HUBBARD COLLEGE

OF ADMINISTRATION INTERNATIONAL

CATALOG 2022-2023

July 1, 2022 to June 30, 2023

Published January 3, 2023 Version 2.0

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PROGRAMS

Associate of Applied Science Degree in Management and Administration

Administrative Management Consultant/Executive

Public Relations and Marketing Consultant/Executive

Strategic Management Consultant/Executive

Senior Management Consultant/Executive

Course Supervisor Training

Executive Full Hat

Contents

Hubbard College of Administration International

Mission and Objectives

Mission: The Hubbard College of Administration International is dedicated to the creation of a sane and stable world economy in which productive individuals are able to prosper. We are achieving this purpose by training society's future administrators, for it is the administrator who deals in the survival of men and the prosperity of nations.

The Administrative Technology developed by L. Ron Hubbard provides the fundamentals of organization and administration. The **purpose** of Hubbard College of Administration International is to conduct an educational program based on these principles and train true administrators and tomorrow's leaders.

All this technology has been thoroughly tested in the field. Millions of people the world over utilize it to enrich their activities, strengthen their groups, expand their businesses. They know with complete certainty that this is a "real technology," for it works. When applied correctly it brings about the exactly predicted results. Guesswork, trial and error, charisma and luck are no longer needed to create expansion and success. Groups and businesses of all types and sizes operate under the same natural laws and can and should all be successfully administered and organized with these methods. For as the technology spread internationally via the worldwide network of Hubbard Colleges and its graduates who have decided not only to use it in their own businesses but to become consultants to others, we will see an end to economic turmoil, the mismanagement of resources, unethical business practices and inept governments. All it will take for man to realize his long-held dreams is application of the know-how found in the real technology of Standard Administration delivered here at the Hubbard College of Administration International.

The purpose and mission of HCAI is achieved through a program that consists of theory, practical and externship.

The **objective** of our program emphasis the following:

1. Developing **lifelong learning skills** resulting in the ability to use those skills to learn and apply any subject encountered in business or life, through mastery of effective methods of study.

2. Increasing the **responsibility, self-respect, and integrity** of the individual through the study and daily application of principles of ethical conduct to enable him or her to improve conditions in all areas of life as well as in organizations.

3. Improving the **communications skills** of the individual so that he or she can 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 he or she cannot reason, he or she may make costly and time-consuming errors. If an individual can think logically, he or she can correctly observe data and situations and think his or her 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 International was registered as a nonprofit corporation in the state of California in December of 1990.

Students come to the college campus in Los Angeles, California 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.

Legal Control

Hubbard College 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.

Board of Directors

Nick Terrenzi, President
Martha Pena, Secretary/Treasurer
Scott Waldroff, Board Member
Barbara Sappington, Board Member

Authorizations and Approvals

Hubbard College of Administration International is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Hubbard College of Administration International is an Accredited Provider of the International Accreditors for Continuing Education and Training (IACET).

Disclosures

Hubbard College of Administration International is accredited by ACCET (Accrediting Council for Continuing Education & Training), an agency recognized by the United States Department of Education (USDE) and students are eligible for federal or state financial aid programs.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Hubbard College of Administration International. Changes are effected 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 International does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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 1747 North Market, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. Copies of this catalog are available from the College's website and are available in print from the admissions office.

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 website, www.bppe.ca.gov.

Hubbard College of Administration International assumes no responsibility for the personal property of the student.

If the student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

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 the student defaults on a federal or state loan, both the following may occur:

> (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and

> (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Hubbard College of Administration students are eligible for federal or state financial aid programs.

Notice to Students: ACCET Complaint Procedure

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

Non-Discrimination Statement

The College strictly prohibits harassment of any type against an employee, student, or outside third party because of that individual's sex, age, marital status, sexual orientation, gender identity, race, color, ancestry, physical or mental disability, religion, national origin, or any other protected category identified or inferred in Title VII of the Civil Rights Act of 1964, and not specifically mentioned herein. This document also automatically incorporates any categories of discrimination and harassment that subsequently may be recognized in the future by legal precedent or federal legislation. The College disapproves of and will not tolerate any unlawful harassment of employees or students by faculty, staff, fellow students, or non-employees with whom the College has a business relationship (such as service providers or other vendors). The harassment precluded by this policy includes any harassment against an individual because that individual is perceived to have any of the characteristics mentioned above or is associated with a person who has or is perceived to have any such characteristic. Further, this harassment policy is extended to prohibit abhorrent behavior such as persistent antagonistic, aggressive, or threatening acts or behaviors exhibited through any means (including electronic media) that have the effect of creating a hostile or intimidating learning or working environment for students, faculty and staff. The College assumes the responsibility of taking appropriate action in responding to reported instances of harassment using the Complaint Process outlined in this catalog. Faculty, staff, and students should report instances of harassment experienced personally as well as any third-party witnessing of harassment against other members of the college community.

Hubbard College of Administration International programs are not designed to lead to a position that requires licensure in the State of California, nor does the curriculum provide eligibility for a state licensure exam.

Students with Special Needs

Hubbard College of Administration complies with the provisions of Section 504 of the Rehabilitation Act of 1973. We do not discriminate against those with disabilities. We will be glad to accept any qualified disabled person, with the understanding that, while we are able to provide reasonable accommodations and assistance, we must be able to ensure the safety of the student and others. In addition, the student must have the ability to benefit from the program.

Hubbard College of Administration is committed to Equality of Opportunity, and positively values the participation of learners with special needs. The college is committed to the admission of all qualified students without regard to applicants' race, color, religion, sexual orientation, or disability if they are able to meet the physical and academic requirements of the programs. We further commit ourselves to make reasonable accommodations and provide information in order to render the academic programs and support services of the school accessible to all persons. Every effort is made to individually and appropriately serve students and to enable them to attain success and reach their educational goals.

Standard Occupational Codes

Samples of reported job titles in accordance with the Standard Occupational Codes for the vocational programs are as follows:

11-1021.00 - General and Operations Managers
Sample of reported job titles: Business Manager, General Manager (GM), Operations Director, Operations Manager, Production Manager, Store Manager.

11-1011.00 - Chief Executives
Sample of reported job titles: Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Operating Officer (COO), Executive Director, Executive Vice President (EVP), Operations Vice President, President, Vice President.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Hubbard College of Administration International is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 Hubbard College of Administration International to determine if your credits or degree, or certificate will transfer.

Articulation Agreements

Hubbard College of Administration International has not entered into any articulation and/or transfer agreements with any other college or university.

Facilities

All residential courses are held at Hubbard College of Administration International. The College is located at 320 North Vermont Avenue in Los Angeles, California. Fully renovated in 2001, the College is housed in a four-story building with more than 20,000 square feet containing four classrooms, a lecture hall, open deck, and café. Ample parking is available. The college is located near a major freeway exit as well as bus routes and a metro train station.

Instructional Equipment and Materials

Each classroom is equipped with devices for playing back recorded lectures, wireless Internet, student worktables, and chairs and is within proximity to the campus library.

Library

The library facility has reference materials and course packs for each course at the college available for use by students. It also has computers with email and Internet available enabling students to

access the Library of Congress. The library is available to students from 9:30 a.m. to 5:30 p.m., Monday through Friday. Materials may be checked out for use off campus. To check materials out or in please see the Academic Compliance Director.

Admissions Information

Motivation to Learn

Hubbard College of Administration International 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 International who is not there of his or her own free will, but who has been ordered to complete 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.

Admissions Requirements and Enrollment for Degree Vocational Program

Applications are accepted anytime of the year, and students accepted may begin studies at the next scheduled start date for the program enrolled.

Many factors are considered during the application review process. A student's personal qualities, achievement, and motivation for learning are all considered.

1. Forward a completed application for admission form to Hubbard College of Administration International with application fee (degree program only - $115 Domestic applicants, $200 foreign applicants).

2. Have, and submit evidence of having earned a high school diploma or equivalent. Hubbard College of Administration International will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, and/or a degree issued to the student that indicates high school graduation and date, and/or documentation of completion of an academic postsecondary degree, from an accredited institution. Ability-to-benefit students are not accepted.

3. Request and forward 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. Personal interviews are required for all applicants, either in-person or via Skype. 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. We accommodate visitors any time of the year and any day of the week by appointment.

5. Testing

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

   a. Exec-U-Test – This is a personality test that helps the faculty help the student throughout the program.

   b. Exec IQ Test – This is an IQ test that tests the student's analytical ability.

   c. English Proficiency Test – All international students are required to take the Gray Silent Reading Test and a minimum score of 40 is required. Applicants who fail the test are eligible to retake the exam after 48 hours. Up to 3 attempts are allowed.

   These tests are all administered by the College and must be done by the student online and are evaluated by the Academic Compliance Director. If the student is local to California, the student is required to come in person for testing and interview. If the student is from another state or country, then the test is administered by the Academic Compliance Director using one of the online platforms.

