered a leave of absence. A leave of absence can be up to, but not more than 60 days.

Examination Disclosure Policy

A student must not discuss any examination with anyone outside the Qualifications Division. A student should pass an examination on the basis that he does know and can apply the

information, not on the basis that he knows and can pass the examination. Only by being able to know and apply the information can a student be accomplished at any level.

A significant aspect of academic integrity is to encourage honesty on the part of students and to assist in the development of high standards of honesty and integrity for students and graduates.

Academic dishonesty includes cheating on tests and projects, plagiarism, or assisting in these. Dishonesty on the part of the student will be considered in the context of the college’s policy on student conduct.

Retention of Student Records

Transcripts may be withheld because of indebtedness to the college.
Records will remain onsite for 5 years. Transcripts will be kept permanently.

Graduation Requirements

Conferring of Degree

The degree is granted from Hubbard College of Administration upon completion of all requirements for the degree program. To be eligible for graduation, a student must earn an overall average of 3.33 or better and have passed all courses included in the program of study. A student earning less than a 3.33 quality point average is not eligible for graduation. Students may be required to repeat a course in order to achieve the requirements of graduation.

An Associate of Applied Science Degree is awarded to students who fulfill all educational, financial, and administrative requirements of the program.

Credit Units

1 Credit Unit at Hubbard College of Administration is equal to:

- 30 hours of course room theory study
- 30 hours of course room practical study
- 30 hours of apprenticeship
- 30 hours of internship
- 1 Credit Unit at Hubbard College of Administration is equal to 1 semester credit unit

This is equivalent to the State regulation that 15 hours of instruction equals 1 credit and the Federal regulation that 30 hours of instruction equals 1 credit.

Graduation Requirements Associate Degree Program

Program	Credits Earned	QPA	Awarded
Associate of Applied Science: Management and Administration	60	3.33	Associate of Applied Science

Student Services

New Student Orientation

Orientation sessions are scheduled for each new student. The purpose of the sessions is to acquaint new students with the College, its programs, policies, personnel and facilities.

Bookstore

The bookstore inventory includes textbooks, school supplies and an assortment of college logo items. All book purchases must be paid for by cash, check, Master Card, Visa or American Express.

Student Consulting Services

Hubbard College of Administration recognizes that personalized service is an important part of education.

Student Consulting Services assist students with personal and academic problems that might affect their progress. Students are encouraged to use these consulting services. This service is provided to the student at an additional cost of \$25 per hour.

A referral program is also available for serious mental health or personal problems.

Individual Academic Assistance

Sometimes students who are having difficulty with their courses may need special individual assistance. This assistance is provided through the Qualifications Division at a cost of \$25 per hour.

Substance Abuse Services

Services include preliminary interview, education and referral. Services are offered to students who are concerned about their own alcohol or other drug use and to any student concerned about the use of chemicals by someone in their lives.

Career Development

The College offers a broad range of career development services including workshops and seminars. Students are encouraged to use these resources on a continuing basis during their course of studies and after graduation as alumni. The College encourages interaction between students and the business community by sponsoring dinners and career seminars. All students and alumni are encouraged to take advantage of the campus-recruiting program in which representatives from businesses visit the College to interview candidates.

Graduate Placement

Hubbard College is dedicated to the successful placement of our graduates. Students may obtain a list of the employment positions and the calculation of job placement rates which have been determined to be within the field for which the student has received education and training from the College Employment Placement Services Section.

Student Activities

Student activities are funded by the monthly student activities fees. Student activities are a valuable part of the total learning experience and are an opportunity for student interaction and participation.

Student Groups and Organizations

Student groups and organizations will be established based on the specific common interests and goals of the students.

Seminars and Workshops

Hubbard College of Administration hosts numerous workshops and seminars led by working professionals and business people addressing various topics of interest to the students.

Graduation Ceremonies

See schedule

Volunteer Services for the Community

Hubbard College of Administration students are encouraged to gain practical experience through providing volunteer services to the community. These include student run services such as business analysis services, seminars and workshops, a free business consultation center and other projects as the need arises in the community.

Student Affairs

Dress Code

Hubbard College of Administration has established a student dress code in recognizing that appropriate dress is an essential ingredient of success in the business community. Students' dress must be neat, clean, decent and in good taste. Dress for evening events and other special events would include a coat and tie for men, and a dinner dress or pants outfit for women.

Course Supervisors and staff members may require a more stringent code in some cases. From time to time, the dress code may be changed or modified by the College.

Housing

Hubbard College of Administration does not have dormitory facilities. Students are responsible for their own accommodations and housing while attending courses at the College. Living accommodations near the College start at approximately \$500 per month. The Director of Technical Services will provide students with lists of housing facilities to assist students with finding living accommodations that are located conveniently near the College.

Parking

The college has a parking lot for the students use. See fee schedule for parking fees.

Security

The building in which the college is has a security system which monitors the parking lot and other areas of the building 24 hours a day. Report any security matters to the receptionist on the first floor.

Process for Addressing Student Grievances

Any student who has a complaint should direct his or her complaint to the Qualifications Secretary at Hubbard College of Administration either in person or in writing. The Qualifications Secretary will have the authority to investigate the complaint, make a determination as to the appropriate handling required, and see that the appropriate handling is carried out.

If the student feels that he or she isn't getting a satisfactory resolution of his or her complaint from the Qualifications Secretary he or she may always directly communicate with the President of Hubbard College of Administration in person or in writing.

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student's Right to Privacy

The Family Educational Rights and Privacy Act of 1974 is a federal law that states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

Hubbard College of Administration accords all rights under the law to students who are declared independent. Students who are minors are still accorded the protection of the law with the exception that a parent or guardian will have the right to information in the student's file. No individual organization outside the institution shall have access nor will the institution disclose any information from students' educational records without the written consent of students, except to personnel within the institution or officials of other institutions in which students seek to enroll. Persons or organizations providing students' financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in an emergency, seek to protect the health or safety of students or other persons may also have access. Within the College, only those members of the instructional staff or staff individually or collectively acting in the students' educational interests are allowed access to student records.

At its discretion, the College may provide directory information in accordance with the provision of the Act to include: student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees or awards received, the most recent previous educational agency or institution attended by the student and participation in officially recognized activities. A student may withhold directory information by notifying the office of the Registrar or the office in writing no later than the fifteenth day after registering for courses.

Suspension and Dismissal Policy

A student who is disruptive and acts contrary to the policies Hubbard College of Administration will be routed to the Student Ethics Officer. The routine action of Ethics is to request a reappraisal of behavior and a signed promise of good behavior for a specified time. If

the student refuses to so promise then the Ethics Officer would then undertake an investigation to determine whether or not the student should be allowed to continue.

Graduate Placement

Hubbard College is dedicated to the successful placement of our graduates. Students may obtain a list of the employment positions and the calculation of job placement rates which have been determined to be within the field for which the student has received education and training from the College Employment Placement Services Section.

Student Conduct

The Way to Happiness

The Way to Happiness is a nonreligious, common sense moral code written by L. Ron Hubbard. This code is contained in a 95-page book that includes for each of the 21 precepts a note on application. This code has been adopted as a guideline for all staff and students of Hubbard College of Administration.

Moral Precepts from THE WAY TO HAPPINESS

1. Take Care of Yourself.
2. Be Temperate.
3. Don't Be Promiscuous.
4. Love and Help Children.
5. Honor and Help Your Parents.
6. Set a Good Example.
7. Seek to Live with the Truth.
8. Do Not Murder.
9. Don't Do Anything Illegal.
10. Support a Government Designed and Run for All the People.
11. Do Not Harm a Person of Goodwill.
12. Safeguard and Improve Your Environment.
13. Do Not Steal.
14. Be Worthy of Trust.
15. Fulfill Your Obligations.
16. Be Industrious.
17. Be Competent.
18. Respect the Religious Beliefs of Others.
19. Try Not to Do Things to Others That You Would Not Like Them to Do to You.
20. Try to Treat Others As You Would Want Them to Treat You.
21. Flourish and Prosper.

Board of Directors, Administrators and Faculty

Board of Directors

Nick Terrenzi
Martha Pena
Herbert Schwarzgruber
Larissa Cartwright
Barbara Sappington

School Administrators

Chief Executive Officer - Nick Terrenzi
Chief Academic Officer - Keith Jaeger
Chief Operating Officer - Martha Pena

Faculty

Keith Jaeger
M.A. Educational Administration cum laude, California State University, Los Angeles CA
Language Development Specialist, California Commission on Teacher Credentialing
Clear Secondary Teaching Credential, California Commission on Teacher Credentialing
B.A. University of California, Davis

Cathy Feng
B.A. Public Administration, Tunghai University, Taiwan

Mercedes Mira
B.S. Business Administration, California State University, Los Angeles CA

Bruce Johnson
B.A.A. Business Administration/Marketing, Ohio University OH

Roy Doan
A.A.S. DeVry Institute of Technology, Chicago IL

**HUBBARD COLLEGE OF
ADMINISTRATION**

320 North Vermont

Los Angeles, California 90004

Phone (888) 812-4224 ♦ (323) 660-8685 ♦ Fax (323) 912-1984

Continuing Education / Certificate Programs

Catalog January 2012 – December 2012



Hubbard College of Administration has approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Hubbard College of Administration under section 94802 (a) of CPPEA, has by operation of law been approved until June 30th, 2011. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA. 95798-0818 (916) 574-7774. Note to students: Hubbard College of Administration has submitted a re-approval application but it has not been acted upon at the time of this issue due to backlogs within the Bureau.

Hubbard College of Administration is a member of the California Association of Private Postsecondary Schools.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Hubbard College of Administration. Changes are affected from time to time in the general regulations and in the academic requirements. There are, of course, established procedures for making such changes that protect the individual student's interests and the integrity of the school. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accomplished within the span of time normally required for graduation.

Hubbard College of Administration has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

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HUBBARD COLLEGE
OF ADMINISTRATION
INTERNATIONAL

School Holiday Schedule January 2012 – December 2012

January 1st, 2012– New Year’s Day – January 2, 2012

May 28th, 2012– Memorial Day

July 4th, 2012– Independence Day

September 3rd, 2012– Labor Day

November 22nd, 2012– Thanksgiving Day through November 25th, 2012

December 24th, 2012– Christmas Eve through December 31st, 2012

HUBBARD COLLEGE OF ADMINISTRATION INTERNATIONAL

Purpose, Mission and Objectives

The purpose of Hubbard College of Administration is to conduct educational programs based on principles developed by L. Ron Hubbard in management and administration of organizations.

We are a non-term institution that allows the individual to enroll and begin study at any time. Hubbard College of Administration offers self-paced instruction and flexible scheduling to meet the needs of both full-time and part-time students, whether they are recent high school graduates or working adults.

Programs offered include an Associate of Applied Science: Management and Administration, Continuing Education certificate programs, individual courses and workshops.

Each program consists of theory, practical and apprenticeships or internships. Learning outcomes are measured by testing on materials studied but most importantly by whether or not the individual can produce the results expected from the application of what he has learned in real life situations.

Hubbard College of Administration programs includes the following areas of emphasis:

1. Developing lifelong learning skills and putting the individual at cause over his or her ability to learn and apply any subject through mastery of effective methods of study.
2. Increasing the responsibility, self-respect and ethics level of the individual through the study and daily application of principles of ethics conduct to enable one to improve conditions in all areas of life as well as in organizations.
3. Improving the communications skills of the individual so that he is able to effectively deal with all kinds of people and situations in both business and personal matters.
4. Teaching the individual how to evaluate and predict human behavior. An understanding of why people behave the way they do, and what they are likely to do in the future will improve all aspects of one's life both personal and professional.
5. Teaching the individual the basic laws governing the survival and expansion of all organizations and groups and the technology based on these laws. The focus is on *application* of basic laws. *Technology* means the *methods of application* of the principles of something, as opposed to mere theoretical knowledge of the thing. Technology is for use. Its application brings results.
6. Developing the individual's ability to think logically. The business owner, administrator, manager, or anyone in the workplace has a considerable use for logic. If they cannot reason, they make costly and time-consuming errors. If one can think logically he or she can correctly observe data and situations and think their way through to reach correct conclusions and take correct actions.
7. Developing the individual's leadership skills.
8. Ensuring that the individual can apply what he or she has learned to produce the intended results.

History

Hubbard College of Administration was registered as a nonprofit corporation in the state of California in December of 1990. The Internal Revenue Service of the United States granted it in October of 1993.

Since 1991, Hubbard College of Administration has licensed Hubbard Colleges of Administration in the United States, Africa, Austria, Columbia, Czech Republic, Ecuador, Great Britain, Hungary, Israel, Italy, Latvia, Nederland, Russia, Slovakia, Switzerland, Taiwan, Japan and Venezuela.

The College has also delivered courses, workshops and seminars to people who desired specialized business and organizational training. Students come to the College from the Los Angeles area, from all over the United States, and from many countries throughout the world. The demand for persons with the knowledge and skills that Hubbard College of Administration provides will continue to grow in a service-oriented, international economy.

Facilities

Hubbard College of Administration is located at 320 North Vermont Avenue in Los Angeles, California. The facility is a four-story newly renovated building with more than 20,000 square feet of very modern space, including a deck, café and ample parking. The college is located near a major freeway exit as well as bus routes and a metro train station.

Library

The library facility has extensive reference materials and course packs for each course at the college available for use by students. It also has computers with free email and Internet access available to the students where the students can access the Library of Congress. The library is available to students from 9:00am to 9:30pm Monday through Thursday, and from 9:30am to 6:00pm on Friday and Saturdays.

Continuing Education Certificate Programs for Working Adults Who Have Management and Administrative Responsibilities

The following certificate programs are appropriate for business owners, professionals, and executives, managers and supervisors who want to learn and apply new skills.

Administrative Management

Management Strategies

Management Enhancement

How to Manage People

Financial Planning for Business Owners and Professionals

How to Design an Optimum Organizational Structure

Improving Business Communication

Marketing and Public Relations

Public Relations Basics

Marketing Basics

Sales Basics

Sales Management

Sales Training

Continuing Education Certificate Programs for People Who Have Occupational or Professional Training and Want to Obtain Advancement in the Management and Administrative Areas Associated With Their Specialty Fields

The following programs are appropriate for people who have occupational or professional training and want to advance in the management and administrative areas associated with their specialty fields.

Administrative Management

How to Manage People

Marketing and Public Relations

Sales Basics

Sales Training

Continuing Education Certificate Programs for Workplace Skills Enhancement

The following programs are designed for people who want to enhance their basic skills for the workplace.

Basic Skills for the Workplace

Improving Interpersonal Relationships

Program Information

Administrative Management

The administrative manager, whether in a large or small organization, must supervise office employees, design the office work systems, and maintain the communication systems both internal and external. This program develops the skills, attitudes and knowledge appropriate for the efficient and effective administration of organizations.

This program covers study skills, interpersonal relationship skills, communication skills, how to predict and evaluate human behavior, business ethics, management by statistics, basic organization, organizational design and structure, interoffice communication systems, executive basics, leadership, planning and writing programs, increasing efficiency, basic non-accounting financial management, and how to write effective company policy.

It combines theoretical knowledge with practical application of principles and techniques. The program focuses on application in real business situations. Faculty supervised apprenticeships are included which give the student practical experience in using the skills and knowledge learned in the different segments of the program in a variety of businesses or organizations. A faculty supervised Final Practical Application requires the student to combine all the knowledge and skills learned to actually work in an organization in a management capacity. A student who is currently employed may complete the Final Practical Application in his own organization.

This program is recommended for:

- a) people who have acquired occupational or professional training who can combine their backgrounds from vocational or professional programs with sound business education to enable them to obtain advancement in the management areas associated with their specialty fields, and
- b) business owners, professionals, executives, managers and supervisors who want to learn and apply new skills to their existing organizations.

Program: Administrative Management

Approximate Weeks:

Full Time: 40 Hours Per Week = 28.5

Half Time: 20 Hours Per Week = 57

Part Time: 10 Hours Per Week = 114

Instructional Clock Hours: 1,140

Semester Credit Hours: 38

Required Courses:

Basic Study Manual

How to Get Along With Others

How to Get Along With Others Apprenticeship

Handling the Ups and Downs in Life

Handling the Ups and Downs in Life

Apprenticeship

Personal Values and Integrity

Personal Values and Integrity Apprenticeship

Improving Business Through Communication

How to Effectively Handle Work

How to Effectively Handle Work Apprenticeship

Ethics for Business Survival

Ethics for Business Survival Apprenticeship

Formulas for Business Success

Management by Statistics

Management by Statistics Apprenticeship

Executive Basics

Basic Organization

Basic Organization Apprenticeship
 How to Expand Your Company by Making
 Planning Become an Actuality
 How to Expand Your Company by Making
 Planning Become an Actuality Apprenticeship
 How to Increase Efficiency in Your Company
 How to Increase Efficiency in Your Company
 Apprenticeship
 How to Increase Profits Through Proper Financial
 Planning
 How to Increase Profits Through Proper Financial
 Planning Apprenticeship
 How to Write Effective Company Policy
 How to Write Effective Company Policy
 Apprenticeship
 How to Evaluate and Predict Human Behavior
 How to Get Things Done
 Administrative Management Final Practical
 Application

Management Strategies

Businesses and organizations move through different operating states from infancy through maturity. They also experience different operating states on a shorter-term basis. Whether or not an organization expands or contracts, endures or succumbs, is dependent upon the knowledge and ability to execute the correct management strategy for the correct operating state. This program addresses the stages of growth and decline and the appropriate strategies for each condition.

The program covers basic study skills, identification of the various operating conditions of an organization or any section of an organization and the steps that can be taken to improve the operating condition at any given time. It also covers how to measure the production of an organization or its parts, how to keep and graph statistics, and how to use statistics for management decision making.

A faculty supervised Final Practical Application requires the student to analyze a business or professional practice, determine which production statistics it should be keeping, make graphs of these statistics, determine the correct sequence of steps that should be taking to improve the condition, and help the organization carry out these steps. This Final Practical Application may be done in the student's own business or organization.

This program is recommended for business owners, professionals, executives, managers, office managers and supervisors who want to improve their management skills.