6. Technology Requirements

   Confirmation of required technology by student to include regular daily access to a computer that meets the following minimum Distance Education Equipment Requirements as stated below:

   Minimum hardware requirements:
   - Laptop computer;
   - Internet connection;
   - Soundcard;
   - Speakers;
   - Webcam;
   - Microphone

   Minimum software requirements:
   - Microsoft Word;
   - Microsoft Excel;
   - Microsoft PowerPoint

   Additionally, Windows users should have a minimum of:

- Most recent version of Windows operating system;
- GB of memory storage capacity;
- Most recent version of either: Mozilla Firefox Internet Browser or Google Chrome Internet Browser

Additionally, Mac users should have a minimum of:
- Most recent version of Mac OS operating system;
- GB of memory storage capacity;
- Most recent version of either: Mozilla Firefox Internet Browser or Google Chrome Internet Browser

7. Hubbard College of Administration International provides an online orientation program to familiarize the student with the equipment and resources used in the distance education activities and to orient the student to the distance education learning process.

8. International Students

   Hubbard College of Administration International welcomes international students. The College does provide student visa services, M visa for the vocational programs. 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 International 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, see number 5 above.

9. Foreign Transcript Evaluation

   All foreign transcripts must be evaluated and if necessary, translated to meet U.S. equivalency at the students' expense.

   The following is a sample of foreign transcript evaluators. Hubbard College of Administration International does not endorse any evaluator.

   a. Foreign Consultants: http://www.foreignconsultants.com/
   b. Educational Credential Evaluators: http://www.ece.org/
   c. Educational Perspectives: http://www.educational-perspectives.org/
   d. International Consultants of Delaware: http://www.icdel.com/
   e. International Research Foundation, Inc.: http://www.ierf.org/
   f. World Education Services: http://www.wes.org/

Admissions Requirements and Enrollment for Non-Degree Avocational Programs

Applications are accepted anytime of the year, and students accepted may begin studies at the next scheduled start date for the program enrolled.

Many factors are considered during the application review process. A student's personal qualities, achievement, and motivation for learning are all considered.

1. A completed application for admission form must be submitted to Hubbard College of Administration International with the application fee.

2. Have, and submit evidence of having earned a high school diploma or equivalent. Hubbard College of Administration International will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, and/or a degree issued to the student that indicates high school graduation and date, and/or documentation of completion of an academic postsecondary degree, from an accredited institution.

    OR

    Show 2 years of relevant work experience in an industry or business.

3. Arrange a personal interview by contacting the Office of Admission at (323) 660-8685. Personal interviews are required for all applicants, either in-person or via videoconferencing. 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. We accommodate visitors any time of the year and any day of the week by appointment.

4. Testing

    All students applying for admission to the non-degree programs must take the following tests:

    > d. Exec-U-Test – This is a personality test that helps the faculty help the student throughout the program.

    > e. Exec IQ Test – This is an IQ test that tests the student's analytical ability.

    > f. English Proficiency Test – All international students are required to take the Gray Silent Reading Test and a minimum score of 40 is required. Applicants who fail the test are eligible to retake the exam after 48 hours. Up to 3 attempts are allowed.

    These tests are all administered by the College and must be done by the student online and are evaluated by the Academic Compliance Director. If the student is local to California, the student is required to come in person for testing and interview. If the student is from another state or country, then the test is administered by the Academic Compliance Director using one of the online platforms.

5. Technology Requirements

Confirmation of required technology by student to include regular daily access to a computer that meets the following minimum Distance Education Equipment Requirements as stated below:

Minimum hardware requirements:
- Laptop computer.
- Internet connection.
- Soundcard.
- Speakers.
- Webcam;
- Microphone

Minimum software requirements:
- Microsoft Word.
- Microsoft Excel.
- Microsoft PowerPoint

Additionally, Windows users should have a minimum of:
- Most recent version of Windows operating system.
- GB of memory storage capacity.
- Most recent version of either: Mozilla Firefox Internet Browser or Google Chrome Internet Browser

Additionally, Mac users should have a minimum of:
- Most recent version of Mac OS operating system.
- GB of memory storage capacity.
- Most recent version of either: Mozilla Firefox Internet Browser or Google Chrome Internet Browser

6. Hubbard College of Administration International provides an online orientation program to familiarize the student with the equipment and resources used in the distance education activities and to orient the student to the distance education learning process.

7. International Students

   Hubbard College of Administration International welcomes international students. The college does provide with M visa as part of 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 International does not provide English as a Second Language (ESL) programs. Applicants whose native language is not English must demonstrate their proficiency during the interview process.

8. Additional admission requirements:

Strategic Management Executive/Consultant and Senior Management Executive/Consultant certificate program applicants are required to provide proof of membership with WISE International at the time of enrollment.

Online Student Identity Authentication and Privacy

The Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information to fulfill the various academic activities. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from the College. In the event a student believes the privacy associated with their login and password information has been compromised, they are required to contact College officials for an immediate reset of their information. This is provided at no extra cost to the student.

Transfer Credit(s)

The General Education credit for Applied Science and Business Mathematics at other colleges or universities totaling to a maximum of 3 credits can be transferred towards the General Education Credits requirements at Hubbard College. The minimum acceptable grade on these courses must be grade C or above.

Procedure for applying for transfer credit

The student seeking transfer credit must submit a letter requesting for transfer credit. A copy of the transcript demonstrating the course name and grade earned, and course syllabus showing the course learning outcomes must be submitted at the time of request to the Academic Compliance Director.

Acceptance of Credits Previously Earned

Credits earned in Certificate and Degree program courses attended at Hubbard College that apply to the current program enrolled will be accepted, and transferred to the students' current program.

Self-Study courses attended are not accepted for transfer credit into the Certificate or Degree programs. There is no fee charged for the acceptance of credits previously earned.

Students will receive tuition credit for those portions of their program accepted at the beginning of the semester.

Earning Credit by Examination

To be eligible to apply for Credit by Examination, applicants must enroll in a degree or certificate program through the standard enrollment process.

1. A student applying for credit by examination must pass a comprehensive examination covering all aspects of the course material for the course(s).

2. The comprehensive examination may be taken only once and must be passed with a score of 70% or higher to receive credit.

3. An examination fee of $50 is charged for each examination administered.

4. If the exam score achieved is less than 70%, the student must take the course and is charged the full tuition rate for the course.

5. Credits earned by Examination are not assigned a letter grade and are not included in the calculation of the cumulative grade point average but are included in the credits necessary for graduation. The student's academic record will be clearly annotated to reflect that credit was earned by examination.

6. Credit by Examination evaluations will be given during the pre-scheduled examination time established by the Academic Compliance Director.

7. The maximum amount of credit by examination which Hubbard College of Administration International 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 his or her knowledge and receive credit for the course pursuant to the criteria indicated. However, no practical application courses (externship) shall be credited by an examination.

Experiential Learning

Hubbard College of Administration International does not accept credit earned through experiential learning.

Readmission Procedures

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

Revocation of Admission

Admission to study at Hubbard College of Administration International 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.

Academic Policies

Language of Instruction

Hubbard College of Administration International does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. the admissions interview.
2. receipt of prior education documentation as stated in the admission policy; and
3. test scores, as applicable.

Method of Instruction

Hubbard College uses a hybrid model of instruction which is comprised of both residential and online instruction. There are in person classroom lectures, faculty practical assignments, online study providing meaningful engagements and extensive externships. The course faculty member helps the student grasp the materials, always stressing understanding and application.

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

Student Faculty Ratio

For all the programs we have a maximum of 8 students to 1 faculty in the hybrid model of delivery. For 100 % residential courses, the ratio is 15 students to 1 faculty. This helps the faculty and students have meaningful conversations to attain the learning outcomes of the course and programs.

Faculty Response Expectations to Online Instruction

The faculty response time to student submissions is as follows:

Submission	Response # Days
Questions	1
Academic Postings	3
Course projects	7
Final Course Exams	7

Copyright Policy

The Copyright Act of 1976, 17 U.S.C.S. 101, et seq., was enacted to address new forms of media that had become prevalent as of 1976, including television, radio, sound recordings and motion pictures.

Under this act, copyright protection extends to creations such as music, literary and dramatic works, audio recordings, motion pictures, pictures and graphics, and architectural works.

The act also includes six exclusive protections for copyright holders – the right to:

reproduce;

distribute;

perform;

display;

create derivative works; and

perform sound recordings via digital audio.

The Fair Use Doctrine and Education

Fair use is described in 17 U.S.C. § 107. That section of the Copyright Act says that there's no copyright infringement if the use of the material is fair, in other words "for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research."

To evaluate whether a particular usage of a copyrighted work qualifies as fair, a court will consider four things:

1. the purpose and character of the use, including whether it's of a commercial nature or is for nonprofit educational purposes
2. the nature of the copyrighted work
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Faculty and students are informed that cutting and pasting pictures, text or video from websites owned by others is prohibited, unless the use is limited to a specific class for educational purposes, or meets the standard of fair use. When at all possible, creating original work for a class is the best course of action and is strongly encouraged.

If a student copies a work for a class, always include the name of the author with a full citation to whenever it was originally published along with a copyright symbol.

Plagiarism of other students or others work is not acceptable and is subject to expulsion.

Course Codes Numbering System

The first part of a college course code indicates the course's general subject and are defined as follows.

ETH – Ethics	ORG – Organizational Behavior/Organizational Development
FP – Finance	PROG – Strategy and Programming
GE – Gen Ed	PR – Public Relations
MAR – Marketing	SA – Sales

The second part of a college course code distinguish between upper-level credit and lower-level course content, and are defined as follows:

Remedial	000
Freshman	100

Sophomore	200
Junior	300
Senior	400

Externship courses that occur throughout the programs are denoted by an "A" at the end of the course number. These courses enable the students to practice the didactic theory they learned in the corresponding course at an off-campus externship location. Students provide evidence of completing a project during their externship to pass the course.

Externship Courses

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 externships. Hubbard College of Administration International has relationships with businesses that are happy to provide externship opportunities to our students.

An Externship Contract is signed by the student, the faculty supervisor, and a representative of the organization in which the student is completing the externship 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. Externship is a class, and a student's performance is evaluated just like any other course.

In the event a student has an issue with an extern site assigned, the student is encouraged to work with the faculty assigned to resolve any issues, and or to seek reassignment, if available. It is the student's responsibility to ensure they secure transportation to the site assigned.

Course Classroom Hours

Hubbard College of Administration International classroom hours are from 9:30 a.m. to 6:00 p.m., Monday through Friday. The College facilities are available for students on Saturdays from 9:30 am – 3:30 pm.

Student Scheduling

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 ONE semester credit hours of study per week.
Half Time Students are expected to spend 0.5 semester credit hours of study per week.
Part Time Students are expected to spend a minimum of 10 hours of study per week.

For the purposes of understanding what a semester credit hour would entail, please refer to the "Definition of Semester Credits" in the following pages.

Note: Students with student loan(s) must be at least half time.

Note: Foreign Students with M Visas must be full time.

Leave of Absence Policy

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 leave of absence from Hubbard College of Administration International. Students seeking a leave of absence status must provide an expected date of return and receive approval from the Education Committee. A leave of absence will not be granted to any student during the first semester of their program. Students approved for a leave of absence must return on the date scheduled, or the student will be withdrawn. A leave of absence or combination of LOA's may be up to, but not more than, 180 days in a calendar year.

Attendance Policy

Students are expected to attend courses according to the schedule upon which they have agreed and as stated on their course syllabus. All faculty keep daily records of attendance. It is the student's responsibility to inform his or her faculty of an unavoidable absence.

Students who arrive for class after the scheduled start time are considered tardy; students who depart from class before the scheduled completion time are considered to have "departed early." Faculty members will track student tardiness and early departures. Upon the second instance of tardiness/early departure, faculty members are advised to discuss the issue with the student. On the event of the third tardy and/or early departure, the student will receive one absence. Please see the course syllabus for additional information. The faculty may refuse to admit a student who is chronically absent, tardy, or departs early back into the course.

Excused Absence: An absence will be considered excused only if the missed classes and assignments are made up with prior permission by the faculty member. All other absences will be considered unexcused.

Unexcused Absence: All absences that are not made up and accepted by the 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.

The minimum acceptable attendance for students enrolled in vocational programs is an 80% attendance rate for completion/ graduation as required by the CA State.

Students attending online are required to participate weekly in each course in which they are enrolled. Minimally, a student must submit a gradable item at least twice each week to be marked present for that

week. A gradable item is defined as any classroom discussion that provides value to the class, submission of an assignment or completion of a test or quiz. Students are welcome to complete their coursework on-campus or off-campus.

Students who are studying in the US on an I-20 are required to participate in their online course from the campus to receive attendance credit. See the schedule of classes to determine when proctors are available for the courses in which you are enrolled. Students may also complete group projects or presentations in person as well.

Any student that has failed to attend class for 14 consecutive scheduled class days will be withdrawn from the program.

Attendance Probation

Students with excessive absenteeism, which is defined as three (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 that caused the interruption for unsatisfactory attendance has been rectified.

Course Drop Policy

As courses are scheduled sequentially, withdrawing from a course is equivalent to withdrawing from the program, unless a request for a Leave of Absence is requested and approved.

Student's Guide to Acceptable Behavior

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

1.   Be on time for class. If, for some very urgent reason, you are unable to attend class on the date or time that you are scheduled, let the faculty know as far as possible in advance.

2.   Get sufficient food and sleep while you are completing the course.

3.   Do not consume any non-prescription drugs or alcohol during the period you are in class.

4.   You can smoke on breaks only and only outside the classroom in designated areas.

5.   Do not eat or store food in the classroom.

6.   If you have any problem understanding any of your materials or if something seems confusing to you, tell the faculty right away so he/she can help you. Do not ask another student because he or she may have the same question. Always ask the assigned faculty. This rule is very important.

Probation, Suspension and Dismissal Policy

Conditions considered for possible student suspension, probation or 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 classroom, 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.
- Disregard for other rules or guidelines explained in this catalog.

A student who is disruptive and acts contrary to the policies of Hubbard College of Administration International will be routed to the Student Services. The routine action 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, Student Services would then undertake an investigation to determine whether the student should be allowed to continue.

Probation, suspension, or dismissal shall be at the sole discretion of the Hubbard College of Administration International.

Maximum Allowable Time to Complete

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.

Time Limits on Credits and Degree Completion

The college may limit the application of certain coursework and transfer credits toward degree requirements, based on the number of years that have passed since the courses and credits were earned. Since the college moved on to getting the programs accredited, the educational materials have been updated, the delivery methods have changed, and the learning outcomes of the courses and programs have changed significantly.

For the Degree and Consultant Programs, the students are required to complete their programs within 5 years of the date of enrollment. After 5 years the programs enrolled become void if not completed. When a student takes a break and comes back to study, they will be withdrawn from the program when exiting and will be enrolled in the current year's enrollment agreement and catalog.
These adopted guidelines are subject to change based on the accreditor and BPPE's policies.

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 retaken "RT". The most current grade assigned will be reflected on the student's transcript and used for the cumulative grade point average calculation. Course repeats are dependent on when the course is to be reoffered and will likely impact the students expected graduation date. Students are charged to retake a course. A maximum of 2 retakes per course is allowed.

Definition of Semester Credits

Hubbard College of Administration International programs are defined in terms of semester credit units. A semester credit is defined as:

> 15 hours of classroom theory study, with up to 30 hours outside preparation, or
> 30 hours of classroom practical study/lab, or
> 45 hours of externship

Grading and Grade Reports

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

Letter Grade	Grade %	Description	Quality Points
A+	96.00% – 100%	Very Good to Excellent. Comprehensive knowledge and understanding of the subject matter.	4.00
A	92.00% – 95.99%		3.50
B+	88.00% – 91.99%	Good. Moderately broad knowledge and understanding of the subject matter.	3.00
B	84.00% – 87.99%		2.50

C+	80.50% – 83.99%	Satisfactory. Reasonable knowledge and understanding of the subject matter.	2.00
C	77.00% – 80.49%		1.50
D+	73.50% – 76.99%	Minimum Passing Grade	1.00
D	70.00% – 73.49%		0.50
F	Below 70%	Failing. Unacceptable level of knowledge and understanding of subject matter.	0
CE		Credit by Examination, No Quality Points Computed	N/A
TC		Transfer Credit, No Quality Points Computed	N/A
RT		Retake, No Quality Points Computed	N/A
I		Incomplete	0
W		Withdrawal	0

Quality-Point Computation [Grade Point Averages]

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 credits attempted.

Graded lessons, assignments or projects submitted from a student in a distance education course are provided back within approximately one (1) to five (5) days from the time of receipt by faculty.

Grade reports are emailed 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.

Grade Appeals

Grades submitted by the faculty at the end of each course are not subject to revision based on additional work or a new examination. If a student questions a final grade, the student should first discuss the grade with the faculty. If the student still feels the grade is not appropriate, the student may request a hearing before the Education Committee. Students will receive the results from the hearing, in writing, within 10 days. The decision rendered by the Education Committee is final and may not be appealed.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress Policy/Satisfactory Academic Progress ("SAP") ensures that students are progressing through their program of study both academically and in a timely manner. To be making satisfactory progress toward a degree or certificate, a student must both maintain a minimum cumulative grade point average and completion rate. The maximum time frame that a student can complete a program is 1.5 times the program length.

- **For students who enrolled on or after 9/1/2020 the following minimum standards apply:**

Degree Programs:

To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end every 15/16-week semester. after all grades are posted, approximately 10 days after the end of the semester.

The minimum cumulative grade point average ("CGPA") and completion rate required for the associate degree program based on semester progression is as follows:

Semester #	Minimum Percentage of Cumulative Credit Hours Earned that were Attempted	Minimum CGPA
1st	50%	1.7
2 and beyond	67%	2.0

Certificate Programs:

To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated when the student has attempted half the program, and again when all the program credits have been attempted.