Program: Management Strategies

Approximate Weeks:

Full Time: 40 Hours Per Week = 4.5

Half Time: 20 Hours Per Week = 9

Part Time: 10 Hours Per Week = 18

Instructional Clock Hours: 180

Semester Credit Hours: 6

Required Courses:

Basic Study Manual

Formulas for Business Success

Management By Statistics

Executive Basics

Management Strategies Final Practical Application

Management Enhancement

The only reason that organizations struggle or fail to succeed is that the people who run them are missing the knowledge or skill to identify and handle the problem confronting the organization. Anyone who wants to have a successful career as an executive or manager must constantly improve his knowledge and skills. This program is designed to enhance the management skills of working executives or managers.

The program covers basic study skills, communications, how to evaluate and predict human behavior, management strategies, how to use statistics and graphs in management, strategies for improving conditions in organizations and basic executive knowledge and skills.

This program is recommended for business owners, professionals, executives and managers who want to enhance their management knowledge and skills.

Program: Management Enhancement

Approximate Weeks:

Full Time: 40 Hours Per Week = 6

Half Time: 20 Hours Per Week = 12

Part Time: 10 Hours Per Week = 24

Instructional Clock Hours: 240

Semester Credit Hours: 8

Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Evaluate and Predict Human Behavior

Formulas for Business Success

Management By Statistics

Executive Basics

How to Manage People

Management involves more than just knowing what should be done in a business or organization; it also involves knowing how to get others to do what should be done. Anyone in charge of others has to be able to get others to get things done. This program teaches the knowledge and skills needed to effectively manage people. It covers basic study skills, interpersonal relationship skills, communication skills, business ethics, how to evaluate and predict human behavior, and tools to help others operate more ethically, productively and effectively.

A faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned in business and organizational management situations.

This program is recommended for:

- a) people who would like to move into supervisory or management positions but are inexperienced in supervising or managing others,
- b) people who have recently been promoted into management or supervisory positions, and
- c) business owners, professionals, executives, managers and supervisors who want to improve their people management skills.

Program: Regarded

Full Time: 40 Hours Per Week = 8.75

Half Time: 20 Hours Per Week = 17.5

Part Time: 10 Hours Per Week = 35

Required Courses:

Basic Study Manual

How to Get Along With Others

How to Get Along With Others Apprenticeship

Instructional Clock Hours: 350
Semester Credit Hours: 11 2/3

Handling the Ups and Downs in Life
Handling the Ups and Downs in Life
Apprenticeship
Personal Values and Integrity
Personal Values and Integrity Apprenticeship
Improving Business Through Communication
Ethics for Business Survival
Ethics for Business Survival Apprenticeship
How to Evaluate and Predict Human Behavior
Formulas for Business Success
How to Manage People Final Practical Application

Financial Planning for Business Owners and Professionals

This program is a non-technical, non-accounting program, which teaches small business owners and professionals how to manage their financial resources on a short term, medium term, and long-term basis to increase profits and build reserves. The program includes basic study skills, management strategies, how to use statistics and graphs in decision-making, executive basics, planning skills, and financial management skills. All of these elements combine to enhance financial planning and decision-making.

A faculty supervised Final Practical Application requires the student to summarize the knowledge and skills learned on the course by setting up a financial planning system which improves the financial condition of a business or organization.

This program is recommended for business owners, professionals, executives and office managers.

Program: Financial Planning for Business Owners
and Professionals

Approximate Weeks:

Full Time: 40 Hours Per Week = 6.5

Half Time: 20 Hours Per Week = 13

Part Time: 10 Hours Per Week = 26

Instructional Clock Hours: 260

Semester Credit Hours: 8 2/3

Required Courses:

Basic Study Manual
Formulas for Business Success
Management By Statistics
Executive Basics
How to Expand Your Company By Making
Planning Become an Actuality
Financial Planning
Financial Planning Final Practical
Application

How to Design an Optimum Organizational Structure

Most small businesses and professional practices begin with a few people who know all or many aspects of the business and the functions are handled according to who is available or most familiar or as needed. The distinction between duties, responsibilities and authorities are often not clear-cut. An organization run in this manner can never expand beyond a handful of employees. The owner of this type of organization is usually overworked and spends his time putting out fires instead of planning for expansion or forward progress.

This program covers the functions that must be present in any organization, how the functions interact and affect each other, and how things should flow through an organization. It teaches the tools needed to design an organization and correctly sequence the basic

organizational functions. It covers basic study skills, business ethics, organizational design knowledge and tools.

A faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned to design an organizational structure and implementation plan for a business or organization.

This program is recommended for business owners, professionals, executives, managers and office managers.

Program: How to Design an Optimum Organizational Structure

Approximate Weeks:

Full Time: 40 Hours Per Week = 5

Half Time: 20 Hours Per Week = 10

Part Time: 10 Hours Per Week = 20

Instructional Clock Hours: 200

Semester Credit Hours: 6 2/3

Required Courses:

Basic Study Manual

Ethics for Business Survival

Basic Organization

Basic Organization Final Practical Application

Improving Business Communication

A major factor in the success of any business or organization is the speed and quality of communication. This program is designed to give the student the tools needed to improve communications in his or her workplace.

This program covers basic study skills, information and drills on interpersonal communication, effective interoffice communications, communications tools for increasing efficiency and communications skills that enable one to get others to get things done.

Faculty supervised apprenticeships require the student to apply the knowledge and skills learned in a business or organizational setting.

This program is recommended for business owners, professionals, executive, managers, office managers and supervisors who want to improve communication in their work environment.

Program: Improving Business Communication

Approximate Weeks:

Full Time: 40 Hours Per Week = 4.5

Half Time: 20 Hours Per Week = 9

Part Time: 10 Hours Per Week = 18

Instructional Clock Hours: 180

Semester Credit Hours: 6 2/3

Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Increase Efficiency in Your Company

How to Increase Efficiency in Your Company Apprenticeship

How to Get Things Done

Marketing and Public Relations

Marketing and public relations are the means by which any business or organization reaches its customers. Effective marketing and public relations determine the success of the enterprise. This certificate program teaches the basics of marketing, public relations and sales from the initial conception of a product or service, the packaging of the product or service, and taking the product or service out to the marketplace.

This program covers basic study skills, interpersonal relationship skills, communication skills, business ethics, how to evaluate and predict human behavior, management by statistics, how to write effective plans and programs, how to write effective company policy, financial planning, public relations and marketing surveys, the basic elements of public relations and the role of public relations in marketing, advertising, sales promotion, development of advertising strategy, media strategy, and sales promotional strategy.

A final faculty supervised Final Practical Application requires the student to summarize the knowledge and skills learned in the program by designing and carrying out a public relations or marketing campaign or project for a business or professional practice.

This program is recommended for:

- a) People currently employed in marketing and public relations positions that want to gain new knowledge and skills,
- b) People who have acquired occupational or professional training who can combine their backgrounds with marketing and public relations knowledge and skills to enable them to obtain a position in marketing or public relations associated with their specialty fields, and
- c) Business owners, professionals or executives who want to become more effective in managing the marketing and public relations functions of their companies or professional practices.

Program: Marketing and Public Relations

Approximate Weeks:

Full Time: 40 Hours Per Week = 15.75

Half Time: 20 Hours Per Week = 31.5

Part Time: 10 Hours Per Week = 63

Instructional Clock Hours: 630

Semester Credit Hours: 21

Required Courses:

Basic Study Manual

How to Get Along With Others

Handling the Ups and Downs in Life

Personal Values and Integrity

Improving Business Through Communication

How to Effectively Handle Work

How to Evaluate and Predict Human Behavior

Formulas for Business Success

Management By Statistics

How to Expand Your Company By Making

Planning Become an Actuality

How to Write Effective Company Policy

How to Increase Profits Through Proper Financial Planning

How to Get Things Done

Public Relations and Marketing Surveys

Public Relations

Marketing

Public Relations and Marketing Final Practical Application

Public Relations Basics

Good public relations is an important element of any business or organization. This program covers the basic elements of public relations including publicity, promotion, opinion research, special events and press agency. This course should bring about a complete overall image of the extent and power of the public relations profession and provide the basic skills needed to conduct public relations programs and activities.

A faculty supervised Final Practical Application requires the student to summarize the knowledge and skills learned by planing and executing a public relations program for a business or organization.

This program is recommended for:

- a) People who are currently working in public relations and
- b) Business owners, professionals, executives and managers who want to become more effective in managing the public relations functions of their companies or professional practices.

Program: Public Relations Basics

Approximate Weeks:

Full Time: 40 Hours Per Week = 6.25

Half Time: 20 Hours Per Week = 12.5

Part Time: 10 Hours Per Week = 25

Instructional Clock Hours: 250

Semester Credit Hours: 8 1/3

Required Courses:

Basic Study Manual

How to Get Along With Others

Public Relations and Marketing Surveys

Public Relations and Marketing Surveys

Apprenticeship

Public Relations

Public Relations Basics Final Practical

Application

Marketing Basics

Marketing is a vital function for businesses or organizations offering a product or service. This program provides an introduction to the basic elements of marketing. It covers basic study skills, how to conduct surveys and gather market information, advertising, sales promotion, development of advertising strategy, media strategy and sales promotional strategy. It covers the basic elements of public relations as they relate to the marketing functions.

A faculty supervised Final Practical Application requires the student to summarize the knowledge and skills learned on this program to design and execute a marketing program for a business or organization.

This program is recommended for:

- a) People who are currently working in the field of marketing,
- b) People who have acquired occupational or professional training who can combine their backgrounds from vocational or professional programs with marketing knowledge and skills to enable them to enter marketing positions associated with their specialty fields, and
- c) Business owners, executives, managers or professionals who want to become more effective in managing the marketing functions of their companies or professional practices.

Program: Marketing Basics

Approximate Weeks:

Full Time: 40 Hours Per Week = 7.25**Half Time:** 20 Hours Per Week = 14.5**Part Time:** 10 Hours Per Week = 29**Instructional Clock Hours:** 290**Semester Credit Hours:** 9 2/3Required Courses:

Basic Study Manual

How to Get Along With Others

Public Relations and Marketing Surveys

Public Relations and Marketing Surveys

Apprenticeship

Public Relations

Marketing

Marketing Basics Final Practical Application

Sales Management

Without sales, no business can survive. The management of the sales function is vital to the success of any business organization. This program teaches the role of the sales manager in recruiting, organizing, training, compensating and managing the sales force.

It covers the knowledge needed in building an effective sales organization and controlling, motivating and evaluating the sales force.

Topics covered include basic study skills, interpersonal relationships, communication skills, how to evaluate and predict human behavior, business ethics, public relations and marketing survey techniques, the fundamentals of good salesmanship, management by statistics, financial planning, and how to write sales plans.

A faculty supervised Final Practical Application requires the student to summarize the knowledge and skills learned by applying them to sales management situations in a business organization.

This program is recommended for:

- a) Sales people who want to move into sales management
- b) Sales managers who want to improve their knowledge and skills, and
- c) Business owners, executives or professionals who want to become more effective in managing the sales functions of their companies or professional practices.

Program: Sales Management

Approximate Weeks:

Full Time: 40 Hours Per Week = 12.75**Half Time:** 20 Hours Per Week = 25.5**Part Time:** 10 Hours Per Week = 51**Instructional Clock Hours:** 510**Semester Credit Hours:** 17Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Get Along With Others

Handling the Ups and Downs in Life

Personal Values and Integrity

How to Evaluate and Predict Human Behavior

Formulas for Business Success

Management By Statistics

How to Effectively Handle Work

How to Get Things Done

Financial Planning

How to Expand Your Company By Making

Planning Become an Actuality

How to Increase Want for Your Products Through

Sales Training

Effective sales people are very valuable to any business organization. Good salesmanship can be learned. This is an in-depth program designed to teach the student the knowledge and skills needed to be an effective and productive sales person.

The program covers basic study skills, communications skills, interpersonal relationship skills, business ethics, how to evaluate and predict human behavior, public relations and marketing surveys, and the fundamentals of personal selling and salesmanship.

Role-playing and drills are extensively used to help the student learn various sales techniques and skills.

A faculty supervised Final Practical Application requires the student to use the knowledge and skills learned in the course to design and make sales presentations to prospects and to close sales in actual personal selling situations.

This program is recommended for:

- a) People who have acquired occupational or professional training who can combine their backgrounds with sales skills to enter into a sales position associated with their specialty field, and
- b) People who are currently employed in sales positions who want to improve their personal selling skills.

Program: Sales Training

Approximate Weeks:

Full Time: 40 Hours Per Week = 9.75

Half Time: 20 Hours Per Week = 19.5

Part Time: 10 Hours Per Week = 39

Instructional Clock Hours: 390

Semester Credit Hours: 13

Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Get Along With Others

How to Get Along With Others Apprenticeship

Handling the Ups and Downs in Life

Handling the Ups and Downs in Life

Apprenticeship

Personal Values and Integrity

Personal Values and Integrity Apprenticeship

How to Evaluate and Predict Human Behavior

Formulas for Business Success

Public Relations and Marketing Surveys

How to Create Want for Your Products Through

Effective Sales Techniques

Sales Training Final Practical Application

Sales Basics

Effective sales people are very valuable to any business organization. Good salesmanship can be learned. This program focuses on personal selling and the fundamentals of good salesmanship. The selling process from product knowledge, prospecting, sales presentations, and personal selling skills are covered. The program includes basic study skills, communications skills as well. Roll playing and drills on sales techniques and sales situations are used to help the student apply the knowledge to personal selling situations.

A faculty supervised Final Practical Application requires the student to use the knowledge and skills learned to design sales presentations and make sales in a business organization.

This program is recommended for:

- a) People employed in sales that want to improve their personal selling ability.

Program: Sales Basics

Approximate Weeks:

Full Time: 40 Hours Per Week = 4.25

Half Time: 20 Hours Per Week = 8.5

Part Time: 10 Hours per Week = 17

Instructional Clock Hours: 170

Semester Credit Hours: 5 2/3

Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Create Want for Your Products Through

Effective Sales Techniques

Sales Basics Final Practical Application

Basic Skills for the Workplace

This program is designed to help the student deal with the day-to-day problems and stresses of the workplace more effectively and to increase the student's potential job security. The program covers basic study and learning skills, interpersonal relationship skills, business ethics, communication skills, knowledge and tools to increase efficiency and effectiveness on the job, and knowledge and tools for improving one's condition and status within a business or organization.

The student must demonstrate ability to apply the knowledge and skills learned in the program by completing apprenticeships in various organizations. All apprenticeships are done with faculty supervision.

This program is recommended for:

- a) People who are currently employed and experience problems at work related to getting along with others, communication skills, stress, and burnout.

Program: Basic Skills for the Workplace

Approximate Weeks:

Full Time: 40 Hours Per Week = 7.5

Half Time: 20 Hours Per Week = 15

Part Time: 10 Hours Per Week = 30

Instructional Clock Hours: 300

Semester Credit Hours: 10

Required Courses:

Basic Study Manual

How to Get Along With Others

How to Get Along With Others Apprenticeship

Handling the Ups and Downs in Life

Handling the Ups and Downs in Life

Apprenticeship

Personal Values and Integrity
Personal Values and Integrity Apprenticeship
Improving Business Through Communication
How to Effectively Handle Work
Ethics for Business Survival
Ethics for Business Survival Apprenticeship
Formulas for Business Success

Improving Interpersonal Relationships

The ability to successfully work with all types of people, including those who are difficult to get along with, is vital to success at work. The purpose of this program is to help the student to effectively relate to others in the workplace whether they are coworkers, employees, seniors, customers or others.

The program covers basic study skills, communication skills, interpersonal relationship skills, and business and personal ethics issues. Also included are practical exercises and drills in which the student must practice the knowledge and skills learned.

Faculty supervised apprenticeships require the student to apply the knowledge and skills learned in business or organizational settings. This program is recommended for:

a) Anyone who wants to improve his or her ability to relate to others in the workplace.

Program: Improving Interpersonal Relationships Required Courses:

Approximate Weeks:

Full Time: 40 Hours Per Week = 5

Half Time: 20 Hours Per Week = 10

Part Time: 10 Hours Per Week = 20

Instructional Clock Hours: 200

Semester Credit Hours: 6 2/3

Basic Study Manual

How to Get Along With Others

How to Get Along With Others

Apprenticeship

Handling the Ups and Downs in Life

Handling the Ups and Downs in Life

Apprenticeship

Personal Values and Integrity

Personal Values and Integrity

Apprenticeship

Improving Business Through

Communication

Ethics for Business Survival

Course Descriptions

Continuing Education students are welcome to enroll in individual courses or to take a specialized combination of courses to meet specific needs. Our Service Consultant will be happy to assist you in designing the type of program that best suits your needs.

NOTE: Apprenticeships and Final Practical Applications are only delivered as part of the Programs described above. Apprenticeships and Final Practical Applications are not available other than as part of a full Program, unless prior written approval is received, and the student will be doing the apprenticeship or final practical at his or her own place of work.

GE100 Basic Study Manual

This course teaches the student basic information and skills on how to learn and how to apply what he has studied in life. This practical knowledge on how to study can be used by adults, college or high school students, teachers, parents and trainers in industry.

Prerequisite: None

1 Credit

GE110 How to Achieve Effective Learning

Employees too often come to the business world unprepared and untrained. They also come with poor learning skills as they have never been taught how to study, how to learn and how to apply what they have learned. This course teaches the student how to handle the barriers to study and the phenomena of misunderstood words. With this information, the student will not only be able to grasp fully what he is studying, but will be able to apply proficiently what he has studied in work and in life.

Prerequisite: None

3 Credit

GE120 How to Get Along With Others

In any workplace excellent communication and relations among employees are key; it is the oil that lubricates the workings and allows for coordination. Without excellent communication, lines jam and production slows. This course teaches the basics of human relations.

Prerequisite: None

1/3 Credit

GE120A How to Get Along With Others Apprenticeship

This faculty-supervised apprenticeship requires the student to apply what he has learned on the How to Get Along With Others course in a real workplace environment.

Prerequisite: How to Get Along With Others Course

1/3 Credit

GE130 Handling the Ups and Downs in Life

Personal problems, whether personal or work-related, can take their toll on one's performance at work. This course addresses the influences in a person's life, which cause him to go up and down in life and become a source of trouble to himself and others.

Prerequisite: None

1/2 Credit

GE130A Handling the Ups and Downs in Life Apprenticeship

This faculty-supervised apprenticeship requires the student to apply what he has learned on the Handling the Ups and Downs in Life course to help himself or another person to handle influences in life that cause him stress.