The minimum cumulative grade point average ("CGPA") and completion rate required for Certificate Programs based on semester progression is as follows:

Program Credits Attempted	Minimum Percentage of Cumulative Credit Hours Earned that were Attempted	Minimum CGPA
½, and total program credits	67%	2.0

- **For students who enrolled before 9/1/2020 the following minimum standards apply:**

Courses Attempted	Minimum Percentage of Cumulative Credit Hours Earned that were Attempted	Minimum CGPA

1 to 3	50%	1.7
4th and beyond	67%	2.0

- **The application of SAP policy minimum standards, as described below applies to all students regardless of their date of enrollment:**

All students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the semester credits attempted exceed 1.5 times the semester credits required to complete the program. At the end of each semester, or evaluation period, if the student has less than the minimum acceptable cumulative grade point average and/or has not earned at least the percentage of attempted credits described in the chart above (required to complete the program within 150% of the program length), he or she will be notified and placed on Academic Warning for the remainder of the current semester/ evaluation period (i.e. if you do not meet SAP criteria for your semester one performance, ten days after the semester ends you will be placed on warning for the next semester, semester two). If a student fails to achieve satisfactory progress by the end of the semester in which they are on Academic Warning, or evaluation period, the student will be notified and withdrawn from the program (unless the student files and is granted an appeal as defined below). If the student regains SAP by the end of the semester/ evaluation period, they will be notified and removed from Academic Warning.

If dismissed, a student will be entitled to a refund of tuition in accordance with the College's refund policy.

Satisfactory Academic Progress Appeals, Probation, and Academic Plans

A student may appeal the College's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the Chief Academic Officer based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first Wednesday of the first week of the new semester/evaluation period for the student to be eligible to register for the following semester/evaluation period. If it is determined that a student should have been withdrawn at the end of the prior semester/evaluation period for failure to maintain or regain SAP, the student's last day of attendance (LDA) will be the earlier of their LDA or the end date of the semester/evaluation period resulting in the withdrawal.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Chief Academic Officer will review the information submitted in the context of the student's entire academic record and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the current semester/evaluation period, and the Chief Academic Officer's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be

able to complete the program within the maximum time frame (1.5 times the program length) and with the required CGPA for graduation.

At the end of the probationary semester, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all the terms of the academic plan, the student will be eligible to remain in school. In all subsequent semesters the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the terms of the academic plan at the end of the probationary semester/ evaluation period, the student will be terminated. Second appeals in this situation will only be granted at the discretion of the Chief Academic Officer and based upon very exceptional circumstances.

Procedure for re-establishing Satisfactory Academic Progress (SAP)

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be notified and removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be notified and removed from Probation.

The effect on SAP for all Withdrawal and Incomplete Grades:

Grade	Status/ Grading Points	Included in GPA Calculation	Included in Completion Time Calculation
I	Incomplete*	No	Yes
RT	Used to identify a repeated course for which a higher grade was earned and indicated elsewhere on the transcript.	No	Yes
AU	Audited/No Credit**	No	No
TC/CE	Recognizes completion of equivalent credit at this institution or credits earned by examination	No	Yes
W	Assigned to a course in progress when student withdrawals or is dismissed from their program	No	No

The effect on SAP for repeated courses: The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

The effect on SAP for non-punitive grades and non-credit or remedial courses: The College does not offer remedial courses. The grade assignment of AU is a non-punitive grade that does not impact CGPA or completion rate calculations.

The effect on SAP when a student seeks to earn an additional credential: If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, for purposes of completion rate.

The effect on SAP for Extended-Enrollment Status: The College does not offer extended-enrollment status.

The effect on SAP when student changes programs or is re-admitted to the same program: If a student is re-admitted into the College or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in the CGPA and in credits attempted for determining the student's satisfactory academic progress and the appropriate evaluation level for the student.

The effect on SAP for Transfer Credits and Credits by Examination: The transfer credits accepted will be included in the credits attempted and earned for completion rate. Transfer credits are not included in the CGPA calculation.

Re-entry for students dismissed due to failure to meet SAP: Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary semester/ evaluation period upon re-entry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

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 not 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.

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

A significant aspect of promoting 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.

All theory courses will be evaluated based on the grading criteria specified by the faculty offering the course. Any externships will be evaluated based on the externship grading criteria established in the program learning outcomes. Students will be informed of the grading criteria through the copy of the syllabus provided before the course or externship start date. There are no program cumulative final exams.

Academic dishonesty includes cheating on tests and projects, plagiarizing, or assisting in these acts. 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

Student records are confidential and are kept by the Registrar Department. Hubbard College of Administration International complies with California state law requiring maintenance of student records for five years, except transcripts, which must and are maintained in perpetuity.

Graduation Requirements

The degree or certificate is granted from Hubbard College of Administration International upon completion of all requirements for the program. To be eligible for graduation, a student must earn an overall average of 3.33 or higher, have passed all courses in the program of study, and have satisfied all financial obligations to the College. A student earning less than a 2.0 quality point average is not eligible for graduation. Students may be required to repeat a course to achieve the requirements of graduation.

A degree or certificate is awarded to students who fulfill all educational, financial, and administrative requirements of the program.

Degree and Certificate Programs

Associate of Applied Science Degree in Management and Administration

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 11-3011.00   Administrative Services Managers
Sample of reported job titles: Administrative Coordinator, Administrative Director, Administrative Manager, Administrative Officer, Administrative Specialist, Administrator, Business Administrator, Business Manager, Facilities Manager, Office Manager

Program Description and Objectives

Management and administration are vital functions in any type of organization. These functions involve coordinating the activities of people and resources to perform vital tasks that contribute to the achievement of organizational objectives and goals. Managers and administrators must understand people, the nature of organizations and the way they function, leadership methods, and systems for planning and controlling 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:

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

By the end of this associate of applied science program, graduates will be able to:

- Communicate effectively in a business environment.
- Apply and Maintain business ethics standards.
- Effectively implement business principles.
- Lead a team to meet production goals.
- Manage by Statistics
- Manage a project, keeping it on time and budget.
- Write effective business policies.
- Compare and contrast various organizational designs.
- Complete basic non-accounting financial planning for cash flow management
- Market sell and effectively deliver products and services.
- Demonstrate the skills, attitudes, and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations during the final externship resulting in case studies that the students use as part of their work portfolio.

Total Semester Credit Hours: 63
Delivery: Hybrid (both residential and online courses)
Approximate Time to Complete: Full-Time: 2 years (4 semesters)
Approximate Time to Complete: Part-Time: 4 years (8 semesters)

General education subjects include courses teaching core competencies of study skills, science, art, communication, interpersonal relationship skills, communication skills, human behavior, and the humanities, with the purpose of bestowing upon the student an understanding of different cultures, viewpoints, and the essential skills of life-long learning and communication. All general education courses have a "GE" as part of the course number. All other courses are considered concentration courses.

Business administration subjects include courses teaching coordination of the activities of people and resources to perform useful work and to achieve organizational objectives and goals, financial management toward allocation of resources toward viable projects and goals, organizational theory, organizational debugging skills, the nature of organizations and the way they function, leadership methods, systems for planning and controlling organizational operations, 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, writing effective company policy, marketing and public relations surveys, public relations, marketing, and sales.

Throughout the degree program, faculty will instruct students how to combine 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. Hubbard College of Administration International does not have a cumulative final test or examination required for the completion of the program. Many courses are followed by faculty-supervised projects in which the student must go into a business or organization and directly apply the knowledge and skills learned in the course.

The degree culminates in a final project in a business or organization requiring the student to apply all the knowledge and skills learned in a variety of ways.

Program Outline Full-Time

Semester I						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
	New Student Orientation					
GE120	Master of Communication I	12.00	12.00		24.00	1.00
MAN100	Handling the Ups and Downs in Life	30.00			30.00	2.00
MAN200	Personal Values and Integrity	30.00			30.00	2.00
GE150	Master of Communication II	8.00	16.00		24.00	1.00
GE160	Master of Communication III	8.00	16.00		24.00	1.00
ORG500	How to Study Effectively	60.00			60.00	4.00
ORG600	How to Effectively Handle Work	15.00			15.00	1.00
MAN300	Formulas for Business Success	30.00			30.00	2.00
ORG300	Organizational Analysis	15.00		45.00	60.00	2.00
Semester I Totals		**208.00**	**44.00**	**45.00**	**297.00**	**16.00**

Semester II						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
ORG150	Organizational Structure	60.00		20.00	80.00	4.00
MAN400	Management By Statistics	45.00			45.00	3.00
GE170	Organizational Behavior	60.00			60.00	4.00
GE180	Human Development as a Vital Infrastructure	60.00			60.00	4.00
Semester II Totals		**225.00**	**0.00**	**20.00**	**245.00**	**15.00**

Semester III						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
GE 200	Business Mathematics	30.00			30.00	2.00
GE 190	Applied Sciences	15.00			15.00	1.00

Course Number	Course Titles	Lecture	Lab	Externship	Clock/Contact Hours	Semester Credits
MAN150	Executive Basics	15.00			15.00	1.00
PROG200	Business Planning	30.00			30.00	2.00
ORG200	Increasing Efficiency	30.00			30.00	2.00
POL100	How to Write Effective Company Policy	30.00			30.00	2.00
FP200	Financial Planning	60.00			60.00	4.00
PR150	Creating Surveys to gain marketing insights	15.00		45.00	60.00	2.00
Semester III Totals		**225.00**	**0.00**	**45.00**	**270.00**	**16.00**

Semester IV						
		CONTACT HOURS			Clock/ Contact Hours	Semester Credits
Course Number	Course Titles	Lecture	Lab	Externship		
PR300	Public Relations Management	15.00		90.00	105.00	3.00
MAR200	Marketing Management	15.00		90.00	105.00	3.00
SA200	The art of sales	15.00	30.00	45.00	90.00	3.00
INTAAS	Final Degree Internship	0.00	20.00	300.00	320.00	7.00
Semester IV Totals		**45.00**	**50.00**	**525.00**	**620.00**	**16.00**

Program Outline Part-Time

Semester 1						
		CONTACT HOURS			Clock/ Contact Hours	Semester Credits
Course Number	Course Titles	Lecture	Lab	Externship		
New Student Orientation						
GE120	Master of Communication I	12.00	12.00		24.00	1.00
MAN100	Handling the Ups and Downs in Life	30.00			30.00	2.00
GE150	Master of Communication II	8.00	16.00		24.00	1.00
GE160	Master of Communication III	8.00	16.00		24.00	1.00
ORG500	How to Study Effectively	60.00			60.00	4.00
Semester 1 Totals		**118.00**	**44.00**	**0.00**	**162.00**	**9.00**

Semester 2						
		CONTACT HOURS			Clock/ Contact Hours	Semester Credits
Course Number	Course Titles	Lecture	Lab	Externship		
MAN200	Personal Values and Integrity	30.00			30.00	2.00
ORG600	How to Effectively Handle Work	15.00			15.00	1.00
MAN300	Formulas for Business Success	30.00			30.00	2.00
ORG300	Organizational Analysis	15.00		45.00	60.00	2.00
Semester 2 Totals		**90.00**	**0.00**	**45.00**	**135.00**	**7.00**

Semester 3						
Course Number	**Course Titles**	**CONTACT HOURS**			**Clock/ Contact Hours**	**Semester Credits**
		Lecture	**Lab**	**Externship**		
ORG150	Organizational Structure	60.00		20.00	80.00	4.00
MAN400	Management By Statistics	45.00			45.00	3.00
Semester 3 Totals		**105.00**	**0.00**	**20.00**	**125.00**	**7.00**

Semester 4						
Course Number	**Course Titles**	**CONTACT HOURS**			**Clock/ Contact Hours**	**Semester Credits**
		Lecture	**Lab**	**Externship**		
GE170	Organizational Behavior	60.00			60.00	4.00
GE180	Human Development as a Vital Infrastructure	60.00			60.00	4.00
Semester 4 Totals		**120.00**	**0.00**	**0.00**	**120.00**	**8.00**

Semester 5						
Course Number	**Course Titles**	**CONTACT HOURS**			**Clock/ Contact Hours**	**Semester Credits**
		Lecture	**Lab**	**Externship**		
GE 200	Business Mathematics	30.00			30.00	2.00
GE 190	Applied Sciences	15.00			15.00	1.00
MAN150	Executive Basics	15.00			15.00	1.00
PROG200	Business Planning	30.00			30.00	2.00
Semester 5 Totals		**90.00**	**0.00**	**0.00**	**90.00**	**6.00**

Semester 6						
Course Number	**Course Titles**	**CONTACT HOURS**			**Clock/ Contact Hours**	**Semester Credits**
		Lecture	**Lab**	**Externship**		
ORG200	Increasing Efficiency	30.00			30.00	2.00
POL100	How to Write Effective Company Policy	30.00			30.00	2.00
FP200	Financial Planning	60.00			60.00	4.00
PR150	Creating Surveys to gain marketing insights	15.00		45.00	60.00	2.00
Semester 6 Totals		**135.00**	**0.00**	**45.00**	**180.00**	**10.00**

Semester 7						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
PR300	Public Relations Management	15.00		90.00	105.00	3.00
MAR200	Marketing Management	15.00		90.00	105.00	3.00
SA200	The art of sales	15.00	30.00	45.00	90.00	3.00
Semester 7 Totals		45.00	30.00	225.00	300.00	9.00

Semester 8						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
INTAAS	Final Degree Internship	0.00	20.00	300.00	320.00	7.00
Semester 8 Totals		0.00	20.00	300.00	320.00	7.00

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs.

The institution is accredited by ACCET for the vocational and avocational programs and by IACET for continuing education courses.

Certificate Programs

WISE International 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 and the public.

Consultant Training and Certificates

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

Administrative Management Consultant/Executive

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 11-3011.00   Administrative Services Managers

Sample of reported job titles: Administrative Coordinator, Administrative Director, Administrative Manager, Administrative Officer, Administrative Specialist, Administrator, Business Administrator, Business Manager, Facilities Manager, Office Manager

Program Description and Objectives

The purpose of the Administrative Management Consultant program is to provide entrepreneurs and business owners with essential administrative tools to manage and expand their business in any economic situation. The program provides the skills to be your own consultant and take the business to the next level of expansion. The goal is to provide freedom for the executive or business owner to pursue other dreams and goals. The program also trains students who aspire to become Management Consultants by providing them with the tools and skills necessary to be able to analyze any business and come up with effective solutions to handle any situation good or bad. They are trained to effectively analyze what is working and strengthen these points while discovering what is causing problems and implement programs to handle or revert the decline. They become valuable troubleshooters that can improve business situations.

By the end of this certificate program, graduates will be able to:

- Communicate effectively in a business consulting environment.
- Demonstrate and implement business ethics in your role as a consultant.
- Describe executive functions within an organization.
- Write effective business policies.
- Manage by Statistics
- Develop effective Strategic Planning for Organizational Goals
- Deliver effective training in your role as a consultant.
- Demonstrate the skills, attitudes, and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations during the final externship resulting in case studies that the students use as part of their work portfolio.

Approximate Time to Complete: Full-Time: 10 weeks.
Approximate Time to Complete: Part-Time: 20 weeks.

Program Outline

Administrative Management Consultant/Executive						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
GE100	Basic Study Manual with Trainer Check Sheet	15.00	0.00		15.00	1.00
GE120	Master of Communication I	12.00	12.00		24.00	1.00
GE150	Master of Communication II	8.00	16.00		24.00	1.00
GE160	Master of Communication III	8.00	16.00		24.00	1.00
CBI	Company Basics I	15.00	0.00		15.00	1.00
CBII	Company Basics II	30.00	0.00		30.00	2.00

ET1	Executive Tools	15.00	0.00		15.00	1.00
INTC1	Administrative Management Consultant Final Externship	0.00	5.00	90.00	95.00	2.00
	Program Totals	**103.00**	**49.00**	**90.00**	**242.00**	**10.00**

Public Relations and Marketing Consultant/Executive

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 27-3031.00   Public Relations Specialists
Sample of reported job titles: Account Executive, Communications Director, Communications Specialist, Corporate Communications Specialist, Media Relations Specialist, Public Affairs Specialist, Public Information Officer, Public Information Specialist, Public Relations Coordinator, Public Relations Specialist (PR Specialist)

Program Description and Objectives

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

This program covers the subject of financial planning, evaluation of human behavior, elaborate and conduct surveys, marketing, public relations, and sales functions. The program culminates in a faculty-supervised final externship in which the student summarizes the knowledge and skills learned by applying them to help business or organizational clients.

By the end of this certificate program, graduates will be able to:

- Evaluate the financials of a company and propose financial planning that will aid the growth and productivity within the budget.
- Evaluate human behavior to establish an effective team that furthers the goals of an organization or a project.
- Research a target market.
- Conduct marketing and public relation surveys.
- Develop Public Relations Campaigns
- Create Marketing Programs
- Use the fundamentals of selling to increase business for a company or a product line.
- Describe the role of public relations as a component of a business's marketing strategies.
- Demonstrate the skills, attitudes, and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations during the final externship resulting in case studies that the students use as part of their work portfolio.

Approximate Time to Complete: Full-Time: 13 weeks.
Approximate Time to Complete: Part-Time: 26 weeks.