Prerequisite: Handling the Ups and Downs in Life Course

1/2 Credit

GE140 Personal Values and Integrity

Compromising one's personal integrity because of social and economic pressure leads to failure and loss. This course addresses the basics of honesty and personal integrity not just in the world of work, but in life as well.

Prerequisite: None

1/2 Credit

GE140A Personal Values and Integrity Apprenticeship

This faculty-supervised apprenticeship requires the student to apply what he has learned on the Personal Values and Integrity course in real workplace situations.

Prerequisite: Personal Values and Integrity Course

1/2 Credit

GE150 Improving Business Through Communication

The inability to communicate can destroy a career, a business relationship, or a sale. The greater a person's ability to communicate, the greater his potential for success. The ability to professionally handle communication plays no small role in the demonstration of competence. The ability to communicate can be learned and developed. This course teaches the student to be able to communicate without tension or nervousness, how to get ideas across clearly and distinctly and how to guide and control communication in business or any situation. This course includes a series of eighteen practical drills on the fundamentals of successful communication.

Prerequisite: None

1 1/3 Credit

GE150A Improving Business Through Communication Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the communications skills learned on the Improving Business Through Communication course in a real business or organizational environment.

Prerequisite: Improving Business through Communication Course

2/3 Credit

GE160 How to Evaluate and Predict Human Behavior

This course teaches tools to help the student understand people and their behavior and to predict what they are likely to do--on the job or off. It teaches how to observe, evaluate and predict human behavior.

Prerequisite: None

1 2/3 Credit

GE160A How to Evaluate and Predict Human Behavior Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the How to Evaluate and Predict Human Behavior Course to complete a project in a real business or organizational environment.

Prerequisite: How to Evaluate and Predict Human Behavior Course

2/3 Credit

GE170 How to Effectively Handle Work

This course addresses the day-to-day problems of work. It addresses areas such as how to handle one's job, how to keep a job, and how to maintain productivity and efficiency and how to handle confusions in the workplace. It also addresses the most common problems encountered in the workplace including stress, exhaustion, and burnout.

Prerequisite: None

1 1/3 Credit

GE170A How to Effectively Handle Work Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the How to Effectively Handle Work course in a real business or organizational environment. The student, while working in an organization, must undertake projects to help him and others using the information learned on the course.

Prerequisite: How to Effectively Handle Work Course

1 Credit

ETH100 Ethics for Business Survival

Surviving in the business world can often be a challenge. Although some view business as a dog-eat-dog world, one of the more challenging aspects is the recurring necessity to decide what is right or wrong, good or bad, moral or immoral. These are often complex and difficult decisions to face. The subject of ethics encompasses this aspect of business. This course shows the negative consequences of unethical behavior in business, what ethics really are, how to apply ethics on a day-to-day basis, and how to improve the workplace through the use of ethics.

Prerequisite: None

1 2/3 Credit

ETH100A Ethics for Business Survival Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Ethics for Business Survival course in a real business or organizational environment. The student must undertake a project in which he recognizes an ethics situation that needs correction and devises and implements a workable solution.

Prerequisite: Ethics for Business Survival Course

1 Credit

ETH200 Formulas for Business Success

This course teaches the exact operating states or conditions of any business or organizational activity and the steps to take based on the operating state or condition to improve the business or organizational activity.

Prerequisite: None

1 1/3 Credit

ETH200A Formulas for Business Success Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Formulas for Business Success course in a real business or organizational environment. The student must go into a business or organizational situation, determine the correct operating state or condition of the organization or one of its activities, determine the steps needed to improve the condition, and get the steps carried out.

Prerequisite: Formulas for Business Success Course

1 Credit

STA100 Management by Statistics

This course teaches how to use statistics and graphs to show how much any business or organizational area is producing. It also shows how to use statistics to analyze the operations of an organization and how to use statistics for management decision-making.

Prerequisite: Formulas for Business Success Course

1 1/3Credits

STA100A Management by Statistics Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Management by Statistics course in a real business or organizational environment. The student must go into a business or organizational situation, gather the appropriate statistics, do an analysis of the organization or one of its areas based on the statistics, and write up recommendations of actions that could be taken to improve the organization or area.

Prerequisite: Management by Statistics Course

1 Credit

MAN100 Executive Basics

This course teaches the fundamentals of holding a position of managerial or administrative responsibility in an organization. It covers the topics of management functions, leadership and the duties and skills of an executive.

Prerequisite: Formulas for Business Success

1 1/3 Credit

MAN100A Executive Basics Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Executive Basics course by carrying out executive duties in a business or organization. The student must work under an executive in the organization to get familiar with the functions and the organization. The student then must carry out some basic executive duties such as writing and getting compliance to orders, conducting a staff meeting, and other actions to be agreed upon by the executive in the organization, the faculty supervisor and the student.

Prerequisite: Executive Basics Course

1 Credit

MAN200 Effective Leadership

An effective leader is very valuable in our society. The importance of leadership cannot be downplayed. This course identifies the elements of effective leadership and how to achieve them.

Prerequisite: None (Executive Basics recommended)

1 1/3 Credit

MAN200A Effective Leadership Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Effective Leadership course by heading a project team to accomplish a specific task, project or objective in a business or organization. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: Effective Leadership Course

2/3 Credit

ORG100 Basic Organization

This course teaches the primary functions of any organization, the basic laws of organization and administration, and how to design and set up an organization so that it runs effectively.

Prerequisite: Formulas for Business Success Course, Management by Statistics Course

2 Credits

ORG100A Basic Organization Apprenticeship

This faculty supervised apprenticeship requires the student to go into a business or organization, do an analysis of the organizational functions and structure, and use the knowledge and skills learned on the Basic Organization course to write and present recommendations to improve the organizational functions and structure. Students who are currently employed may complete this apprenticeship in their own organizations.

Prerequisite: Basic Organization Course

2 Credits

PROG100 How to Make Planning Become an Actuality

Planning is working out how one is going to accomplish set objectives. A properly written plan is a road map to success. This course teaches the student workable techniques for formulating plans and programs. It teaches how to get programs carried out and moving to achieve business or organizational goals and objectives. The elements of successful plans and programs are defined and taught.

Prerequisite: None

1 2/3 Credit

PROG100A How to Make Planning Become an Actuality Apprenticeship

This faculty supervised apprenticeship requires the student to apply the knowledge and skills learned on the Planning Course by writing and carrying out a plan to accomplish a goal or objective in a business or organization. The plan must include targets to be by a number of people. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: How to Make Planning Become an Actuality Course

1 1/3 Credits

MAN250 How to Get Things Done

An executive or an administrator must be someone who can get things done through others. Getting compliance with administrative actions or orders can be frustrating due to the barriers and procrastination of others. It contains 22 practical drills that teach the student how to get others to get things done and how to get compliance.

Prerequisite: Improving Business Through Communication Course

1 1/3Credits

ORG200 How to Increase Efficiency in Your Company

This course teaches the student how to recognize and handle areas of inefficiency, which waste man-hours and income in an organization. It also addresses areas of written communication, interoffice communication systems, delegation skills, and other ways to increase efficiency.

Prerequisite: None

1 1/3 Credit

ORG200A How to Increase Efficiency in Your Company Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Efficiency course in a business or organization. The student must design a project that identifies an area of inefficiency, and identifies the steps to be taken to increase efficiency. The student must then carry out these steps to a successful result. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: How to Increase Efficiency in Your Company Course

1 Credit

FP200 How to Increase Profits Through Proper Financial Planning

This course covers how to manage financial resources to increase cash flow and solvency, build reserves, and correctly allocate financial resources for increased organizational production.

Prerequisite: Formulas for Business Success

1 1/3 Credit

FP200A How to Increase Profits Through Proper Financial Planning Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Financial Planning course in a business or organization. The student must design and carry out a project to improve the financial situation of the business. Students who are currently employed can complete the apprenticeship in their own organization.

Prerequisite: How to Increase Profits Through Proper Financial Planning Course

2 Credits

POL100 How to Write Effective Company Policy

This course teaches the importance of establishing policy, how to write and issue organizational policy, how and when to implement policy and how policy can be used to expand an organization.

Prerequisite: None

2/3Credit

POL100A How to Write Effective Company Policy Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Policy course in a business or organization. The student must study the existing policies of the organization, determine areas in which policy needs to be developed, develop and present the needed policy and get it issued correctly in the organization. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: How to Write Effective Company Policy Course

1 1/3Credits

PR100 Marketing and Public Relations Surveys

Surveys are the tools by which one finds out what customers and potential customers think and feel. Surveys give the information that is vital to effective marketing, promotion and public relations activities and campaigns. This course teaches the basics of how to use surveys for marketing and public relations.

Prerequisite: How to Get Along With Others Course or How to Evaluate and Predict Human Behavior Course

1 2/3Credits

PR100A Marketing and Public Relations Surveys Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Survey course in a business or organization. The apprenticeship may be done by assisting a professional market researcher on a project for a client or it may be done by the student working directly to conduct surveys for a business or organization. Students who are currently employed may complete this apprenticeship for their own organization.

Prerequisite: Marketing and Public Relations Surveys Course

1 2/3Credits

PR200 Public Relations

Good public relations are vital to the expansion of any business or organization. This course teaches the basic duties and purposes of the public relations professional, the elements of public relations and the basic tools of public relations.

Prerequisite: How to Get Along With Others Course or How to Evaluate and Predict Human Behavior Course

2 Credits

PR200A Public Relations Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Public Relations course in a business or organization. The student must identify a public relations situation, design a campaign or program to handle the situation and carry out the steps of the program to achieve a successful result. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: Public Relations Course

1 2/3Credits

MAR100 Marketing

Marketing is an important function in any business. This course teaches the basic elements and tools of marketing and how to plan marketing strategy and devise marketing and promotional campaigns.

Prerequisites: Marketing and Public Relations Surveys Course and Public Relations Course

1 1/3Credits

MAR10A Marketing Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Marketing course. This apprenticeship may be done by assisting a marketing professional in the design and implementation of a project for a client or it may be done by the student working directly with a business or organization to design and carry out a marketing project.

Prerequisite: Marketing Course

1 2/3Credits

SA100 How to Create Want for Your Products Through Effective Sales Techniques

Effective salesmanship can be learned. This course teaches the fundamentals of personal selling. It includes many practical drills on the various elements of personal selling and sales situations.

Prerequisites: Improving Business Through Communication (Public Relations Course and Marketing Course are recommended)

1 2/3 Credit

SA100A Sales Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Sales course in real personal selling situations. The student must work in a business or organization in personal selling to prospect customers, make sales presentations, and close sales. Students who are currently employed may complete this apprenticeship in their own organizations.

Prerequisite: Sales Course

1 2/3Credits

FP300P Financial Planning for Business Owners and Professionals Final Practical

This faculty-supervised apprenticeship requires the student to summarize the knowledge and skills learned on the program by setting up a financial planning system for a business or organization that results in an improved financial condition.

2/3 Credits

MAN100P Administrative Management Final Practical Application

This faculty-supervised Final Practical Application requires the student to apply all the knowledge and skills learned by working in a business or organization as a management or administrative intern. The student must sign an Final Practical Application contract with his faculty supervisor and a representative of the organization that states exactly what the student will be required to do and the evidence and documentation of actions and results required for satisfactory completion of the Final Practical Application.

5 Credits

MAN300P How to Manage People Final Practical Application

This faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned on the program in business or organizational management situations.

1 Credit

MAN400P Management Strategies Final Practical Application

This faculty supervised Final Practical Application requires the student to analyze a business or professional practice, determine which production statistics it should be keeping, make graphs of these statistics, determine the correct sequence of steps that should be taken to improve the condition, and help the organization carry out these steps.

1 Credit

MAR100P Marketing Basics Final Practical Application

This faculty supervised Final Practical Application requires the student to summarize and apply the knowledge and skills learned on the program.

1 2/3 Credits

MAR200P Marketing and Public Relations Final Practical Application

This faculty supervised Final Practical Application requires the student to summarize the knowledge and skills learned on the program by designing and carrying out a public relations or marketing project or campaign for a business or professional practice.

1 2/3Credits

ORG100P Basic Organization Final Practical Application

This faculty- supervised Final Practical Application requires the student to apply the knowledge and skills learned to design an organizational structure and implementation plan for a business or organization. Students who are currently employed may complete this in their own organizations.

2 Credits

PR200P Public Relations Basics Final Practical Application

This faculty- supervised apprenticeship requires the student to apply the knowledge and skills learned on the Public Relations program in a business or organization. The student must identify a public relations situation, design a campaign or program to handle the situation and carry out the steps of the program to achieve a successful result. Students who are currently employed can complete this in their own organization.

1 2/3Credits

SA100P Sales Basics Final Practical Application

This faculty supervised Final Practical Application requires the student to summarize and apply the knowledge and skills learned on the program in sales basics.

1 2/3 Credits

SA200P Sales Training Final Practical Application

This faculty supervised Final Practical Application requires the student to summarize and apply the knowledge and skills learned on the program in sales training.

1 2/3Credits

SA200P Sales Management Final Practical Application

This faculty supervised Final Practical Application requires the student to summarize and apply the knowledge and skills learned on the program in sales management situations in a business organization.

1 2/3Credits

Admissions Information

The College Year

Hubbard College of Administration is a non-term institution that operates year round. The courses offered are self-paced to allow students to enroll and begin courses on any day of the week anytime of the year.

Motivation to Learn

Hubbard College of Administration believes that any individual who is highly motivated to learn should be given the opportunity to study. All individuals who have the desire to further their education and have the potential to succeed should have the opportunity to develop their knowledge and competence. Maturity and a desire for further education are considered as more important than quantitative measures of past school performance.

Self-determined Enrollment

No applicant will be accepted by Hubbard College of Administration who is not there on his or her own desire but who has been ordered to do a program or courses by his company or organization or who has been compelled to undergo study by a manager, judge, relative or anyone other than the applicant.

Non-Discrimination Statement

Hubbard College of Administration admits students of any race, color, creed, sex, handicap, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, sex, handicap, national, or ethnic origin in administration of its educational policies, admission policies or other school administrative programs.

Student Classification

Students enrolled in the programs described in this catalog are classified as Continuing Education Students.

Notice Concerning Transferability of Credits and Credentials

The transferability of credits you earn at the Hubbard College of Administration International is at the complete discretion of an institution to which you may seek to transfer. If the (credits, or degree, diploma, or certificate) that you earn at this institution are 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 the Hubbard College of Administration to determine if your (credits, or degree, diploma or certificate will transfer.

Admissions Procedure

Applications are accepted anytime of the year and you may begin your studies anytime during the year. Applicants will be considered for admission according to their potential ability to benefit from instruction and to succeed in course work at Hubbard College of Administration International.

Many factors are considered during the application review process. Your personal qualities, achievement and motivation for learning are all considered.

Certificate Programs Admissions Procedure

1. Forward a completed application for admission form to the Hubbard College of Administration International.
2. Arrange a personal interview by contacting the Office of Admission at 323-660- 8685.

Interviews and Campus Visits

Personal interviews are highly recommended for all applicants to the Hubbard College of Administration International. An interview will allow you to personally get acquainted with the opportunities offered. Interviews will also help us to better understand your needs and help you to obtain your goals.

Appointments for interviews can be made by calling 323-660-8665. We accommodate visitors anytime of the year and any day of the week by appointment.

Adult Students

Day, evening and weekend schedules provide the flexibility adults need to work classes into their busy schedules.

International Students

Hubbard College of Administration welcomes international students. The College does provide student visa services. International students are eligible for admission based on English proficiency, academic achievement and financial solvency. Applicants whose native language is not English must demonstrate English language proficiency by passing the test of English proficiency at a minimum score of 46. This test can be done from where you are living as long as you have access to a telephone. The taking of the test will be set up during the enrollment process by the admissions office.

Students that have already taken an English test such as TOEFL can provide evidence of this to the admissions office and it will be evaluated for acceptance into a program.

Readmission Procedures

If you were previously dismissed, you must obtain the signature of the Executive Council

Chairperson and clarify any readmission requirements.

Transfer of Credit by Examination

Hubbard College of Administration does not accept credits from other educational institutions except from any approved Hubbard College located throughout the world. A student who has previous relevant education may apply for Credit by Examination. To be eligible to apply for Credits by Examination, applicants must enroll in a program through the standard enrollment process. Students who want the College to accept their previously taken course(s) for credit, must take the examination(s) before starting the course. The school cannot fairly assess the applicant once that student begins his or her educational program.

The following criteria must be met for Credit by Examination:

1. A student applying for a transfer of credit must pass a comprehensive examination covering the course material.
2. The comprehensive examination may only be taken only once and must be passed with a score of 85% or higher in order to receive credit. The student does not have to retake the course with a score of 85% but must restudy the areas missed on the exam. There will not be a tuition charge for restudying these areas. An examination fee of \$30.00 is charged for each examination administered.
3. If the exam score is less than 85%, the student must retake the course and is charged the full tuition rate for the course.
4. Credits by Examination are not included in the calculation of the Cumulative Quality Point Average but are included in the credits necessary for graduation.
5. Credit by Examination evaluations will be given during the pre-scheduled examination time established by the Qualifications Division.
6. Credit by Examination is a comprehensive examination and will cover all aspects of the subject.
7. The student's academic record will be clearly annotated to reflect that credit was earned by examination.
8. The maximum amount of credit by examination, which Hubbard College of Administration will accept towards graduation, is 25% of the theory courses in a program. If a student feels he/she has enough knowledge or practical experience on the subject being examined for credit then he or she can attempt to test their knowledge and receive credit for the course pursuant to the criteria indicated. However, no practical application course (apprenticeship, internship, or final practical application) shall be credited by an examination only.

Tuition and Fees

The Hubbard College of Administration is a nonprofit institution and tuition and other fees must cover the instructional and operating costs of the college. Every attempt is made to keep the costs as low as possible without sacrificing adequate facilities and instruction. Fees charged by the college may be adjusted at any time by the Board of Directors. When practicable, advance notice of any change will be given.

Tuition

Tuition for each course is due prior to the start of the course.

Textbooks

Hubbard College of Administration provides a complete library of all course materials and references. This library is not a substitute for students buying their own textbooks and course packs. Students are expected to buy their own textbooks and course packs for their courses. Students will do better if they own their own textbooks and course packs as, naturally, they will need them for reference. Any book, course pack or recorded lectures required for a course must be bought by the student for that course.