Program Outline

	Public Relations and Marketing Consultant/Executive					
		CONTACT HOURS				
Course Number	**Course Titles**	**Lecture**	**Lab**	**Externship**	**Clock/ Contact Hours**	**Semester Credits**
FP100	How to Increase Profits through Proper Financial Planning	30.00	0.00		30.00	2.00
HR100	How to Evaluate and Predict Human Behavior	30.00	0.00		30.00	2.00
PR100	Marketing and Public Relations Surveys	15.00	0.00		15.00	1.00
PR200	Public Relations Fundamentals	15.00	30.00		45.00	2.00
MAR100	Marketing	15.00	30.00		45.00	2.00
SA100	How to Create Want for Your Products through Effective Sales Techniques	15.00	30.00		45.00	2.00
INTC2	Public Relations and Marketing Management Consultant Final Externship	0.00	5.00	90.00	95.00	2.00
	Program Totals	**120.00**	**95.00**	**90.00**	**305.00**	**13.00**

Strategic Management Consultant/Executive

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 15-1199.08 - Business Intelligence Analysts
Sample of reported job titles: Business Intelligence Analyst; Business Intelligence Manager; Commercial Intelligence Manager; Competitive Intelligence Analyst; Consultant, Strategic Business and Technology Intelligence; Director of Enterprise Strategy; Director of Market Intelligence; Director, Global Intelligence; Intelligence Analyst; Manager, Market Intelligence

Program Description and Objectives

This program is designed for those who have attained the Public Relations and Marketing Consultant Certificate program, 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 final externship in which the student combines all the knowledge and skills learned to help business or organizational clients.

By the end of this certificate program, graduates will be able to:
- Describe the basic laws of organization and administration.
- Design organizational structures and business flowcharts
- Compare and contrast various organizational designs resulting in effective organization flow.

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- Quality Control Production flow
- Troubleshoot slow or stuck production lines.
- Define quality control functions within an organization.
- Write effective business plans and programs.
- Identify the steps in the business planning process.
- Demonstrate the activities required to be a successful executive director within an organization.
- Evaluate an organization and create an improvement plan.
- Demonstrate the skills, attitudes, and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations during the final externship resulting in case studies that the students use as part of their work portfolio.

Approximate Time to Complete: Full-Time: 14 weeks.
Approximate Time to Complete: Part-Time: 28 weeks.

Program Outline

Strategic Management Consultant/Executive						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
ORG100	Basic Organization	30.00	0.00		30.00	2.00
PROG100	How to Make Planning Become an Actuality	15.00	0.00		15.00	1.00
HR200	How to Achieve Effective Learning	45.00	0.00		45.00	3.00
MH100	Quality Control Mini Hat	15.00	0.00		15.00	1.00
MH300	Executive Director Mini Hat	10.00	50.00		60.00	2.00
PDB100	Hubbard Professional Product Debug Course	15.00	60.00		75.00	3.00
INTC3	Strategic Management Consultant Final Externship	0.00	5.00	90.00	95.00	2.00
Program Totals		130.00	115.00	90.00	335.00	14.00

Senior Management Consultant/Executive

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 11-1021.00   General and Operations Managers
Sample of reported job titles: Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Manager, Plant Superintendent, Production Manager, Store Manager

Program Description and Objectives

This course is designed for people who have completed the Strategic Management 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

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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 faculty-supervised final externship requires the student to apply all the knowledge and skills learned to help business or organizational clients.

By the end of this certificate program, graduates will be able to:

- Describe typical causes for any non-optimum business or organizational situations.
- Write custom plans and programs to address non-optimum business situations.
- Develop 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.
- Demonstrate the skills, attitudes, and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations during the final externship resulting in case studies that the students use as part of their work portfolio.

Approximate Time to Complete: Full-Time: 11 weeks.
Approximate Time to Complete: Part-Time: 22 weeks.

Program Outline

	Senior Management Consultant/Executive					
		CONTACT HOURS				
Course Number	Course Titles	Lecture	Lab	Externship	Clock/ Contact Hours	Semester Credits
MH200	Establishment Officer Mini Hat	15.00	30.00		45.00	2.00
CON300	Consultant A to I Full Hat	15.00	0.00		15.00	1.00
DSE100	Elementary Data Series Evaluator	30.00	120.00		150.00	6.00
INTC4	Senior Management Consultant Final Externship	0.00	5.00	90.00	95.00	2.00
Program Totals		60.00	155.00	90.00	305.00	11.00

Executive Full Hat

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 11-1021.00   General and Operations Managers
Sample of reported job titles: Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Manager, Plant Superintendent, Production Manager, Store Manager

Program Description and Objectives

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."

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 or an establishment officer of a business or professional practice. Enrollment in this program requires WISE membership at the time of admission.

By the end of this certificate program, graduates will be able to:

- Implement projects and programs.
- Create an Allocation Board for an organization.
- Write a mini program to ensure that the Allocation Board and its functions and lines are known by the members of the organization
- Ensure that the mini program is carried out to completion and that the Allocation Board is standardly run.
- Do Short Form Product Clearing on an executive.
- Inspect an organization, posts and terminals related to the person you were assigned.
- Establish the situation of the post or terminal and work out the solutions for that person.

Program Outline

Executive Full Hat						
		CONTACT HOURS				
Course Number	Course Titles	Lecture	Lab	Externship	Clock/ Contact Hours	Semester Credits
GE100	Basic Study Manual with Trainer Checksheet	15.00	0.00		15.00	1.00
CB1	Company Basics I	15.00	0.00		15.00	1.00
CBII	Company Basics II	30.00	0.00		30.00	2.00
ET1	Executive Tools	15.00	0.00		15.00	1.00
SSEFH100	Executive Full Hat Course	5.00	90.00	0.00	95.00	3.00
SSEFH100A	Executive Full Hat Final Practical Application	0.00	0.00	90.00	90.00	2.00
Program Totals		80.00	90.00	90.00	260.00	10.00

Course Room Training and Supervision

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC Code: 25-1081.00 Education Teachers, Postsecondary
Sample of reported job titles: Adjunct Instructor, Assistant Professor, Associate Professor, Education Instructor, Education Professor, Faculty Member, Instructor, Lecturer, Professor, Special Education Professor

Program Description and Objectives

This program is designed for people who want to be employed as training course supervisors in self-paced study course rooms. Enrollment in this course requires WISE membership at the time of admission.

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 program 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 program also contains practical assignments and drills to enable the student to become proficient in applying what he learns on the course.

By the end of this certificate program, graduates will be able to:

- Inspect the actions as they are done by the student Supervisor.
- Correct the student as needed using pink sheets.
- Calling roll, starting the class and targeting students.
- Handling a student that has slowed down or bogged and getting him progressing on his course.
- Using False Data Stripping to find and strip away false data that could block a student from learning the correct data on a subject.
- Ensure coaching is being done standardly and to good results.

Program Outline

	Course Supervisor Training and Supervision					
		CONTACT HOURS				
Course Number	**Course Titles**	**Lecture**	**Lab**	**Externship**	**Clock/ Contact Hours**	**Semester Credits**
GE120	Master of Communication I	12.00	12.00		24.00	1.00
GE150	Master of Communication II	8.00	16.00		24.00	1.00
GE160	Master of Communication III	8.00	16.00		24.00	1.00
HR200	How to Achieve Effective Learning	45.00	0.00		45.00	3.00
SSSUP100	Course Supervisor Training	5.00	90.00	0.00	95.00	3.00
SSSUP100A	Course Supervisor Final Practical Application	0.00	0.00	90.00	90.00	1.00
	Program Totals	**78.00**	**134.00**	**90.00**	**302.00**	**10.00**

Tuition and Fees

Hubbard College of Administration International 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, which will and effect enrollments as of the published date.

Associate Degree of Administrative Management – Full Time

Tuition and Fees	Total Cost	Semester 1	Semester 2	Semester 3	Semester 4
Application Fee (Non-Refundable)	$115 Residents and $200 for International Students	$115/$200	$0.00	$0.00	$0.00
Tuition ($714.29 per credit)	$45,000.00	$11,250.00	$11,250.00	$11,250.00	$11,250.00
*Student Tuition Recovery Fund Non-Refundable	$127.50	$27.50	$27.50	$27.50	$27.50
Orientation Student Services Fee	$250.00	$250.00	$0.00	$0.00	$0.00
Books and Supplies	$2,336.62	$2,336.62	$0.00	$0.00	$0.00
Equipment (estimated expense, not paid to the College)	$850.00	$850.00	$0.00	$0.00	$0.00
Graduation Fee	$100.00	$0.00	$0.00	$0.00	$100.00
Parking Fee Based on $50 per month for 24 months. Non-Refundable, if enrolled as of the first of each month	$800.00	$200.00	$200.00	$200.00	$200.00
Student Activity Fee Based on $89 per month for 24 months. Non-Refundable, if enrolled as of the first of each month	$1,424.00	$356.00	$356.00	$356.00	$356.00
Total Cost Resident Students	$51,003.12	$15,385.12	$11,948.50	$11,948.50	$12,048.50
Total Cost International Students	$51,088.12	$15,470.12	$12,033.50	$12,033.50	$12,133.50

*$2.50 for every $1,000 rounded to the nearest $1,000 for institutional charges.

Associate Degree of Administrative Management – Part Time

Tuition and Fees	Total Cost	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8
Application Fee (Non-Refundable)	$115 Residents and $200 for International Students	$115/$200	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Tuition ($714.29 per credit)	$45,000.00	$5,625.00	$5,625.00	$5,625.00	$5,625.00	$5,625.00	$5,625.00	$5,625.00	$5,625.00
*Student Tuition Recovery Fund Non-Refundable	$127.50	$13.75	$13.75	$13.75	$13.75	$13.75	$13.75	$13.75	$13.75
Orientation Student Services Fee	$250.00	$250.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Books and Supplies	$2,336.62	$2,336.62	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment (estimated expense, not paid to the College)	$850.00	$850.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Graduation Fee	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100.00
Parking Fee Based on $50 per month for 24 months.Non-Refundable, if enrolled as of the first of each month	$1,600.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00
Student Activity Fee Based on $89 per month for 48 months. Non-Refundable, if enrolled as of the first of each month	$2,848.00	$356.00	$356.00	$356.00	$356.00	$356.00	$356.00	$356.00	$356.00
Total Cost Resident Students	$53,227.12	$9,746.37	$6,309.75	$6,309.75	$6,309.75	$6,309.75	$6,309.75	$6,309.75	$6,409.75
Total Cost International Students	$53,312.12	$9,831.37	$6,394.75	$6,394.75	$6,394.75	$6,394.75	$6,394.75	$6,394.75	$6,494.75

*$2.50 for every $1,000 rounded to the nearest $1,000 for institutional charges.

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Certificate Programs

Tuition and Fees	Administrative Management Consultant/ Executive	PR & Marketing Management Consultant/ Executive	Strategic Management Consultant/ Executive	Senior Management Consultant/ Executive	Executive Full Hat	Course Room Training and Supervision
Application Fee (Non-Refundable)	$75.00	$25.00	$25.00	$25.00	$25.00	$25.00
Tuition ($750 per credit)	$7,500.00	$9,750.00	$10,500.00	$8,250.00	$7,500.00	$7,500.00
*Student Tuition Recovery Fund Non-Refundable	$27.50	$27.50	$30.00	$25.00	$27.50	$27.50
Orientation Student Services Fee	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00
Books and Supplies	$2,069.00	$262.75	$394.20	$273.75	$0.00	$0.00
Equipment (estimated expense, not paid to the College)	$850.00	$850.00	$850.00	$850.00	$0.00	$0.00
Graduation Fee	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00
Student Activity Fee	$247.00	$296.00	$296.00	$247.00	$0.00	$0.00
Total Cost for the Program	$10,918.50	$11,261.25	$12,145.20	$9,720.75	$7,602.50	$7,602.50

*$2.50 for every $1,000 rounded to the nearest $1,000 for institutional charges.
**Estimated cost for a period of attendance and the entire program, as each program is under one semester in length.

Additional Fees/Costs, As Applicable

- I-20 Application (Non-US Residents Only) for Certificate Programs, $80
- Credit by Examination, $50 per exam
- Student Consultation, $25 per hour,
- Transcript, $5.00 each
- Returned Check Fee, $20.00,
- Visa Renewal Processing Fee, $100
- Course Repeat Fee, 50% of the per credit tuition rate
- Interest is charged on any overdue balance at 1.5% per month or 18% per year

Payment of Tuition

Students can pay in advance for their entire program but are only required to pay in advance for the semester to be attended, prior to the semester start date, unless a payment plan has been approved.

Payment Plans

Payment plans may be approved by the Treasurer's office which allows students to pay monthly over the course of the semester to be attended. Interest is charged on any overdue balance at 1.5% per month or 18% per year. Students are required to have an approved, current payment plan prior to the start of the semester, or the student will not be allowed to attend classes.

Past Due Accounts

If any balance is due to Hubbard College of Administration International, certificates, degree, or letters of recommendation will not be issued; nor will the student be permitted to register for the next semester until all financial obligations have been settled in the Treasurer's office.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or PO BOX 980818, West Sacramento, CA 95798-0818, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Cancellation, Withdrawal, and Refund Policy

Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh day after enrollment, whichever is later. 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 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 320 North Vermont Ave., Los Angeles, California 90004. This can be done by mail or by hand delivery.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

4. The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

5. If the Enrollment Agreement is cancelled the school will refund the student any money, he/she paid, less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school 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 scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, 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.

 For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 14 consecutive-scheduled class days.
- The student fails to return from a leave of absence.

For determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 consecutive, scheduled class days. 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.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. Refunds shall be issued within 45 days from the date of the student's withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Hubbard College of Administration International does not offer federal or state financial aid. If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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 International recognizes that personalized service is an important part of education. Student Consulting Services to assist students are provided to the student at an hourly charge. 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 Student Services Department at a cost of $50 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 of Administration International will assist students in their job search after they successfully complete their studies by offering information on job opportunities and guidance in resume preparation, interviewing techniques and assistance with interview appointments.

Hubbard College of Administration International does not and cannot promise or guarantee employment or level of income or wage rate upon graduation.

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 are established based on the specific common interests and goals of the students.

Volunteer Services for the Community

Hubbard College of Administration International students are encouraged to gain practical experience through volunteer services to the community, including 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 International has established a student dress code in recognition of the fact 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.

Faculty 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 International does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Los Angeles, CA rental properties start at approximately $1000 per month.

Student 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 located has a security system that monitors the parking lot and other areas of the building 24 hours a day. Students are asked to 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 Chief Academic Officer at Hubbard College of Administration International either in person or in writing. The Chief Academic Officer will have the authority to investigate the complaint, decide as to the appropriate handling required, and see that the appropriate handling is carried out.

If the student feels that he or she is not getting a satisfactory resolution of his or her complaint from the Chief Academic Officer, he or she may always directly communicate with the President of Hubbard College of Administration International in person or in writing.

A formal written concern to the President must state the issue and desired outcome and should include any documentation that supports the concern. The President will review the written statement and any supporting documentation, gather facts, and provide a response to the student within five (5) working days. The President's decision is final.

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or PO BOX 980818, West Sacramento, CA 95798-0818, 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 must be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

Hubbard College of Administration International 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, certificates, degree 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.

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 at Hubbard College of Administration International.

Moral Precepts from THE WAY TO HAPPINESS
1. Take Care of Yourself.
2. Be Temperate.
3. Do not 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. Do not 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.

Administrators and Faculty

School Administrators and Staff

President/Executive Director/Chief Executive Officer – Nick Terrenzi
Vice President of Administration/ Registrar and Treasurer – Martha Pena
Vice President of Operations/Chief Academic Officer – Arthiraani Ramalingam
Academic Compliance Director – Mercedes Mira
Admissions Assistant and Librarian – Edith Muller
Student Services – Yarko Manzanares
Estates Manager – Jose Carpio
Deputy Office Manager – Mireya Banderas
Receptionist – Yolanda Cordon
Director of External Admin – Sandra Lopez

Faculty

Arthiraani Ramalingam, MBA, MS
Chief Academic Officer, Faculty of Marketing and Strategic Management
M.S. Advanced Management Studies from Peter F. Drucker School of Management, Claremont Graduate University, USA
Master of Business Administration (MBA) – Bharathidasan University, India
Post Graduate Diploma in Computer Application (PGDCA) – Bharathidasan University, India
Bachelor of Science in Microbiology and Biochemistry (BS) – Bharathidasan University, India
Over 18 years of field experience

Mercedes Mira, B.S. Business Administration
Academic Compliance Director and Professor of Administrative Studies
Bachelor of Science Business Administration
California State University, Los Angeles
Over 20 years of field experience

Marie Claire Tagliaferro, MA
Professor of General Ed and Public Relations Management.
Master of Arts (MA) in Human Development and Family Life from Kansas University.
Bachelor of Arts (BA) in Human Development and Family Life from Kansas University.

Bachelor of Arts (BA) in Psychology from Kansas University.

Bachelor of Arts (BA) in Preschool Education from Universidad Nacional Abierta - Estado Nueva Esparta, Venezuela.

International Speaker and Publisher,

40 years of experience as an Executive and Educator in the US.

Carla Coronado, BS Computer Science, MBA

Faculty of Gen Ed,

Master of Business Administration (MBA) from (EOI) Escuela de Organizacion Industrial, Madrid, Spain.

Bachelor of Science in Computer Engineering (BS) from (PUCP) Pontifica Universidad Catolica del Peru

Over 11 years of field experience

Academic Calendar

Independence Day	July 4, 2022
Fall Semester 2022 Start Date	August 18, 2022
Labor Day	September 5, 2022
Thanksgiving Holiday	November 24 - November 25, 2022
Fall Semester 2022 End Date	December 16, 2022
Winter Break	December 17, 2022 to January 17, 2023
Spring Semester 2023 Start Date	January 17, 2023
Spring Break	March 20, 2023 to March 24, 2023
Memorial Day	May 29, 2023
Spring Semester 2023 End Date	June 9, 2023

Course Descriptions

CBI Company Basics I

Prerequisite: Basic Study Manual with Trainer Check Sheet   **1.0 Credit**

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.