General Regulations

Regardless of the method of payment selected, other conditions and requirements that apply to all college bills are as follows:

1. All bills are due and payable at the beginning of each course.
2. If any payments are due Hubbard College of Administration, the student will receive no grades; be given no transcripts, certificates, or letters of recommendation; nor will the student be permitted to register for the next course until all financial obligations have been settled in the Treasurer's office.
3. Hubbard College of Administration assumes no responsibility for the personal property of the student.

California Student Tuition Recovery Fund:

You maybe be eligible for Student Tuition Recovery Fund if you are a California resident, prepaid tuition, paid the Student Tuition Recovery Fund (STRF), and suffered an economic loss as a result 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 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 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. The school's breach or anticipatory breach of the agreement for the course or instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period determined by the bureau.

6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Act of 1989.

Fees

Foreign Student Test fee (Student Visa students) (non-refundable)	\$40.00
Credit by Examination Testing Fee (Non-Refundable)	\$50.00
Student Tuition Recovery Fund Fee (STRF) (\$2.50 per thousand dollars of tuition) (Non-Refundable)	
Repeating a Course (The cost of repeating a course is 50% of the normal tuition)	
Transcripts per copy	\$5.00
Returned Check Fee	\$25.00
Parking	\$50.00 per month

Continuing Education Programs Tuition Schedule

Program: Administrative Management

Approximate Weeks:

Full Time: 40 Hours Per Week = 28.5

Half Time: 20 Hours Per Week = 57

Part Time: 10 Hours Per Week = 114

Instructional Clock Hours: 1140

Semester Credit Hours: 38

	Tuition	\$22,800.00
	Books and Supplies (Tax not included)	<u>\$1,429.95</u>
..	<u>TOTAL</u>	\$24,229.95

Program: Management Strategies

Approximate Weeks:

Full Time: 40 Hours Per Week = 4.5

Half Time: 20 Hours Per Week = 9

Part Time: 10 Hours Per Week = 18

Instructional Clock Hours: 180

Semester Credit Hours: 6

	Tuition	\$3,600.00
	Books and Supplies (Tax not included)	<u>\$353.95</u>
	<u>TOTAL</u>	\$3,953.95

Program: Management Enhancement

Approximate Weeks:

Full Time: 40 Hours Per Week = 6

Half Time: 20 Hours Per Week = 12

Part Time: 10 Hours Per Week = 24

Instructional Clock Hours: 240

Semester Credit Hours: 8

Tuition	\$4,800.00
Books and Supplies (Tax not included)	<u>\$573.95</u>
<u>TOTAL</u>	\$5,373.95

Program: How to Manage People

Approximate Weeks:

Full Time: 40 Hours Per Week = 8.75

Half Time: 20 Hours Per Week = 17.5

Part Time: 10 Hours Per Week = 35

Instructional Clock Hours: 350

Semester Credit Hours: 11 2/3

Tuition	\$7,000.00
Books and Supplies (Tax not included)	<u>\$614.95</u>
<u>TOTAL</u>	\$7,614.95

Program: Financial Planning for Business Owners and Professionals

Approximate Weeks:

Full Time: 40 Hours Per Week = 6.5

Half Time: 20 Hours Per Week = 13

Part Time: 10 Hours Per Week = 26

Instructional Clock Hours: 260

Semester Credit Hours: 8 2/3

Tuition	\$5,200.00
Books and Supplies (Tax not included)	<u>\$503.95</u>
<u>TOTAL</u>	<u>\$5,703.95</u>

Program: How to Design an Optimum Organizational Structure

Approximate Weeks:

Full Time: 40 Hours Per Week = 5

Half Time: 20 Hours Per Week = 10

Part Time: 10 Hours Per Week = 20

Instructional Clock Hours: 200

Semester Credit Hours: 6 2/3

Tuition	\$4,000.00
Books and Supplies (Tax not included)	<u>\$173.95</u>
<u>TOTAL</u>	\$4,173.95

Program: Improving Business Communication

Approximate Weeks:

Full Time: 40 Hours Per Week = 4.5

Half Time: 20 Hours Per Week = 9

Part Time: 10 Hours Per Week = 18

Instructional Clock Hours: 180

Semester Credit Hours: 6

Tuition	\$3,600.00
Books and Supplies (Tax not included)	<u>\$318.95</u>
<u>TOTAL</u>	\$3,918.95

Program: Marketing and Public Relations

Approximate Weeks:

Full Time: 40 Hours Per Week = 15.75
Half Time: 20 Hours Per Week = 31.5
Part Time: 10 Hours Per Week = 63
Instructional Clock Hours: 630
Semester Credit Hours: 21

Tuition	\$12,600.00
Books and Supplies (Tax not included)	<u>\$1,319.95</u>
<u>TOTAL</u>	\$13,919.95

Program: Public Relations Basics

Approximate Weeks:

Full Time: 40 Hours Per Week = 6.25
Half Time: 20 Hours Per Week = 12.5
Part Time: 10 Hours Per Week = 25
Instructional Clock Hours: 250
Semester Credit Hours: 8 1/3

Tuition	\$5,000.00
Books and Supplies (Tax not included)	<u>\$235.95</u>
<u>TOTAL</u>	\$5,235.95

Program: Marketing Basics

Approximate Weeks:

Full Time: 40 Hours Per Week = 7.25
Half Time: 20 Hours Per Week = 14.5
Part Time: 10 Hours Per Week = 29
Instructional Clock Hours: 290
Semester Credit Hours: 9 2/3

Tuition	\$5,800.00
Books and Supplies (Tax not included)	<u>\$310.95</u>
<u>TOTAL</u>	\$6,110.95

Program: Sales Management

Approximate Weeks:

Full Time: 40 Hours Per Week = 12.75
Half Time: 20 Hours Per Week = 25.5
Part Time: 10 Hours Per Week = 51
Instructional Clock Hours: 510
Semester Credit Hours: 17

Tuition	\$10,200.00
Books and Supplies (Tax not included)	<u>\$1,019.95</u>
<u>TOTAL</u>	\$11,219.95

Program: Sales Training

Approximate Weeks:

Full Time: 40 Hours Per Week = 9.75
Half Time: 20 Hours Per Week = 19.5
Part Time: 10 Hours Per Week = 39
Instructional Clock Hours: 390
Semester Credit Hours: 13

Tuition	\$7,800.00
Books and Supplies (Tax not included)	<u>\$614.95</u>
<u>TOTAL</u>	\$8,414.95

Program: Sales Basics

Approximate Weeks:

Full Time: 40 Hours Per Week = 4.25

Half Time: 20 Hours Per Week = 8.5

Part Time: 10 Hours per Week = 17

Instructional Clock Hours: 170

Semester Credit Hours: 5 2/3

Tuition	\$3,400.00
Books and Supplies (Tax not included)	<u>\$133.95</u>
<u>TOTAL</u>	\$3,533.95

Program: Basic Skills for the Workplace

Approximate Weeks:

Full Time: 40 Hours Per Week = 7.5

Half Time: 20 Hours Per Week = 15

Part Time: 10 Hours Per Week = 30

Instructional Clock Hours: 300

Semester Credit Hours: 10

Tuition	\$5,600.00
Books and Supplies (Tax not included)	<u>\$614.95</u>
<u>TOTAL</u>	\$6,214.95

Program: Improving Interpersonal Relationships

Approximate Weeks:

Full Time: 40 Hours Per Week = 5

Half Time: 20 Hours Per Week = 10

Part Time: 10 Hours Per Week = 20

Instructional Clock Hours: 200

Semester Credit Hours: 6 2/3

Tuition	\$4,000.00
Books and Supplies (Tax not included)	<u>\$394.95</u>
<u>TOTAL</u>	\$4,394.95

Individual Course Tuition and Materials Fee Schedule for Continuing Education Courses Only

COURSE	TUITION	BOOKS AND MATERIALS (tax not included)
Basic Study Manual	\$600.00	\$23.95
How to Achieve Effective Learning	\$1,800.00	\$110.00

How to Get Along With Others	\$200.00	\$62.00
How to Get Along With Others Apprenticeship	\$200.00	
Handling the Ups and Downs in Life	\$300.00	\$62.00
Handling the Ups and Downs in Life Apprenticeship	\$300.00	
Personal Values and Integrity	\$300.00	\$62.00
Personal Values and Integrity Apprenticeship	\$300.00	
Improving Business Through Communication	\$800.00	\$110.00
How to Evaluate and Predict Human Behavior	\$1,000.00	\$110.00
How to Evaluate and Predict Human Behavior Apprenticeship	\$400.00	
How to Effectively Handle Work	\$800.00	\$110.00
How to Effectively Handle Work Apprenticeship	\$600.00	
Ethics for Business Survival	\$1,000.00	\$75.00
Ethics for Business Survival Apprenticeship	\$600.00	
Formulas for Business Success	\$800.00	\$110.00
Formulas for Business Success Apprenticeship	\$1,000.00	
Management By Statistics	\$800.00	\$110.00
Management By Statistics Apprenticeship	\$1,000.00	
Executive Basics	\$800.00	\$110.00
Executive Basics Apprenticeship	\$600.00	
Effective Leadership	\$800.00	\$75.00
Effective Leadership Apprenticeship	\$400.00	
Basic Organization	\$1,200.00	\$75.00
Basic Organization Apprenticeship	\$1,200.00	
How to Make Planning Become an Actuality	\$1,000.00	\$75.00
How to Make Planning Become an Actuality Apprenticeship	\$800.00	
How to Get Things Done	\$800.00	\$110.00
How to Increase Efficiency in Your Company	\$800.00	\$75.00
How to Increase Efficiency in Your	\$600.00	

Company Apprenticeship		
How to Increase Profits Through Proper Financial Planning	\$800.00	\$75.00
How to Increase Profits Through Proper Financial Planning Apprenticeship	\$1,200.00	
How to Write Effective Company Policy	\$400.00	\$75.00
How to Write Effective Company Policy Apprenticeship	\$800.00	
Marketing and Public Relations Surveys	\$1,000.00	\$75.00
Marketing and Public Relations Surveys Apprenticeship	\$1,000.00	
Public Relations	\$1,200.00	\$75.00
Public Relations Apprenticeship	\$1,000.00	
Marketing	\$800.00	\$75.00
Marketing Apprenticeship	\$1,000.00	
How to Create Want for Your Products or Services Through Effective Sales Techniques	\$1,000.00	Contact book store for pricing.
How to Create Want for Your Products or Services Through Effective Sales Techniques Apprenticeship	\$800.00	

Payment Plans

Pay Per Course

A student may pay on a course by course basis.

Monthly Payment Plan

A student who enrolls and signs a contract for a certificate program is guaranteed that price increases will not apply to any courses on the contract. A monthly payment plan is also available for students who enroll for a program. On this plan, the total amount of the tuition is divided by the number of months the student will be on the program and the total tuition is divided by the number of months to determine the monthly payments. Interest is charged on any overdue balance at 1.5% per month or 18% per year.

Tuition Reduction for Full Payment at Time of Enrollment

The maximum tuition reduction for a student buying a program is 15% if the tuition is paid in full. If you withdraw or are withdrawn from the program you lose the tuition reduction and the full tuition of the program applies.

Cancellation, Withdrawal and Refund Information

Student Rights Under the Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident.” In addition, if you are

- a. A recipient of third-party payer tuition and course costs and you are not eligible for protections under STRF.
- b. The student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund (STRF).

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814-3517, (916) 445-3427.

Hubbard College of Administration does not participate in the Student Tuition Recovery Fund for students enrolling in our Continuing Education programs.

Cancellation Information

You have a right to cancel this enrollment agreement, without any penalty or obligations, through the first day of attendance, or the seventh day after enrollment, whichever is later and obtain a “cancellation re-payment”. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the program. A written notice of withdrawal and a written request for cancellation payment should be delivered to the College Treasury Secretary at 320 N. Vermont, Los Angeles, CA 90004. This can be done by mail or by hand delivery. Repayments are made within 45 days after the notice of cancellation is received. The written request for refund will be confirmed as complete and accurate and thus approved by the Executive Council of the College or its delegate Claims Verification Board. An administrative process fee of \$250 will be deducted from all cancellation payments.

It is the policy of the college not to re-enroll the student in any program(s) once he/she has canceled.

Withdrawal and Refund Information

You have the right to withdraw from a course at any time after the cancellation period described above and receive a pro-rata refund if you have completed 60 percent or less of the period of attendance. You will receive a pro-rata refund of the unused portion of your tuition and other refundable charges if you deliver proper written notice of your withdrawal and a written request for a refund to the College Treasury Secretary after the first day of attendance or prior to completing 60% of your course of study. Refunds are made within 45 days of withdrawal. The written request for such payment will be confirmed as complete and accurate and approved by the College's Executive Council or its delegated Claims Verification Board. An administrative processing fee of \$250.00 will be deducted from your refund. Refunds must be calculated from the last date of recorded attendance. The refund policy is for students who have completed 60 percent or less of their program. A student who has completed greater than 60% of the course or program will not be entitled to a refund.

In the case of withdrawal from a repeated course for which you have been separately charged, you will be entitled to a refund on the same terms as indicated above.

Cancellation payments and refunds payments confirmed as valid will be paid within 45 days of delivery of the written notice of the cancellation or withdrawal and the written request for a refund to the Treasury Secretary, or the date the college determines the student has withdrawn. The date of the student's withdrawal shall be deemed the last date of recorded attendance.

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received, the excess will first be applied to any other aid programs from which you received funding, and any remaining balance will be returned to you.

In the event of a withdrawal or dismissal from the College, all books and supplies furnished by the College must be returned immediately. Failure to return the books or supplies in resalable condition (as determined by the College) within thirty (30) days following the date of withdrawal or dismissal will result in a reduction in the refund owed to you in accordance with the terms set forth herein.

If the College cancels or discontinues a course or educational program, the College will make a full refund of all charges.

Academic Information

Once the student completes the Theory section of the course, he moves into the Apprenticeship section.

Language

All courses are delivered in English. Hubbard College of Administration does not provide English as a Second Language programs. All students must be able to read and study in English.

Method of Instruction

Students study the course materials at their own pace in the course room. The Course Supervisor helps the student grasp the materials, always stressing understanding and application.

Practical Experience

Practical experience and application are an integral part of Hubbard College of Administration curriculum. After the completion of the theory study in the course room, the

student must now learn to apply the knowledge and skills learned to produce results in a real business or organizational situation.

Apprenticeships

Experience and production records do matter. Real-life experience and demonstration of competence by producing results prepare students to start new jobs, improve skills in existing jobs, or start new endeavors with firsthand knowledge of what is required.

Students learn from experiencing and producing results in the world of work through faculty supervised apprenticeships, where he is assisted and supervised in applying what he has learned by faculty members who are working professionals with demonstrated competence and expertise in their areas of instruction.

Hubbard College of Administration has relationships with many businesses that are happy to provide apprenticeship opportunities to our students.

An Apprenticeship Contract is signed by the student, the faculty supervisor, and a representative of the organization in which the student is completing the apprenticeship that specifies the exact requirements the student must meet, the standards of performance, and the means of documenting and providing evidence that the requirements for satisfactory completion have been met.

Final Practical Applications

Final Practical Applications provide the student with on-the-job experience. Hours and work assignments will be arranged on an individual basis with the student. A Final Practical Application Contract is signed by the student, the faculty supervisor, and representative of the organization in which the student is completing the Final Practical Application that specifies the details of the Final Practical Application.

Course Room Hours

Hubbard College of Administration course room hours are from 9:30 a.m. to 9:30 p.m. Monday through Friday and from 9:30 a.m. to 6:00 p.m. Saturday.

Student Scheduling

Evening course hours are 7:00 p.m. to 9:30 p.m. Monday through Thursday.

Weekend course hours are 9:30 a.m. to 6:00 p.m. Friday.

Weekend course hours are 9:30 a.m. to 4:00 p.m. Saturday

Weekday course hours are 9:30 a.m. to 6:00 p.m. Monday through Friday.

Full Time Students are expected to spend a minimum of 40 hours per week on course.

Half Time Students are expected to spend 20 hours per week on course.

Part Time Students are expected to spend a minimum of 10 hours per week on course.

Note: The students on student loan must be at least half time; the definition of half time is 12 1/2 to 20 hours on course a week.

Students enrolling in CE 6B courses make a schedule of what hours they can do each week and follow their agreed upon schedule.

Accelerated Programs

Hubbard College of Administration courses and programs are self-paced to allow the student to progress at his or her own rate. All hours given are the times estimated for the average student to complete. Some students may need more time to complete a course or program of study and some students may complete in less time. The factors that determine whether a student may complete a course of study in a shorter time are:

- a) hours per week spent in the course room
- b) time the student spends working on assignments outside the course room
- c) the rate at which the student can read and understand the materials
- d) the rate at which the student can complete the given assignments

Due to these factors, it is possible for the student to complete a course or program of study in less than the estimated time.

Prerequisites

Before some courses are taken, another course may be required first--the first course then becomes a prerequisite for the second.

Attendance Policy

Students are expected to attend courses according to the schedule upon which they have agreed. Course attendance is a matter of first importance. All Course Supervisors must keep daily records of attendance. It is the student's responsibility to inform his or her Course Supervisor of an unavoidable absence. The Course Supervisor may refuse to admit a student on course that is chronically absent or tardy.

Leave of Absence

There may be time due to special circumstances, a student may require a leave of absence. A leave of absence must be requested in writing and approved by the Executive Council. A student absence of less than five days can be approved by the course supervisor and will not be considered a leave of absence. A leave of absence can be up to but not more than 90 days.

Dropout Policy

Any student wishing to terminate a course must first receive an interview with the Qualifications Secretary.

Student's Guide to Acceptable Behavior

The Student's Guide to Acceptable Behavior lists out the basic things a student must do to gain the most benefit from his or her studies. In order for any course to function smoothly, there have to be some rules or agreements. The rules for the courses delivered by the Hubbard College of Administration are:

1. Be on time for course. If, for some very urgent reason, you are unable to attend course on the date or time that you have scheduled yourself for, let the Supervisor know as far as possible in advance.
2. Get sufficient food and sleep while you are doing the course.
3. Do not consume any drugs or alcohol during the period you are on course without the express permission of your Supervisor. (If you are taking medically prescribed drugs under the care of a doctor, please inform your Supervisor.)
4. You are allowed to smoke on breaks only and only outside the course room.
5. Do not eat or store food in the course room.
6. If you have any problem understanding any of your materials or if something

seems confusing to you, tell the Supervisor right away so he can help you. Don't ask another student because he or she may have the same question. Always ask your Supervisor. This is very important.

Suspension and Dismissal Policy

Conditions considered for possible dismissal are:

- Excessive tardiness
- Class cuts
- Any type of dishonesty (cheating, plagiarism, knowingly furnishing false information to the institution)
- Intentional disruption or obstruction in the course room, public meetings or other school activities
- Physical or verbal abuse of any person on school premises
- Drug Abuse
- Theft or damage to school property
- Failure to comply with directions of school personnel acting in the performance of their duties.

A student who is disruptive and acts contrary to the policies of the Hubbard College of Administration will be routed to the Student Ethics Officer. The routine action of Ethics is to request a reappraisal of behavior and a signed promise of good behavior for a specified time. If the student refuses to so promise then the Ethics Officer would then undertake an investigation to determine whether or not the student should be allowed to continue.

Grading Standards

Pass With Honors (PH)

The student completes all course work within the expected time period and receives 100% on the examination and a “pass with no correction” on all Apprenticeship and Final Practical Application assignments.

Pass (P)

The student has completed all course work and received a score of 85% or higher on the examination and a “pass” on all Apprenticeship and Final Practical Application assignments.

Credit by Examination (CE)

A student who has received credit for a course by taking the examination and receiving a score of 85% or higher will have this credit applied toward his program. The transcript will reflect that this credit was awarded by examination.

Failure (F)

The student receives a score of 84% or lower on the examination and/or a “no pass” on Apprenticeship and Final Practical Application assignments. The course must be repeated in order to complete a program.

Incomplete (I)

The student did not complete all requirements of the course at the time of grading. Incomplete grades will be given only when unusual circumstances beyond the student's control prevent completion of the work in a particular course. Incomplete grades and arranging for the

completion of course work must be approved by the course supervisor. In the absence of extenuating circumstances, remaining course work must be completed within three weeks of the targeted completion date or the incomplete grade automatically becomes a “Failure.”

Withdrawal (W)

The student voluntarily withdrew from the course or was dropped from the course.

Students will be informed of their progress in each course on a regular basis by marks given on examinations, papers and other assignments.

Pass/Fail Option

Students enrolled on the certificate programs have the option of taking the courses on a Pass/Fail basis. An 85% examination score is required for a Pass. No Quality Points will be computed for a student who elects the Pass/Fail option.

Repeating Courses

Any course may be repeated regardless of the grade earned. If a course is repeated, the transcript will note that the course was repeated.

Change of Grades

Grades submitted by faculty at the end of each course are not subject to revision on the basis of additional work or a new examination. If a student questions a final grade, the student should first discuss the grade with the Qualifications Secretary. If the student still feels the grade is not appropriate, the student may request a hearing before the Grade Review Committee.

Quality-Points

Credits -- a credit represents the work of at least 30 course, apprenticeship or Final Practical Application hours.

Grades and Quality Points-- grades are given for each course attempted, based on the following numerical value and quality-point rating.

GRADE	QUALITY POINTS
PH Pass With Honors (Excellent)	4.00
P Pass (Good)	3.33
CE Credit by Examination (No Quality Points Computed)	
F (Failing)	0.00
I (Incomplete)	0.00
W (Withdrawal)	0.00

Quality-Point Computation

Quality points are computed by multiplying the credits allotted to the course by the quality points assigned to each letter grade. The quality-point average is computed by dividing the total quality points earned by the number of credits attempted. The quality-point average is used as the standard for determining honors, scholastic class rank, and academic standing.

The cumulative quality-point average is a measure of the student's total course work attempted at Hubbard College of Administration International. To figure the cumulative quality point average the total number of quality points (the sum of all course grades multiplied by their quality point values) is divided by the total number of credit hours attempted.

Quality Point Average

A minimum quality point average of 3.33 is required for graduation. Although the credits allowed for credit by examination count toward fulfillment of graduation requirements, the grades earned in such courses are not included in quality-point computation.

Grade Reports

Grade reports are mailed within ten days after the completion of each course to each student who has fulfilled all financial obligations. This report shows the grade received in each course, the total credits attempted, the total credits earned, and the quality point computations. If a student repeats a course, the grade from the repeated course is recorded and computed in the quality-point average. However, the fact that the course was repeated is noted on the transcript.

Satisfactory Progress Policy

General

All Hubbard College of Administration students must make satisfactory progress toward their educational objective. Satisfactory progress is measured as follows:

- 1) The student is consistently meeting or exceeding the targets for reading and assignments set for him by his Course Supervisor.
- 2) The student is progressing through his course within the expected time period.
- 3) The student is demonstrating through his work on practical assignments that he understands and can apply the materials he or she is studying.
- 4) The student maintains a cumulative quality point average of 3.33 or higher.

Satisfactory Progress Status

1. Good Standing Status-- In general terms this means that the student is successfully moving through his courses and has a quality-point average of 3.33 or higher.
2. Student in Trouble-- In general terms this means that the student is not making satisfactory progress, has a quality-point average below 3.33 and needs additional help.

Student Progress Notification

A "Student in Trouble" is notified immediately by the Course Supervisor and is routed to the Qualifications Secretary for assistance.

Examination Disclosure Policy

A student must not discuss any examination with anyone outside the Qualifications Division. A student should pass an examination on the basis that he does know and can apply

the information, not on the basis that he knows and can pass the examination. Only by being able to know and apply the information can a student be accomplished at any level.

A significant aspect of academic integrity is to encourage honesty on the part of students and to assist in the development of high standards of honesty and integrity for students and graduates.

Academic dishonesty includes cheating on tests and projects, plagiarism, or assisting in these. Dishonesty on the part of the student will be considered in the context of the college's policy on student conduct.

Transcripts of Records

A transcript is a certified copy of a student's permanent record that shows the academic status of the Student at the time of issuance. Copies are available for \$5. Transcripts will be released by the Registrar upon formal written request by the student. Requests should include the student's full name as recorded while attending Hubbard College of Administration, last term of attendance, number of copies desired, and to whom and where the transcripts are to be sent. Transcripts may be withheld because of indebtedness to the college.

All student records and transcripts will be kept for a minimum of 55 years.

Graduation Requirements

Conferring of Certificates

The certificate is granted from Hubbard College of Administration upon completion of all requirements for the certificate. To be eligible for graduation, a student must earn an overall average of 3.33 or better and have passed all courses included in the program of study. A student earning less than a 3.33 grade point average is not eligible for graduation. Students may be required to repeat a course in order to achieve the requirements of graduation. Certificates are awarded to students who fulfill all educational, financial, and administrative requirements of the program.

Credit Units

1 Credit Unit at Hubbard College of Administration is equal to:

30 hours of course room theory study

30 hours of course room practical study

30 hours of apprenticeship

30 hours of internship

1 Credit Unit at Hubbard College of Administration is equal to:

1 semester credit unit

This is equivalent to the State regulation that 15 hours of instruction equals 1 credit and the Federal regulation that 30 hours of instruction equals 1 credit.

Graduation Requirements for Continuing Education Certificate Programs

Program	Credit	CEU	QPA	Awarded
Administrative Management	35 1/3	106	3.33	Certificate
Management Strategies	6	18	3.33	Certificate

Management Enhancement	7 1/3	23	3.33	Certificate
How to Manage People	10	30	3.33	Certificate
Financial Planning for Business Owners and Professionals	8	24	3.33	Certificate
How to Design an Optimum Organizational Structure	5	15	3.33	Certificate
Improving Business Communications	6 1/3	19	3.33	Certificate
Marketing and Public Relations	18 2/3	56.5	3.33	Certificate
Public Relations Basics	7 1/3	22	3.33	Certificate
Marketing Basics	9	27	3.33	Certificate
Sales Management	15 2/3	47	3.33	Certificate
Sales Training	11 1/3	34	3.33	Certificate
Sales Basics	5 1/3	16	3.33	Certificate
Basic Skills for the Workplace	9	27	3.33	Certificate
Improving Interpersonal Relationships	5 1/3	16	3.33	Certificate

Student Services

Bookstore

The bookstore inventory includes textbooks, school supplies and an assortment of college logo items. All book purchases must be paid for by cash, check, Master Card, Visa or American Express.

Student Consulting Services

Hubbard College of Administration recognizes that personalized service is an important part of education.

Student Consulting Services assist students with personal and academic problems that might affect their progress. Students are encouraged to use these consulting services. This service is provided to the student at an additional cost of \$25.00 per hour.

A referral program is also available for serious mental health or personal problems.

Individual Academic Assistance

Sometimes students who are having difficulty with their courses may need special individual assistance. This assistance is provided through the Qualifications Division at a cost of \$25.00 per hour.

Student Affairs

Dress Code

Hubbard College of Administration has established a student dress code in recognizing that appropriate dress is an essential ingredient of success in the business community. Students' dress must be neat, clean, decent and in good taste.

Dress for evening events and other special events would include a coat and tie for men, and a dinner dress or pants outfit for women.

Course Supervisors and staff members may require a more stringent code in some cases. From time to time, the dress code may be changed or modified by the College.

Housing

Hubbard College of Administration does not have dormitory facilities. Students are responsible for their own accommodations and housing while attending courses at the College. Living accommodations near the College start at approximately \$500.00 per month. The Director of Technical Services will provide students with lists of housing facilities to assist students with finding living accommodations that are located conveniently near the College.

Parking

The college has a parking lot for the students use.

Security

The building in which the college is has a security system which monitors the parking lot and other areas of the building 24 hours a day. Report any matters to the receptionist on the first floor.

Process for Addressing Student Grievances

Any student who has a complaint should direct his or her complaint to the Qualifications Secretary at the Hubbard College of Administration either in person or in writing. The Qualifications Secretary will have the authority to investigate the complaint, make a determination as to the appropriate handling required, and see that the appropriate handling is carried out.

If the student feels that he is not getting a satisfactory resolution of his or her complaint from the Qualifications Secretary he may always directly communicate with the President of the Hubbard College of Administration in person or in writing.

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Council for Private Postsecondary and Vocational Education, 400 R Street, Suit 5000, Sacramento, California 95184, (916) 445-3427.

Student's Right to Privacy

The Family Educational Rights and Privacy Act of 1974 is a federal law that states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

Hubbard College of Administration accords all rights under the law to students who are declared independent. Students who are minors are still accorded the protection of the law with the exception that a parent or guardian will have the right to information in the student's file. No individual organization outside the institution shall have access nor will the institution disclose any information from students' educational records without the written consent of students, except to personnel within the institution or officials of other institutions in which students seek to enroll. Persons or organizations providing students' financial aid, accrediting agencies

carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in an emergency, seek to protect the health or safety of students or other persons may also have access. Within the College, only those members of the instructional staff or staff individually or collectively acting in the students' educational interests are allowed access to student records.

At its discretion, the College may provide directory information in accordance with the provision of the Act to include: student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees or awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities. A student may withhold directory information by notifying the office of the Registrar or the office in writing no later than the fifteenth day after registering for courses.

Student Conduct

The Way to Happiness

The Way to Happiness is a non-religious, common sense moral code written by L. Ron Hubbard. This code is contained in a 95-page book that includes for each of the 21 precepts a note on application. This code has been adopted as a guideline for all staff and students of Hubbard College of Administration International.

Suspension and Dismissal Policy

A student who is disruptive and acts contrary to the policies Hubbard College of Administration will be routed to the Student Ethics Officer. The routine action of Ethics is to request a reappraisal of behavior and a signed promise of good behavior for a specified time. If the student refuses to so promise then the Ethics Officer would then undertake an investigation to determine whether or not the student should be allowed to continue.

Moral Precepts from *THE WAY TO HAPPINESS*

1. Take Care of Yourself.
2. Be temperate.
3. Don't be promiscuous.
4. Love and Help Children.
5. Honor and Help Your Parents.
6. Set a Good Example.
7. Seek to Live with the Truth.
8. Do Not Murder.
9. Don't Do Anything Illegal.
10. Support a Government Designed and Run for All the People.
11. Do Not Harm a Person of Goodwill.
12. Safeguard and Improve Your Environment.
13. Do Not Steal.
14. Be Worthy of Trust.
15. Fulfill Your Obligations.
16. Be Industrious.
17. Be Competent.
18. Respect the Religious Beliefs of Others.
19. Try Not to Do Things to Others That You Would Not Like Them to Do to You.
20. Try to Treat Others as You Would Want Them to Treat You.
21. Flourish and Prosper.

Suspension and Dismissal Policy

A student who is disruptive and acts contrary to the policies Hubbard College of Administration will be routed to the Student Ethics Officer. The routine action of Ethics is to request a reappraisal of behavior and a signed promise of good behavior for a specified time. If the student refuses to so promise then the Ethics Officer would then undertake an investigation to determine whether or not the student should be allowed to continue.

BOARD OF DIRECTORS, ADMINISTRATORS, FACULTY AND STAFF

Board of Directors

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Martha Pena
Larissa Cartwright
Barbara Sappington

School Administrators

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Executive Director

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BS Engineering, Brown University
Business Consultant

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AS Degree in Secretarial Science, Mt San Antonio College
20 years Administrative Secretary to Dean and Associate Dean of Mt. San Antonio College

Roy Doan
Associate of Applied Science, DeVry Institute of Technology

**Hubbard College of
ADMINISTRATION**

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WISE Membership Certificate Programs

Catalog January 2012 – December 2012



HUBBARD COLLEGE
OF ADMINISTRATION
INTERNATIONAL

Hubbard College of Administration has approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Hubbard College of Administration under section 94802 (a) of CPPEA, has by operation of law been approved until June 30th, 2011. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA. 95798-0818 (916) 574-7774. Note to students: Hubbard College of Administration has submitted a re-approval application but it has not been acted upon at the time of this issue due to backlogs within the Bureau.

Hubbard College of Administration is a member of the California Association of Private Postsecondary Schools.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Hubbard College of Administration. Changes are affected from time to time in the general regulations and in the academic requirements. There are, of course, established procedures for making such changes that protect the individual student's interests and the integrity of the school. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accomplished within the span of time normally required for graduation.

Hubbard College of Administration have never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

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HUBBARD COLLEGE
OF ADMINISTRATION
INTERNATIONAL

School Holiday Schedule January 2012 – December 2012

January 1st, 2012– New Year’s Day – January 2nd, 2012

May 28th, 2012– Memorial Day

July 4th, 2012– Independence Day

September 3rd, 2012– Labor Day

November 22nd, 2012– Thanksgiving Day through November 25th, 2012

December 24th, 2012– Christmas Eve through December 31st, 2012

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HUBBARD COLLEGE OF ADMINISTRATION INTERNATIONAL

Purpose, Mission and Objectives

The purpose of Hubbard College of Administration is to conduct educational programs based on principles developed by L. Ron Hubbard in management and administration of organizations.

We are a non-term institution that allows the individual to enroll and begin study at any time. Hubbard College of Administration offers self-paced instruction and flexible scheduling to meet the needs of both full-time and part-time students, whether they are recent high school graduates or working adults.

Programs offered include a Specialized Associate Degree: Applied Management and Administration, certificate programs and individual courses.

Each program consists of theory, practical and apprenticeships or internships. Learning outcomes are measured by testing on materials studied but most importantly by whether or not the individual can produce the results expected from the application of what he has learned in real life situations.

Hubbard College of Administration programs includes the following areas of emphasis:

1. Developing lifelong learning skills and putting the individual at cause over his or her ability to learn and apply any subject through mastery of effective methods of study.
2. Increasing the responsibility, self respect and ethics level of the individual through the study and daily application of principles of ethics conduct to enable one to improve conditions in all areas of life as well as in organizations.
3. Improving the communications skills of the individual so that he is able to effectively deal with all kinds of people and situations in both business and personal matters.
4. Teaching the individual how to evaluate and predict human behavior. An understanding of why people behave the way they do, and what they are likely to do in the future will improve all aspects of one's life both personal and professional.
5. Teaching the individual the basic laws governing the survival and expansion of all organizations and groups and the technology based on these laws. The focus is on *application* of basic laws. *Technology* means the *methods of application* of the principles of something, as opposed to mere theoretical knowledge of the thing. Technology is for use. Its application brings results.
6. Developing the individual's ability to think logically. The business owner, administrator, manager, or anyone in the workplace has a considerable use for logic. If they cannot reason, they make costly and time-consuming errors. If one can think logically he or she can correctly observe data and situations and think their way through to reach correct conclusions and take correct actions.
7. Developing the individual's leadership skills.
8. Ensuring that the individual can apply what he or she has learned to produce the intended results.

History

Hubbard College of Administration was registered as a nonprofit corporation in the state of California in December of 1990. It was recognized as tax exempt by the Internal Revenue Service of the United States in October of 1993.

Since 1991, Hubbard College of Administration has licensed Hubbard Colleges of Administration in United States, Africa, Austria, Columbia, Czech Republic, Ecuador, Great Britain, Hungary, Israel, Italy, Latvia, Nederland, Russia, Slovakia, Switzerland, Taiwan, Japan and Venezuela.

The College has also delivered courses, workshops and seminars to people who desired specialized business and organizational training. Students come to the College from the Los Angeles area, from all over the United States, and from many countries throughout the world. The demand for persons with the knowledge and skills that Hubbard College of Administration provides will continue to grow in a service-oriented, international economy.

Facilities

Hubbard College of Administration is located at 320 North Vermont Avenue in Los Angeles, California. The facility is a four-story newly renovated building with more than 20,000 square feet of very modern space, including a deck, café and ample parking.

The college is located near a major freeway exit as well as bus routes and a metro train station.

Library

The library facility has extensive reference materials and course packs for each course at the college available for use by students. It also has computers with free email and Internet access available to the students where the students can access the Library of Congress.

The library is available to students from 9:00am to 9:30pm Monday through Friday, and from 9:30am to 6:00pm on Saturdays.

WISE MEMBER CERTIFICATE PROGRAMS

WISE is a non-profit membership organization comprised of businesspeople and professionals in many fields who recognize that the management and administrative principles developed by L. Ron Hubbard have a broad application to improve any group. Hubbard College of Administration provides certificate programs and other educational services to WISE members.

Consultant Training and Certification

WISE licenses individuals who want to use the management and administrative technology developed by L. Ron Hubbard in consulting activities. WISE requires that such consultants be trained and certified. Hubbard College of Administration provides this training and certification. The four levels of training and certification are described in this section.

CONSULTANT TRAINING LEVEL 0 - BASIC CONSULTANT

This program is designed for WISE Licensed Consultants who are not yet certified and WISE members who want to become WISE Licensed Consultants.

This program contains the basic knowledge and skills needed by the beginning level WISE Licensed consultant. The program covers communication skills, advanced study skills, the basics of organizational operations, and the basics of executive functions. A faculty-supervised internship requires the student to work with business or organizational clients to apply the knowledge and skills learned in the course.

Required Courses:

GE100 Basic Study Manual with Trainer check sheet

This course teaches the student basic information and skills on how to learn and how to apply what he has studied in life. This practical knowledge on how to study can be used by adults, college or high school students, teachers, parents and trainers in industry.

Prerequisite: None

1 Credit

GE150 Improving Business Through Communication

The inability to communicate can destroy a career, a business relationship, or a sale. The greater a person's ability to communicate, the greater his potential for success. The ability to professionally handle communication plays no small role in the demonstration of competence. The ability to communicate can be learned and developed. This course teaches the student to be able to communicate without tension or nervousness, how to get ideas across clearly and distinctly and how to guide and control communication in business or any situation. This course includes a series of eighteen practical drills on the fundamentals of successful communication.

Prerequisite: None

1 1/3 Credits

CBI Company Basics I

This course teaches the primary functions of any organization, the basic laws of organization and administration, and how to design and set up an organization so that it runs effectively. It also covers how to recognize and handle areas of inefficiency which waste man-hours and income in an organization. It also addresses areas of written communication, interoffice communication systems, delegation skills, and other ways to increase efficiency.

Prerequisite: Basic Study Manual or How to Achieve Effective Learning

2/3 Credit

CBII Company Basics II

This course covers the theory of organizations, organization design, policy, how to improve the image of an organization, promotional actions of organizations, how to increase efficiency, business ethics, systems of rewards and penalties, organizational conditions, management by statistics, how to set targets and quotas, and basic planning skills.

Prerequisite: Company Basics I

1 Credit

ETI Executive Tools I

This course teaches the basic tools of management and how to use them. It includes information and practical drills on goal setting, the relationship of targets to production, plans, programs, projects, how to write orders, how to get compliance to orders, the different types of positions in an organization, personnel training and enhancement, personnel correction, communications systems, how to use statistics and graphs, how to handle personnel, file systems of organizations, and the use of logic in management decision making.

Prerequisite: Company Basics II

1 1/3 Credits

MAN 250 How to Get Things Done

An executive or an administrator must be someone who can get things done through others. Getting compliance with administrative actions or orders can be frustrating due to the barriers and procrastination of others. This course contains 22 practical drills that teach the student how to get others to get things done and how to get compliance.

Prerequisite: Improving Business Through Communication Course

1 1/3 Credits

INTC0 Consultant Level 0 Internship

This faculty supervised internship requires the student to apply the knowledge and skills learned on the program to help business and organizational clients. The arrangements for the internship are worked out on an individual basis with each student.

3 Credits

CONSULTANT TRAINING LEVEL I - QUALIFIED CONSULTANT

This program is designed for people who have completed the Consultant Level 0 Program and wish to acquire further knowledge and skills as a consultant.

This program covers the subject of organization, the functions of organizations, how to design the structure and flows of organizations, the planning process, how to write plans and programs, and marketing, public relations and sales functions. The program culminates in a final faculty supervised internship in which the student summarizes the knowledge and skills learned by applying them to help business or organizational clients.

The prerequisite for this course is Consultant Level 0: Basic Consultant Program.

Required Courses:

ORG100 Basic Organization

This course teaches the primary functions of any organization, the basic laws of organization and administration, and how to design and set up an organization so that it runs effectively.

Prerequisite: Formulas for Business Success Course, Management by Statistics Course or Consultant Level 0.

2 Credits

PROG100 How to Make Planning Become an Actuality

Planning is working out how one is going to accomplish set objectives. A properly written plan is a road map to success. This course teaches the student workable techniques for formulating plans and programs. It teaches how to get programs carried out and moving to achieve business or organizational goals and objectives. The elements of successful plans and programs are defined and taught.

Prerequisite: None

1 2/3 Credits

FP200 How to Increase Profits Through Proper Financial Planning

This course covers how to manage organizational finances to increase cash flow and solvency, build reserves, and correctly allocate financial resources for increased organizational production.

Prerequisite: Formulas for Business Success or Consultant Level 0.

1 1/3 Credit

GE160 How to Evaluate and Predict Human Behavior

This course teaches tools to help the student understand people and their behavior and to predict what they are likely to do—on the job or off. It teaches how to observe, evaluate and predict human behavior.

Prerequisite: None

1 2/3 Credits

PR100 Marketing and Public Relations Surveys

Surveys are the tools by which one finds out what customers and potential customers think and feel. Surveys give the information that is vital to effective marketing, promotion and public relations activities and campaigns. This course teaches the basics of how to use surveys for marketing and public relations.

Prerequisite: How to Get Along With Others Course or How to Evaluate and Predict Human Behavior Course

1 2/3 Credits

PR200 Public Relations

Good public relations are vital to the expansion of any business or organization. This course teaches the basics duties and purposes of the public relations professional, the elements of public relations and the basic tools of public relations.

Prerequisite: How to Get Along With Others Course or How to Evaluate and Predict Human Behavior Course

2 Credits

MAR100 Marketing

Marketing is an important function in any business. This course teaches the basic elements of marketing, tools of marketing, how to plan marketing strategy and how to devise marketing and promotional campaigns.

Prerequisites: Marketing and Public Relations Surveys Course and Public Relations Course

1 1/3 Credits

SA100 How to Create Want for Your Products Through Effective Sales Techniques

Effective salesmanship can be learned. This course teaches the fundamentals of personal selling. It includes many practical drills on the various elements of personal selling and sales situations.

Prerequisites: Improving Business Through Communication (Public Relations Course and Marketing Course are recommended)

1 2/3 Credits

INTC1 Consultant Level I Internship

This faculty supervised internship requires the student to apply the skills and knowledge learned on the program to help organizational or business clients. The arrangements for the internship are worked out on an individual basis with each student.

3 Credits

CONSULTANT TRAINING LEVEL II - SENIOR CONSULTANT

This program is designed for those who have attained the WISE member certificate of Consultant Level I, and who wish to gain new knowledge and skills.

This program covers the functions of quality control, certification of the quality and validity of products and services, personnel enhancement functions, organizational correction functions, establishment functions of an organization, how to help employees learn and become more productive in their jobs, executive and management functions, and how to debug any area of an organization that is not functioning properly. The course culminates in a faculty supervised internship in which the student combines all the knowledge and skills learned to help business or organizational clients.

The prerequisite for this course is Consultant Level I: Qualified Consultant Program.

Required Courses:

GE110 How to Achieve Effective Learning

Employees too often come to the business world unprepared and untrained. They also come with poor learning skills as they have never been taught how to study, how to learn and how to apply what they have learned. This course teaches the student how to handle the barriers to study and the phenomena of misunderstood words. With this information, the student will not only be able to grasp fully what he is studying, but will be able to apply proficiently what he has studied in work and in life.

Prerequisite: None

3 Credits

MH100 Quality Control Mini Hat

This course is designed to teach the student the basic knowledge and skills required to properly carry out the Quality Control functions of a business or organization. It covers the importance of documenting correct procedures and methods of operation, establishing a full library of documented procedures and methods of operation, how to keep organizational knowledge from going out of use or becoming lost, how to certify the validity and quality of organizational products and services, how to correct personnel who make mistakes or are nonproductive in their jobs, and how to correct an organization so that it functions more effectively.

Prerequisite: Basic Study Manual or How to Achieve Effective Learning Course

1 2/3 Credit

MH200 Establishment Officer Mini Hat

This course is designed to teach the student the basic knowledge and skills required to properly organize a business or organization including administrative and communication systems, scheduling of organizational activities, organizational structure and functions, the number and job categories of staff and employees needed, and how to help the staff and employees learn to function better on their jobs.

Prerequisite: Basic Study Manual or How to Achieve Effective Learning Course

1 2/3 Credit

MH300 Executive Director Mini Hat

This course is designed to teach the newly posted Executive Director the basic purposes, duties and skills needed so that he can immediately function on his or her new post. This course covers a model hat for an executive, what an executive director is supposed to accomplish, how to get others to get their jobs done, how to debug targets or projects that are stalled and not moving forward, how to do executive inspections, how to write programs, how to delegate responsibility, how to write orders and get compliance with orders.

Prerequisite: Basic Study Manual or How to Achieve Effective Learning Course

1 2/3 Credit

PDB100 Hubbard Professional Product Debug Course

This course covers how to do a proper inspection of an organization, analysis of organizations, product debug technology, product debug checklist, targets and production, how to find and replace false data, handling misunderstood words, financial planning tips, staff training programs, personnel program pitfalls, how to bring order to confused areas, business ethics, how to write targets, and how to organize a company and get it to function.

Prerequisite: Basic Study Manual or How to Achieve Effective Learning Course

3 Credits

INTC2 Consultant Level II Internship

This faculty supervised internship requires the student to apply the knowledge and skills learned on the program to help business or organizational clients. The specific arrangements for the internship are worked out on an individual basis with each student.

3 Credits

Consultant Training Level III -Master Consultant

This course is designed for people who have completed the Consultant Level II: Senior Consultant Program and who want to gain further knowledge and skills.

This program covers the knowledge and skills required to be able to determine the real causes for any non-optimum business or organizational situations and to be able to write programs that when executed will handle the situation and result in an improved business or organizational condition. The program also requires the student to do a full write-up of the “hat” of the consultant including the purpose, procedures, all applicable materials, flow charts, results to be produced, and statistics to be kept. A final faculty supervised internship requires the student to apply all the knowledge and skills learned to help business or organizational clients.

The prerequisite for this program is the Consultant Level II: Senior Consultant Programs.

Required Courses:

CON300 Consultant A to I Full Hat

The course requires the student to do a full write-up of the “hat” of the consultant including the purpose, procedures, all applicable materials, flow charts, results to be produced, administrative functions and the means of measuring outcomes and success.

Prerequisite: Consultant Level II: Senior Consultant program

1 2/3Credits

DSE100 Elementary Data Series Evaluator

This course teaches the student to be able to gather pertinent data, correctly analyze and evaluate the data with logic, and based upon this evaluation of data to determine solutions that will then improve the condition of the organization. The course covers how to do correct investigations and data gathering, how to do a statistical analysis of an organization, how to do evaluations based on logic which produce the correct reasons for organizational situations. This course also contains many practical drills that require the student to apply the data contained in each section as he moves through the course. A final practical exercise requires the student to do a full and proper written evaluation of a business or organization.

Prerequisite: How to Achieve Effective Learning

5 Credits

INTC3 Consultant Level III Internship

This faculty supervised internship requires the student to apply the knowledge and skills learned on this program to help business or organizational clients. Arrangements for the internship are worked out on an individual basis with each student.

2 Credits

COURSE ROOM TRAINING AND SUPERVISION

Many WISE members deliver in-house training to their staff and employees in self-paced study course rooms. There is a need to be able to deliver very high quality in-house training. This program addresses this need.

Training Course Supervisor Program

This course is designed for people who want to be employed as training course supervisors in self-paced study course rooms.

It covers communication skills, advanced study skills, supervisor orientation, supervisor’s duties, what is a course, course management, barriers to study, physiological phenomena that occur with the barriers to study, how to spot study barriers with the student, how to handle each barrier to study with the student, how to handle student confusions, word clearing methods, the use of demonstrations, Supervisor’s Code, the product of a supervisor, how to set targets for student progress, Student’s Guide to Acceptable Behavior, running the class, orientation for students, handling problem situations with students, how to handle students having trouble with study, how to do theory checkouts, raising the standard of instruction and examination, how to do tape examinations, theory testing, supervisor tools, how to correct students, how to do spot checks on materials with students, how to act as a “coach” in drilling, course administration, student folders, roll books, and statistics and progress boards. The course also covers how to use the Learning Accelerator to help students with their studies. (Please see course description on page 9) A faculty supervised apprenticeship requires the student to use all the knowledge and skills learned in supervising students on self-paced study courses.

Required Courses:

GE150 Improving Business Through Communication

The inability to communicate can destroy a career, a business relationship, or a sale. The greater a person's ability to communicate, the greater his potential for success. The ability to professionally handle communication plays no small role in the demonstration of competence. The ability to communicate can be learned and developed. This course teaches the student to be able to communicate without tension or nervousness, how to get ideas across clearly and distinctly and how to guide and control communication in business or any situation. This course includes a series of eighteen practical drills on the fundamentals of successful communication.

Prerequisite: None

11/3 Credits

GE110 How to Achieve Effective Learning

Employees too often come to the business world unprepared and untrained. They also come with poor learning skills as they have never been taught how to study, how to learn and how to apply what they have learned. This course teaches the student how to handle the barriers to study and the phenomena of misunderstood words. With this information, the student will not only be able to grasp fully what he is studying, but will be able to apply proficiently what he has studied in work and in life.

Prerequisite: None

3 Credits

MAN250 How to Get Things Done

An executive or an administrator must be someone who can get things done through others. Getting compliance with administrative actions or orders can be frustrating due to the barriers and procrastination of others. This course contains 22 practical drills that teach the student how to get others to get things done and how to get compliance.

Prerequisite: Improving Business Through Communication Course

1 1/3 Credits

SUP100 Training Course Supervisor Course

With the continuing avalanche of technologies and information deluging people in the workplace, it is becoming increasingly clear that the quality of one's working life depends in great measure upon the ability to learn and to apply what one has learned. New information and new technology is useless unless one can retain what he has read, understand it and apply it. This course teaches the knowledge and skills required to run a course room effectively and to graduate students who know and can apply what they have studied and who can be successful in the subject area. This course also contains practical assignments and drills to enable the student to become proficient in applying what he learns on the course.

Prerequisites: Improving Business Through Communication, How to Get Things Done, and How to Achieve Effective Learning

4 Credits

SUP100A Training Course Supervisor Apprenticeship

This faculty supervised apprenticeship requires the student to apply the knowledge and skills learned on the training course supervisor program to supervise and run a self-paced study course room. Arrangements for the apprenticeship are worked out on an individual basis with each student.

Prerequisite: Training Course Supervisor Course

2 Credits

SUP200 Learning Accelerator Course

Misunderstood words can completely block a student from being able to learn and understand the materials he or she is studying. Sometimes the student does not know that a word has been misunderstood and therefore the student cannot find the source of his problem in learning and understanding the materials. The Learning Accelerator is an electronic device that can be used to help students find and clear up misunderstood words in materials they are studying. This course teaches the student how to operate the Learning Accelerator and how to use it to help students locate and clear up areas of difficulty in their studies.

Prerequisites: Improving Business Through Communication and either the Basic Study Manual Course or the How to Achieve Effective Learning Course.

1 1/3 Credits

SUP200A Learning Accelerator Course Apprenticeship

This faculty supervised apprenticeship requires the student to apply the knowledge and skills learned on the Learning Accelerator by working with other students and helping them to identify and handle areas of difficulty in their studies.

Prerequisite: Learning Accelerator Course

2/3 Credits

WISE MEMBER CERTIFICATE PROGRAMS

WISE is a non-profit membership organization comprised of businesspeople and professionals in many fields who recognize that the management and administrative principles developed by L. Ron Hubbard have a broad application to improve any group. Hubbard College of Administration provides certificate programs and other educational services to WISE members **employees**.

FULL HAT PROGRAMS

In our society various jobs are identified by different hats. For example, a fireman's hat, an artist's beret, and a construction worker's hard hat are all identifiable. The word "hat" is a slang term meaning the specialized duties of one's job. A full hat would include all the necessary skills and knowledge to successfully wear the "hat."

EXECUTIVE FULL HAT

This program covers basic study skills, the basics of organizations, the functions of organizations, the basic tools of an executive, the functions and duties of an executive and the knowledge and skills needed to carry out the functions and duties of an executive. A faculty supervised final practical application requires the student to apply all the knowledge and skills learned in the program while functioning as an executive director of a business or professional practice.

Required Courses

GE100 Basic Study Manual

This course teaches the student basic information and skills on how to learn and how to apply what he has studied in life. This practical knowledge on how to study can be used by adults, college or high school students, teachers, parents and trainers in industry.

Prerequisite: None

1 Credit

CBI Company Basics I

This course teaches the primary functions of any organization, the basic laws of organization and administration, and how to design and set up an organization so that it runs effectively. It also covers how to recognize and handle areas of inefficiency which waste man-hours and income in an organization. It also addresses areas of written communication, interoffice communication systems, delegation skills, and other ways to increase efficiency.

Prerequisite: Basic Study Manual

2/3 Credit

CBII Company Basics II

This course covers the theory of organizations, organization design, policy, ethics, how to improve the image of an organization, promotional actions of organizations, how to increase efficiency, business ethics, systems of rewards and penalties, organizational conditions, management by statistics, how to set targets and quotas, and basic planning skills.

Prerequisite: Company Basics I

1 Credit

ETI Executive Tools I

This course teaches the basic tools of management and how to use them. It includes information and practical drills on goal setting, the relationship of targets to production, plans, programs, projects, how to write orders, how to get compliance to orders, the different types of positions in an organization, personnel training and enhancement, personnel correction, communications systems, how to use statistics and graphs, how to handle personnel, file systems of organizations, and the use of logic in management decision making.

Prerequisite: Company Basics II

1 1/3 Credits

EFH100 Executive Full Hat

This course covers the functions and duties of an executive, and the knowledge and skills needed to carry out the functions and duties of an executive.

Prerequisites: Basic Study Manual and Executive Status I

3 Credits

EFH100A Executive Full Hat Final Practical Application

This faculty supervised Final Practical Application requires the student to apply the knowledge and skills

learned on the program while working as an executive in an organization. The arrangements for this Final Practical Application are handled on an individual basis with each student.

Prerequisite: Post Full Hat

5 Credits

SPECIALIST FULL HAT

This program is designed for people who are currently employed and who hold a specialist post in an organization

This program covers basic study skills, the basics of organizations, the functions of organizations, the basic tools of an executive, the functions and duties of a specialist, and the knowledge and skills needed to carry out the functions and duties of a specialist. The course also includes a faculty supervised Final Practical Application in which the student must use the knowledge and skills learned in the program while working in an organization.

Required Courses

GE100 Basic Study Manual

This course teaches the student basic information and skills on how to learn and how to apply what he has studied in life. This practical knowledge on how to study can be used by adults, college or high school students, teachers, parents and trainers in industry.

Prerequisite: None

1 Credit

CBI Company Basics I

This course teaches the primary functions of any organization, the basic laws of organization and administration, and how to design and set up an organization so that it runs effectively. It also covers how to recognize and handle areas of inefficiency which waste man-hours and income in an organization. It also addresses areas of written communication, interoffice communication systems, delegation skills, and other ways to increase efficiency.

Prerequisite: Basic Study Manual

2/3 Credit

CBII Company Basics II

This course covers the theory of organizations, organization design, policy, ethics, how to improve the image of an organization, promotional actions of organizations, how to increase efficiency, business ethics, systems of rewards and penalties, organizational conditions, management by statistics, how to set targets and quotas, and basic planning skills.

Prerequisite: Company Basics I

1 Credit

SFH100 Specialist Full Hat

This course covers the functions and duties of a specialist in an organization and the knowledge and skills needed to carry out the functions and duties of a specialist.

Prerequisites: Basic Study Manual Company Basics II

3 Credits

SFH100P Specialist Final Practical Application

This faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned on the Specialist Full Hat course while working in a business or organization. Arrangements for the Final Practical Application are worked out on an individual basis with each student.

Prerequisite: Specialist Full Hat Course

5 Credits

POST MINI HAT PROGRAM

A person who is just beginning a new post needs to learn the basics of the post very quickly so that he or she can effectively cope while getting more education, training and experience on the job.

Post Mini Hat Program

This course is for people who are currently employed and who have begun a new post in an organization. This program is designed to help someone to function on a new post in an organization. It covers basic study skills,

the key duties and functions of the new post. A faculty supervised Final Practical Application requires the student to use the knowledge and skills learned in the course while working in a business, professional practice or other organization.

Required Courses

GE100 Basic Study Manual

This course teaches the student basic information and skills on how to learn and how to apply what he has studied in life. This practical knowledge on how to study can be used by adults, college or high school students, teachers, parents and trainers in industry.

Prerequisite: None

1 Credit

PM100 Post Mini Hat

This course helps the student to determine the functions and duties of his or her new post and provides the knowledge and skills needed to function on the post.

Prerequisite: Basic Study Manual

1 2/3 Credit

PM100P Post Mini Hat Final Practical Application

This faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned on the Post Mini Hat course while working in a business or organization. Arrangements for the Final Practical Application are handled on an individual basis with each student.

Prerequisite: Post Mini Hat course

1 1/3 Credit

ORGANIZATIONAL TROUBLE SHOOTER PROGRAMS

These programs are for anyone who wants to know how to identify the cause of non-optimum organizational situations or conditions and be able to correct them.

Organizational Trouble Shooter Level I

This program is designed for WISE members who want to learn to identify and handle non-optimum areas of their own companies effectively. This program is designed to teach the knowledge and skills needed to find the reasons for and the steps to take to handle any person or area that is not functioning well, is inefficient or nonproductive in a business or organization. This program includes a faculty supervised Final Practical Application in which the student uses the knowledge and skills learned with business or organizational clients.

Required Courses

PD100 Hubbard Professional Product Debug Course

This course covers how to do a proper inspection of an organization, analysis of organizations, product debug technology, product debug checklist, targets and production, how to find and replace false data, handling misunderstood words, financial planning tips, staff training programs, personnel program pitfalls, how to bring order to confused areas, business ethics, how to write targets, how to organize a company and get it to function.

Prerequisite: Basic Study Manual or How to Achieve Effective Learning Course

3 Credits

PD100A Hubbard Professional Product Debug Course Final Practical Application

This faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned on the Hubbard Professional Product Debug Course while working in a business or organization. Arrangements for the Final Practical Application are handled on an individual basis with each student.

Prerequisite: Hubbard Professional Product Debug Course

1 Credit

Organizational Trouble Shooter Program Level II

This program is designed for WISE members who want to be able to use the analyses and evaluation skills to improve situations in their own businesses or organizations. This program covers how to think logically, how to analyze and evaluate data and situations, and how to determine the real reasons for a business or organizational condition. It covers how to use existing resources to correct the situation or improve the condition. The program includes a faculty supervised Final Practical Application in which the student must use the knowledge and skills learned in the program to help a business or organizational client.

Required Courses

DSE100 Hubbard Elementary Data Series Evaluator

This course teaches the student to be able to gather pertinent data, correctly analyze and evaluate the data with logic, and based upon this evaluation of data to determine solutions that will then improve the condition of the organization. The course covers how to do correct investigations, how to do a statistical analysis of organizations, how to do evaluations based on logic which produce the correct reasons for organizational situations. This course also contains many practical drills that require the student to apply the data contained in each section as he moves through the course. A final practical exercise requires the student to do a full and proper written evaluation of a business or organization.

Prerequisite: How to Achieve Effective Learning

5 Credits

DSE100P Hubbard Elementary Data Series Evaluator Course Final Practical Application

This faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned on the Hubbard Elementary Data Series Evaluator Course while working in a business or organization. The arrangements for the Final Practical Application are handled on an individual basis with each student.

Prerequisite: Hubbard Elementary Data Series Evaluator Course

2 Credits

Admissions Information

The College Year

Hubbard College of Administration is a non-term institution that operates year round. The courses offered are self-paced to allow students to enroll and begin courses on any day of the week anytime of the year.

Motivation to Learn

Hubbard College of Administration believes that any individual who is highly motivated to learn should be given the opportunity to study. All individuals who have the desire to further their education and have the potential to succeed should have the opportunity to develop their knowledge and competence. Maturity and a desire for further education are considered as more important than quantitative measures of past school performance.

Self-Determined Enrollment

No applicant will be accepted by Hubbard College of Administration who is not there on his or her own desire but who has been ordered to do a program or courses by his company or organization or who has been compelled to undergo study by a manager, judge, relative or anyone other than the applicant.

Non-Discrimination Statement

Hubbard College of Administration admits students of any race, color, creed, sex, handicap, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, sex, handicap, national, or ethnic origin in administration of its educational policies, admission policies or other school administrative programs.

Student Classification

The programs in this catalog are specialized programs for members of WISE.

Notice Concerning Transferability of Credits and Credentials

The transferability of credits you earn at the Hubbard College of Administration International is at the complete discretion of an institution to which you may seek to transfer. If the (credits, or degree, diploma, or certificate) that you earn at this institution are 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 the Hubbard College of Administration to determine if your (credits,

or degree, diploma or certificate will transfer.

Admissions Procedure

Applications are accepted anytime of the year and the student may begin studies anytime during the year. A current WISE Membership is required for admission to the WISE Member Certificate programs. Applicants will be considered for admission according to their potential ability to benefit from instruction and to succeed in course work at Hubbard College of Administration International.

Many factors are considered during the application review process. Your personal qualities, achievement and motivation for learning are all considered.

WISE Member Admissions Procedure

1. Forward a completed application for admission form to the Hubbard College of Administration International.
2. Arrange a personal interview the Office of Admission at 323-660-8665.

Interviews and Campus Visits

Personal interviews are highly recommended for all applicants to the Hubbard College of Administration International. An interview will allow you to personally get acquainted with the opportunities offered. Interviews will also help us to better understand your needs and help you to obtain your goals.

Appointments for interviews can be made by calling 323-660-8665. We accommodate visitors anytime of the year and any day of the week by appointment.

Adult Students

Day, evening and weekend schedules provide the flexibility adults need to work classes into their busy schedules.

International Students

Hubbard College of Administration International welcomes international students. The College does provide student visa services. International students are eligible for admission based on English proficiency, academic achievement and financial solvency. Applicants whose native language is not English must demonstrate English language proficiency by passing the test of English proficiency at a minimum score of 62. This test can be done from where you are living as long as you have access to a telephone. The taking of the test will be set up during the enrollment process by the admissions office.

Students that have already taken an English test such as TOEFL can provide evidence of this to the admissions office and it will be evaluated for acceptance into a program.

Re-admission Procedures

If you were previously dismissed, you must obtain the signature of the Executive Council Chairperson and clarify any re-admissions requirements.

Revocation of Admission

Admission to study at Hubbard College of Administration is a privilege. The College reserves the right to withdraw this privilege at any time it may appear to be in the best interest of the student or the College to do so.

Transfer of Credit by Examination

Hubbard College of Administration does not accept credits from other educational institutions except from any approved Hubbard College located throughout the world. A student who has previous relevant education may apply for Credit by Examination. To be eligible to apply for Credits by Examination, applicants must enroll in a program through the standard enrollment process. Students who want the College to accept their previously taken course(s) for credit, must take the examination(s) before starting the course. The school cannot fairly assess the applicant once that student begins his or her educational program.

The following criteria must be met for Credit by Examination:

1. A student applying for a transfer of credit must pass a comprehensive examination covering the course material.
2. The comprehensive examination may only be taken once and must be passed with a score of 85% or higher

in order to receive credit. The student does not have to retake the course with a score of 85% but must restudy the areas missed on the exam. There will not be a tuition charge for restudying these areas. An examination fee of \$30.00 is charged for each examination administered.

3. If the exam score is less than 85%, the student must retake the course and is charged the full tuition rate for the course.
4. Credits by Examination are not included in the calculation of the Cumulative Quality Point Average but are included in the credits necessary for graduation.
5. Credit by Examination evaluations will be given during the pre-scheduled examination time established by the Qualifications Division.
6. Credit by Examination is a comprehensive examination and will cover all aspects of the subject.
7. The student's academic record will be clearly annotated to reflect that credit was earned by examination.
8. The maximum amount of credit by examination which Hubbard College of Administration will accept towards graduation is 50% of the theory courses in a program. If a student feels he/she has enough knowledge or practical experience on the subject being examined for credit then he or she can attempt to test their knowledge and receive credit for the course pursuant to the criteria indicated. However, no practical application course (apprenticeship, internship or final practical application) shall be credited by an examination only.
- 9.

Tuition and Fees

The Hubbard College of Administration is a nonprofit institution and tuition and other fees must cover the instructional and operating costs of the college. Every attempt is made to keep the costs as low as possible without sacrificing adequate facilities and instruction. Fees charged by the college may be adjusted at any time by the Board of Directors. When practicable, advance notice of any change will be given.

Tuition

Tuition for each course is due prior to the start of the course.

Textbooks

Hubbard College of Administration provides a complete library of all course materials and references. This library is not a substitute for students buying their own textbooks and course packs. Students are expected to buy their own textbooks and course packs for their courses. Students will do better if they own their own textbooks and course packs as, naturally, they will need them for reference. Any book, course pack or recorded lectures required for a course must be bought by the student for that course.

California Student Tuition Recovery Fund:

You may be eligible for Student Tuition Recovery Fund if you are a California resident, prepaid tuition, paid the Student Tuition Recovery Fund (STRF), and suffered an economic loss as a result 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 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 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. The school's breach or anticipatory breach of the agreement for the course or instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period determined by the bureau.

6. The school committed fraud during the recruitment or enrollment or program participation of the student.
 You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Act of 1989.

Fees

Foreign Student Test fee (Student Visa students) (non-refundable) \$40.00

**There will be an additional \$50 charge for mailing I-20 Visa paperwork and a \$300 renewal processing fee for all renewals done by College Personnel. These fees are Non-Refundable and are subject to change at any time in relation to postage costs or process time for Visa Renewals.*

**Foreign applicants may also be subject to an increased administrative fee due to additional requirements for testing and any changes in governmental requirements to enroll. HCA will make every attempt to notify new applicants of such increases as soon as possible in the application process.*

Credit by Examination Testing Fee (Non-Refundable) \$50.00
 Student Tuition Recovery Fund Fee (STRF) (\$2.50 per thousand dollars of tuition)
 (Non-Refundable)
 Repeating a Course
 (The cost of repeating a course is 50% of the normal tuition)
 Transcripts per copy \$5.00
 Returned Check Fee \$25.00
 Student Parking Fee \$50.00 per month

Tuition and Fee Schedules for WISE Member Certificate Programs

Program: Consultant Level 0: Basic Consultant

Approximate Weeks:

Full Time: 40 Hours Per Week = 8.75

Half Time: 20 Hours Per Week = 17.5

Part Time: 10 Hours Per Week = 35

Instructional Clock Hours: 290

Semester Credit Hours: 9 2/3

Tuition	\$5,800.00
Books and Supplies (Tax not included)	\$ 318.95
<u>TOTAL</u>	<u>\$6,118.95</u>

Program: Consultant Level I: Qualified Consultant

Approximate Weeks:

Full Time: 40 Hours Per Week = 12.25

Half Time: 20 Hours Per Week = 24.5

Part Time: 10 Hours Per Week = 49

Instructional Clock Hours: 490

Semester Credit Hours: 16 1/3

Tuition	\$ 9,800.00
Books and Supplies (Tax not included)	\$ 560.00
<u>TOTAL</u>	<u>\$10,360.00</u>

Program: Consultant Level II: Senior Consultant

Approximate Weeks:

Full Time: 40 Hours Per Week = 8.25

Half Time: 20 Hours Per Week = 16.5

Part Time: 10 Hours Per Week = 33

Instructional Clock Hours: 420
Semester Credit Hours: 14

Tuition	\$8,400.00
Books and Supplies (Tax not included)	\$ 310.00
<u>TOTAL</u>	<u>\$8,710.00</u>

Program: Consultant Level III: Master Consultant
Approximate Weeks:
Full Time: 40 Hours Per Week = 4.5
Half Time: 20 Hours Per Week = 9
Part Time: 10 Hours Per Week = 18
Instructional Clock Hours: 260
Semester Credit Hours: 8 2/3

Tuition	\$5,200.00
Books and Supplies (Tax not included)	\$ 250.00
<u>TOTAL</u>	<u>\$5,450.00</u>

Program: Training Course Supervisor
Approximate Weeks:
Full Time: 40 Hours Per Week = 9
Half Time: 20 Hours Per Week = 18
Part Time: 10 Hours Per Week = 36
Instructional Clock Hours: 400
Semester Credit Hours: 13 2/3

Tuition	\$8,200.00
Books and Supplies (Tax not included)	\$ 330.00
<u>TOTAL</u>	<u>\$8,530.00</u>

Program: Executive Full Hat
Approximate Weeks:
Full Time: 40 Hours Per Week = 9
Half Time: 20 Hours Per Week = 18
Part Time: 10 Hours Per Week = 36
Instructional Clock Hours: 360
Semester Credit Hours: 12

Tuition	\$7,200.00
Books and Supplies (Tax not included)	\$ 98.95
<u>TOTAL</u>	<u>\$7,298.95</u>

Program: Specialist Full Hat
Approximate Weeks:
Full Time: 40 Hours Per Week = 8
Half Time: 20 Hours Per Week = 16
Part Time: 10 Hours Per Week = 32
Instructional Clock Hours: 320
Semester Credit Hours: 10 2/3

Tuition	\$6,400.00
Books and Supplies (Tax not included)	\$ 98.95
<u>TOTAL</u>	<u>\$6,498.95</u>

Program: Post Mini Hat
Approximate Weeks:
Full Time: 40 Hours Per Week = 2
Half Time: 20 Hours Per Week = 4
Part Time: 10 Hours Per Week = 8
Instructional Clock Hours: 120
Semester Credit Hours: 4

	Tuition	\$2,400.00
	Books and Supplies (Tax)	\$ 23.95
	<u>TOTAL</u>	<u>\$2,423.95</u>
Program: Organizational Troubleshooter Level I		
Approximate Weeks:		
Full Time: 40 Hours Per Week = 3		
Half Time: 20 Hours Per Week = 6		
Part Time: 10 Hours Per Week = 12		
Instructional Clock Hours: 120		
Semester Credit Hours: 4		

	Tuition	\$2,400.00
	Books and Supplies (Tax not included)	\$ 150.00
	<u>TOTAL</u>	<u>\$2,550.00</u>

Program: Organizational Trouble Shooter Level II
Approximate Weeks:
Full Time: 40 Hours Per Week = 4
Half Time: 20 Hours Per Week = 8
Part Time: 10 Hours Per Week = 16
Instructional Clock Hours: 210
Semester Credit Hours: 7

	Tuition	\$4,200.00
	Books and Supplies (Tax not included)	\$ 250.00
	<u>TOTAL</u>	<u>\$4,450.00</u>

PAYMENT PLANS

Pay Per Course

A student may pay on a course by course basis.

Monthly Payment Plan

A student who enrolls and signs a contract for a certificate program is guaranteed that price increases will not apply to any courses on the contract. A monthly payment plan is also available for students who enroll for a program. On this plan, the total amount of the tuition is divided by the number of months the student will be on the program and the total tuition is divided by the number of months to determine the monthly payments. Interest is charged on any overdue balance at 1.5% per month or 18% per year.

Tuition Reduction for Full Payment at Time of Enrollment

A student who enrolls for a certificate program and pays in full in advance is eligible for a tuition reduction of up to 15%. If you withdraw or are withdrawn from the program you lose the tuition reduction and the full price of the program applies.

Cancellation, Withdrawal and Refund Information

Student Rights Under the Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident.” In addition, if you are

- a. A recipient of third-party payer tuition and course costs and you are not eligible for protections under STRF.
- b. The student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund (STRF).

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814-3517, (916) 445-3427.

Hubbard College of Administration does not participate in the Student Tuition Recovery Fund for students enrolling in our Continuing Education programs.

Cancellation Information

You have a right to cancel this enrollment agreement, without any penalty or obligations, through the first day of attendance, or the seventh day after enrollment, whichever is later and obtain a “cancellation re-payment”. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the program. A written notice of withdrawal and a written request for cancellation payment should be delivered to the College Treasury Secretary at 320 N. Vermont, Los Angeles, CA 90004. This can be done by mail or by hand delivery. Repayments are made within 45 days after the notice of cancellation is received. The written request for refund will be confirmed as complete and accurate and thus approved by the Executive Council of the College or its delegate Claims Verification Board. An administrative process fee of \$250 will be deducted from all cancellation payments.

It is the policy of the college not to re-enroll the student in any program(s) once he/she has canceled.

Withdrawal and Refund Information

You have the right to withdraw from a course at any time after the cancellation period described above and receive a pro-rata refund if you have completed 60 percent or less of the period of attendance.

You will receive a pro-rata refund of the unused portion of your tuition and other refundable charges if you deliver proper written notice of your withdrawal and a written request for a refund to the College Treasury Secretary after the first day of attendance or prior to completing 60% of your course of study. Refunds are made within 45 days of withdrawal. The written request for such payment will be confirmed as complete and accurate and approved by the College’s Executive Council or its delegated Claims Verification Board.

An administrative processing fee of \$250.00 will be deducted from your refund.

Refunds must be calculated from the last date of recorded attendance. The refund policy is for students who have completed 60 percent or less of their program. A student who has completed greater than 60% of the course or program will not be entitled to a refund.

In the case of withdrawal from a repeated course for which you have been separately charged, you will be entitled to a refund on the same terms as indicated above.

Cancellation payments and refunds payments confirmed as valid will be paid within 45 days of delivery of the written notice of the cancellation or withdrawal and the written request for a refund to the Treasury Secretary, or the date the college determines the student has withdrawn. The date of the student’s withdrawal shall be deemed the last date of recorded attendance.

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received, the excess will first be applied to any other aid programs from which

you received funding, and any remaining balance will be returned to you.

In the event of a withdrawal or dismissal from the College, all books and supplies furnished by the College must be returned immediately. Failure to return the books or supplies in resalable condition (as determined by the College) within thirty (30) days following the date of withdrawal or dismissal will result in a reduction in the refund owed to you in accordance with the terms set forth herein. If the College cancels or discontinues a course or educational program, the College will make a full refund of all charges.

Academic Information

Language

All courses are delivered in English. Hubbard College of Administration does not provide English-as-a-Second-Language programs. All students must be able to speak English and to study in English.

Method of Instruction

Students study the course materials at their own pace in the course room. The Course Supervisor helps the student grasp the materials, always stressing understanding and application.

Once the student completes the Theory section of the course, he moves into the Apprenticeship or Practical section where he is assisted and supervised in applying what he has learned by faculty members who are working professionals with demonstrated competence and expertise in their areas of instruction.

Practical Experience

Practical experience and application are an integral part of Hubbard College of Administration curriculum. After the completion of the theory study in the course room, the student must now learn to apply the knowledge and skills learned to produce results in a real business or organizational situation.

Apprenticeships

Experience and production records matter. Real-life experience and demonstration of competence by producing results prepare students to start new jobs, improve skills in existing jobs, or start new endeavors with firsthand knowledge of what is required.

Students learn from experiencing and producing results in the world of work through faculty supervised apprenticeships. Hubbard College of Administration has relationships with many businesses that are happy to provide apprenticeship opportunities to our students.

An Apprenticeship Contract is signed by the student, the faculty supervisor, and a representative of the organization in which the student is completing the apprenticeship that specifies the exact requirements the student must meet, the standards of performance, and the means of documenting and providing evidence that the requirements for satisfactory completion have been met.

Consulting Internships

Internships provide the student with on-the-job experience in all aspects of consulting activities. Hours and work assignments will be arranged on an individual basis with the student. An Internship Contract is signed by the student, the faculty supervisor, and representative of the organization in which the student is completing the internship that specifies the details of the internship.

Course Room Hours

Hubbard College of Administration course room hours are from 9:30 a.m. to 9:30 p.m. Monday through Thursday and from 9:30 a.m. to 6:00 p.m. Friday and Saturday.

Student Scheduling

Evening course hours are 7:00 p.m. to 9:30 p.m. Monday through Thursday.

Weekend course hours are 9:30 a.m. to 6:00 p.m. Friday and Saturday

Weekday course hours are 9:30 a.m. to 6:00 p.m. Monday through Friday.

Full Time Students are expected to spend a minimum of 40 hours per week on course.

Half Time Students are expected to spend 20 hours per week on course.

Part Time Students are expected to spend a minimum of 10 hours per week on course.

Note: The students on student loan must be at least half time, the definition of half-time is 12 1/2 to 20 hours on course a week.

Students must make a course schedule and keep to their scheduled course times each week.

Accelerated Programs

Hubbard College of Administration courses and programs are self-paced to allow the student to progress at his or her own rate. All hours given are the times estimated for the average student to complete. Some students may need more time to complete a course or program of study and some students may complete in less time. The factors that determine whether a student may complete a course of study in a shorter time are:

- a) hours per week spent in the course room
- b) time the student spends working on assignments outside the course room
- c) the rate at which the student can read and understand the materials
- d) the rate at which the student can complete the given assignments

Due to these factors, it is possible for the student to complete a course or program of study in less than the estimated time.

Prerequisites

Before some courses are taken, another course may be required first--the first course then becomes a prerequisite for the second.

Attendance Policy

Students are expected to attend courses according to the schedule upon which they have agreed. Course attendance is a matter of first importance. All Course Supervisors must keep daily records of attendance. It is the student's responsibility to inform his or her Course Supervisor of an unavoidable absence. The Course Supervisor may refuse to admit a student on course who is chronically absent or tardy.

Leave of Absence

There may time due to special circumstances, a student may require a leave of absence. A leave of absence must be requested in writing and approved by the Executive Council. A student absence of less than five days can be approved by the course supervisor and will not be considered a leave of absence. A leave of absence can be up to but not more than 90 days.

Dropout Policy

Any student wishing to terminate a course must first receive an interview with the Qualifications Secretary.

Student's Guide to Acceptable Behavior

The Student's Guide to Acceptable Behavior lists out the basic things a student must do to gain the most benefit from his or her studies. In order for any course to function smoothly, there have to be some rules or agreements. The rules for the courses delivered by the Hubbard College of Administration are:

1. Be on time for course. If, for some very urgent reason, you are unable to attend course on the date or time that you have scheduled yourself for, let the Supervisor know as far as possible in advance.
2. Get sufficient food and sleep while you are doing the course.
3. Do not consume any drugs or alcohol during the period you are on course. (If you are taking medically prescribed drugs under the care of a doctor, please inform your Supervisor.)
4. You are allowed to smoke on breaks only and only outside the course room.
5. Do not eat or store food in the course room.
6. If you have any problem understanding any of your materials or if something seems confusing to you, tell the Supervisor right away so he can help you. Don't ask another student because he or she may have the same question. Always ask your Supervisor. This is very important.

Suspension and Dismissal Policy

A student who is disruptive and acts contrary to the policies of the Hubbard College of Administration will be routed to the Student Ethics Officer. The routine action of Ethics is to request a reappraisal of behavior and a signed promise of good behavior for a specified time. If the student refuses to so promise then the Ethics Officer would then undertake an investigation to determine whether or not the student should be allowed to continue.

Grading Standards

Pass With Honors (PH)

The student completes all course work within the expected time period and receives 100% on the examination and a “pass with no correction” on all Final Practical Application, Apprenticeship or Internship assignments.

Pass (P)

The student has completed all course work and received a score of 85% or higher on the examination and a “pass” on all Final Practical Application, Apprenticeship or Internship assignments.

Credit by Examination (CE)

A student who has received credit for a course by taking the examination and receiving a score of 85% or higher will have this credit applied toward his program. The transcript will reflect that this credit was awarded by examination.

Failure (F)

The student receives a score of 84% or lower on the examination and/or a “no pass” on Final Practical Application, Apprenticeship or Internship assignments. The course must be repeated in order to complete a program.

Incomplete (I)

The student did not complete all requirements of the course at the time of grading. Incomplete grades will be given only when unusual circumstances beyond the student’s control prevent completion of the work in a particular course. Incomplete grades and arranging for the completion of course work must be approved by the course supervisor. In the absence of extenuating circumstances, remaining course work must be completed within three weeks of the targeted completion date or the incomplete grade automatically becomes a “Failure.”

Withdrawal (W)

The student voluntarily withdrew from the course or was dropped from the course.

Students will be informed of their progress in each course on a regular basis by marks given on examinations, papers and other assignments.

Pass/Fail Option

Students enrolled on the certificate programs have the option of taking the courses on a Pass/Fail basis. An 85% examination score is required for a Pass. No Quality Points will be computed for a student who elects the Pass/Fail option.

Repeating Courses

Any course may be repeated regardless of the grade earned. If a course is repeated, the transcript will note that the course was repeated.

Change of Grades

Grades submitted by faculty at the end of each course are not subject to revision on the basis of additional work or a new examination. If a student questions a final grade, the student should first discuss the grade with the Qualifications Secretary. If the student still feels the grade is not appropriate, the student may request a hearing before the Grade Review Committee.

Quality-Points

Semester Credits -- a semester credit represents the work of at least 30 course, final practical application, apprenticeship or internship hours.

Continuing Education Credits – a continuing education credit represents the work of at least 10 course, final practical application, apprenticeship or internship hours.

The student has the option to elect either type of credit for his program.

Grades and Quality Points-- grades are given for each course attempted, based on the following numerical value and quality-point rating.

GRADE	QUALITY POINTS
PH Pass With Honors (Excellent)	4.00
P Pass (Good)	3.33
CE Credit by Examination (No Quality Points Computed)	
F (Failing)	0.00
I (Incomplete)	0.00
W (Withdrawal)	0.00

Quality-Point Computation

Quality points are computed by multiplying the credits allotted to the course by the quality points assigned to each letter grade. The quality-point average is computed by dividing the total quality points earned by the number of credits attempted. The quality-point average is used as the standard for determining honors, scholastic class rank, and academic standing.

The cumulative quality-point average is a measure of the student's total course work attempted at Hubbard College of Administration International. To figure the cumulative quality point average the total number of quality points (the sum of all course grades multiplied by their quality point values) is divided by the total number of credit hours attempted.

Quality Point Average

A minimum quality point average of 3.33 is required for graduation. Although the credits allowed for by examination count toward fulfillment of graduation requirements, the grades earned in such courses are not included in quality-point computation.

Grade Reports

Grade reports are mailed within ten days after the completion of each course to each student who has fulfilled all financial obligations. This report shows the grade received in each course, the total credits attempted, the total credits earned, and the quality point computations. If a student repeats a course, the grade from the repeated course is recorded and computed in the quality-point average. However, the fact that the course was repeated is noted on the transcript.

Satisfactory Progress Policy

General

All Hubbard College of Administration students must make satisfactory progress toward their educational objective. Satisfactory progress is measured as follows:

- 1) The student is consistently meeting or exceeding the targets for reading and assignments set for him by his Course Supervisor.
- 2) The student is progressing through his course within the expected time period.
- 3) The student is demonstrating through his work on practical assignments that he understands and can apply the materials he or she is studying.

- 4) The student maintains a cumulative quality point average of 3.33 or higher.

Satisfactory Progress Status

1. Good Standing Status-- In general terms this means that the student is successfully moving through his courses and has a quality-point average of 3.33 or higher.
2. Student in Trouble-- In general terms this means that the student is not making satisfactory progress, has a quality-point average below 3.33 and needs additional help.

Student Progress Notification

A "Student in Trouble" is notified immediately by the Course Supervisor and is routed to the Qualifications Secretary for assistance.

Examination Disclosure Policy

A student must not discuss any examination with anyone outside the Qualifications Division. A student should pass an examination on the basis that he does know and can apply the information, not on the basis that he knows and can pass the examination. Only by being able to know and apply the information can a student be accomplished at any level.

A significant aspect of academic integrity is to encourage honesty on the part of students and to assist in the development of high standards of honesty and integrity for students and graduates.

Academic dishonesty includes cheating on tests and projects, plagiarism, or assisting in these. Dishonesty on the part of the student will be considered in the context of the college's policy on student conduct.

Transcripts of Records

A transcript is a certified copy of a student's permanent record that shows the academic status of the student at time of issuance. Copies are available for \$5. Transcripts will be released by the Registrar upon formal written request by the student. Requests should include the student's full name as recorded while attending Hubbard College of Administration, last term of attendance, number of copies desired, and to whom and where the transcripts are to be sent. Transcripts may be withheld because of indebtedness to the college.

All student records and transcripts will be kept for a minimum of 55 years.

Graduation Requirements

Conferring of WISE Member Certificates

The WISE Member certificate is granted from Hubbard College of Administration upon completion of all requirements for the certificate. To be eligible for graduation, a student must earn an overall average of 3.33 or better and have passed all courses included in the program of study. A student earning less than a 3.33 grade point average is not eligible for graduation. Students may be required to repeat a course in order to achieve the requirements of graduation. A student in the Consultant Level Certificate Programs must have signed a trademark and licensing agreement with WISE.

WISE member certificates are awarded to students who fulfill all educational, financial, and administrative requirements of the program.

Credit Units

1 Credit Unit at Hubbard College of Administration is equal to:

- 30 hours of course room theory study
- 30 hours of course room practical study
- 30 hours of apprenticeship
- 30 hours of internship

1 Credit Unit at Hubbard College of Administration is equal to:

- 1 semester credit unit

This is equivalent to the State regulation that 15 hours of instruction equals 1 credit and the Federal

regulation that 30 hours of instruction equals 1 credit.

*** Graduation Requirements are listed below in terms of Semester Credit Units. To Convert the Credits required for Graduation to Continuing Education Units, multiply the credits as listed by 3. For example, Consultant Level 0 requires 9 2/3 Credit Units.**

Graduation Requirements for Consultant Certification Programs

Program	Credits	QPA	Awarded
Consultant Level 0: Basic Consultant	9 2/3	3.33	WISE Member Certificate
Consultant Level I: Qualified Consultant	16 1/3	3.33	WISE Member Certificate
Consultant Level II: Senior Consultant	14	3.33	WISE Member Certificate
Consultant Level III: Master Consultant	8 2/3	3.33	WISE Member Certificate

Graduation Requirements for the Training/Course Supervisor Program

Program	Credits	QPA	Awarded
Training/Course Supervisor	13 2/3	3.33	WISE Member Certificate

Student Services

Bookstore

The bookstore inventory includes textbooks, school supplies and an assortment of college logo items. All book purchases must be paid for by cash, check, Master Card, Visa or American Express.

Student Consulting Services

Hubbard College of Administration recognizes that personalized service is an important part of education.

Student Consulting Services assist students with personal and academic problems that might affect their progress. Students are encouraged to use these consulting services. This service is provided to the student at an additional cost of \$25.00 per hour.

A referral program is also available for serious mental health or personal problems.

Individual Academic Assistance

Sometimes students who are having difficulty with their courses may need special individual assistance. This assistance is provided through the Qualifications Division at a cost of \$25.00 per hour.

Student Activities

Volunteer Services for the Community

Hubbard College of Administration students are encouraged to gain practical experience through providing volunteer services to the community. These include student run services such as Business Analysis services, seminars and workshops, and a business consultation center.

Student Affairs

Dress Code

Hubbard College of Administration has established a student dress code in recognizing that appropriate dress is an essential ingredient of success in the business community. Students' dress must be neat, clean, decent and in good taste.

Dress for evening events and other special events would include a coat and tie for men, and a dinner dress or pants outfit for women.

Course Supervisors and staff members may require a more stringent code in some cases. From time to time, the dress code may be changed or modified by the College.

Housing

Hubbard College of Administration does not have residential facilities. The Director of Technical Services will be happy to assist students with finding accommodations that are located conveniently near the College.

Parking

There is a student parking lot available.

Security

The building in which the college is has a security system which monitors the parking lot and other areas of the building 24 hours a day. Report any matters to the receptionist on the first floor.

Process for Addressing Student Grievances

Any student who has a complaint should direct his or her complaint to the Qualifications Secretary at the Hubbard College of Administration either in person or in writing. The Qualifications Secretary will have the authority to investigate the complaint, make a determination as to the appropriate handling required, and see that the appropriate handling is carried out.

If the student feels that he is not getting a satisfactory resolution of his or her complaint from the Qualifications Secretary he may always directly communicate with the President of the Hubbard College of Administration in person or in writing.

Student's Right to Privacy

The Family Educational Rights and Privacy Act of 1974 is a federal law that states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

Hubbard College of Administration accords all rights under the law to students who are declared independent. Students who are minors are still accorded the protection of the law with the exception that a parent or guardian will have the right to information in the student's file. No individual organization outside the institution shall have access nor will the institution disclose any information from students' educational records without the written consent of students, except to personnel within the institution or officials of other institutions in which students seek to enroll. Persons or organizations providing students' financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in an emergency, seek to protect the health or safety of students or other persons may also have access. Within the College, only those members of the instructional staff or staff individually or collectively acting in the students' educational interests are allowed access to student records.

At its discretion, the College may provide directory information in accordance with the provision of the Act to include: student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees or awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities. A student may withhold directory information by notifying the office of the Registrar or the office in writing no later than the fifteenth day after registering for courses.

Student Conduct

The Way to Happiness

The Way to Happiness is a nonreligious, common sense moral code written by L. Ron Hubbard. This code is contained in a 95-page book which includes for each of the 21 precepts a note on application. This code has been adopted as a guideline for all staff and students of Hubbard College of Administration International.

Moral Precepts from *THE WAY TO HAPPINESS*

1. Take Care of Yourself.
2. Be temperate.
3. Don't be promiscuous.
4. Love and Help Children.
5. Honor and Help Your Parents.
6. Set a Good Example.
7. Seek to Live with the Truth.
8. Do Not Murder.
9. Don't Do Anything Illegal.
10. Support a Government Designed and Run for All the People.
11. Do Not Harm a Person of Goodwill.
12. Safeguard and Improve Your Environment.
13. Do Not Steal.
14. Be Worthy of Trust.
15. Fulfill Your Obligations.
16. Be Industrious.
17. Be Competent.
18. Respect the Religious Beliefs of Others.
19. Try Not to Do Things to Others That You Would Not Like Them to Do to You.
20. Try to Treat Others as You Would Want Them to Treat You.
21. Flourish and Prosper.

BOARD OF DIRECTORS, ADMINISTRATORS, FACULTY AND STAFF

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Martha Pena
Larissa Cartwright
Barbara Sappington

School Administrators

Nick Terrenzi
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BS Engineering, Brown University
Business Consultant

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Bachelor of Arts, Tunghai University Taiwan

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BS Music Education, Kentucky State College

Mercedes Mira
BS Business Administration, California State University Los Angeles

Leah Cohen
AS Degree in Secretarial Science, Mt San Antonio Community College, CA
20 years Administrative Secretary to Dean and Associate Dean of Mt. San Antonio College

Roy Doan
Associate of Applied Science, DeVry Institute of Technology