CBII Company Basics II

Prerequisite: CBI Company Basics I   **2.0 Credits**

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.

CON300 Consultant A to I Full Hat
Prerequisite: Basic Study Manual   **1.0 Credit**

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.

DSE100 Elementary Data Series Evaluator
Prerequisite: Basic Study Manual   **6.0 Credits**

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.

ET1 Executive Tools
Prerequisite: CBII Company Basics II   **1.0 Credit**

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.

FP100 How to Increase Profits through Proper Financial Planning
Prerequisite: None   **2.0 Credits**

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.

FP200 Financial Planning
Prerequisite: None   **4.0 Credits**

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. The student learns how to design and carry out a project to improve the financial situation of the business. The course trains the student on financial planning principles and concepts that result in organizational viability consisting of income greater than expenses along with significant amount of reserves to continue expansion.

GE100 Basic Study Manual with Trainer Check Sheet
Prerequisite: None   **1.0 Credit**

This course teaches the student basic information and skills for learning and applying what he or she 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.

GE120 Master of Communication I
Prerequisite: None   **1.0 Credit**

In any workplace, excellent communication and relations among employees are key; they are the oil that lubricates the workflows and allows for coordination. Without excellent communication, lines jam and efficiency drop. This course teaches the basics of human relations. It integrates the basics of communication and understanding of human behavior in a workplace and provides the student with the tools necessary to be able to get along with others without conflicts and upsets.

GE150 Master of Communication II
Prerequisite: GE120 Master of Communication 1   **1.0 Credit**

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 or her potential for success. The ability to communicate professionally plays no small role in the demonstration of competence. Communication can be learned and developed. This course teaches the student to communicate without tension or nervousness, to get ideas across clearly and distinctly, and to guide and control communication in business or any situation. This course includes a series of eighteen practical drills on the fundamentals of effective communication.

GE160 Master of Communication III
Prerequisite: GE120 and GE150 Master of Communication I & II   **1.0 Credit**

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 by controlling others positively and get things done by efficiently managing a team.

GE170 Organizational Behavior
Prerequisite: None   **4.0 Credits**

Surviving in the business world can often be a challenge. One of the more challenging aspects of business is the recurring necessity of deciding what is right or wrong, good or bad, moral or immoral. These decisions are often complex and difficult to face. The subject of ethics encompasses this aspect of business. This course shows the negative consequences of unethical behavior in business and addresses 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.

GE180 Human Development as a Vital Infrastructure
Prerequisite: None   **4.0 Credits**

This course teaches a student on the concepts and principles of the Tone Scale and the Hubbard Chart of Human Evaluation and use them to evaluate and predict the behavior of other people in life and business.

GE190 Applied Sciences

Prerequisite: None 1.0 Credit

This course provides the student with an overview of the principles and concepts of science and the scientific method. From that understanding, the student applies the scientific method in the subjects of biology, including ecology, evolution, genetics and cell division.

GE200 Business Mathematics
Prerequisite: None 2.0 Credits

In this course, students apply math fundamentals to business applications. Subject matter presented includes a basic math review, business statistics, profit calculations, payroll, banking, and other business topics.

HR100 How to Evaluate and Predict Human Behavior
Prerequisite: None 2.0 Credits

This course provides 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.

HR200 How to Achieve Effective Learning
Prerequisite: GE120 Master of Communication 1 3.0 Credits

This course trains the student on the basics of study and learning, get trained in specific, highly workable study techniques, and become familiar with Study Technology as a comprehensive tool for the use in studying and learning any subject.

INTAAS Final Degree Externship
Prerequisite: Associate of Applied Science Degree courses 7.0 Credits

This faculty-supervised final externship 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 a final externship contract with his or her 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 externship.

INTC1 Administrative Management Consultant Final Externship
Prerequisite: Completion of all other courses in the Administrative Management
Consultant/Executive 2.0 Credits

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

INTC2 Public Relations and Marketing Management Consultant Final Externship
Prerequisite: Completion of all courses in the Public Relations and Marketing
Consultant/Executive 2.0 Credits

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

INTC3 Strategic Management Consultant Final Externship
Prerequisite: Completion of all courses in the Strategic Management Consultant/Executive
2.0 Credits

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

INTC4 Senior Management Consultant Final Externship
Prerequisite: Completion of all courses in the Senior Management Consultant/Executive
2.0 Credits

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

MAN100 Handling the Ups and Downs in Life
Prerequisite: None **2.0 Credits**

Personal problems, whether home or work-related, can take their toll on one's performance at work. This course addresses the influences in a person's life that may cause the student to falter in life and create distress both personally and professionally. It teaches a student to understand why someone who is doing well in life can suddenly do poorly or begin to fail, know the twelve identifying characteristics that will help the student choose his/her friends and associates wisely and provide the student with the tools necessary to help relieve another's burden of an antisocial personality, so they can live well and be happy again.

MAN150 Executive Basics
Prerequisite: None **1.0 Credit**

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.

MAN200 Personal Values and Integrity
Prerequisite: None **2.0 Credit**

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. It shows the student how to improve a student's sense of self-respect, integrity, confidence, and self-worth.

MAN300 Formulas for Business Success
Prerequisite: None **2.0 Credits**

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.

MAN400 Management by Statistics
Prerequisite: MAN300 Formulas for Business Success **3.0 Credits**

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.

MAR100 Marketing Management
Prerequisite: None   **2.0 Credits**

This course teaches the basic elements and tools of marketing and ways to plan marketing strategy and devise marketing and promotional campaigns.

MAR200 Marketing Management
Prerequisite: None   **3.0 Credits**

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

MH100 Quality Control Mini Hat
Prerequisite: Basic Study Manual   **1.0 Credit**

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.

MH200 Establishment Officer Mini Hat
Prerequisite: Basic Study Manual   **2.0 Credits**

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.

MH300 Executive Director Mini Hat
Prerequisite: Basic Study Manual   **2.0 Credits**

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 how to get compliance with orders.

ORG100 Basic Organization
Prerequisite: None   **2.0 Credits**

This course teaches the primary functions of any organization, the basic laws of organization and administration, and methods of designing and setting up an organization so that it runs

effectively. It trains a student to understand the causes of wasting resources, inefficiency and unnecessary extra work made by others and how to create an efficient, productive and upset-free work environment using the concepts and principles of basic organization to increase efficiency and productivity in a business or company.

ORG150 Organizational Structure
Prerequisite: None **4.0 Credits**
This course trains a student to understand the principles of basic organization to increase efficiency and productivity in a business or company towards expansion. The course helps the student understand the organizational structure, functions and departments.

ORG200 Increasing Efficiency
Prerequisite: None **2.0 Credits**
This course teaches the student how to recognize and handle areas of inefficiency that 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.

ORG300 Organizational Analysis
Prerequisite: None **2.0 Credits**
The purpose of this course is to give the student practice in doing organizational analysis, spotting situations that need to be handled and handling them in companies and organizations.

ORG500 How to Study Effectively
Prerequisite: GE120 Master of Communication 1 **4.0 Credits**
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 transcend the barriers to study and address the phenomena of misunderstood words. With this information, the student will be able not only to grasp fully what he or she is studying, but also to apply the material proficiently in work and in life.

ORG600 How to Effectively Handle Work
Prerequisite: None **1.0 Credit**
This course addresses the day-to-day problems of work and living. It addresses areas such as how to handle one's job, how to keep a job, how to maintain productivity and efficiency, and how to handle confusions in the workplace and in life. It also addresses the most common problems encountered in the workplace including stress, exhaustion, and burnout. This course provides the fundamental discoveries that will increase the student's ability to deal with the numerous problems which beset most people in today's workaday world, thereby giving him or her the tools to manage and effectively handle work.

PDB100 Hubbard Professional Product Debug Course
Prerequisite: Basic Study Manual **3.0 Credits**
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.

POL100 How to Write Effective Company Policy
Prerequisite: None **2.0 Credits**
This course teaches the importance of establishing policy and addresses how to write and issue organizational policy, how and when to implement policy, and how policy can be used to expand an organization.

PR100 Marketing and Public Relations Surveys
Prerequisite: None **1.0 Credit**
Surveys are the tools by which one finds out what customers and potential customers think and feel. Surveys give information that is vital to effective marketing, promotion and public relations activities, and campaigns. This course teaches the basics of using surveys for marketing and public relations.

PR150 Creating Surveys to Gain Marketing Insights
Prerequisites: None **2.0 Credits**
This course trains the student on survey principles and concepts on specific techniques to understand what various publics think and what they will react to as far as products and services, and to be able to do surveys.

PR200 Public Relations Fundamentals
Prerequisite: None **2.0 Credits**
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.

PR300 Public Relations Management
Prerequisites: None **3.0 Credits**
This course trains the student on principles and concepts in handling public relations for an organization or individual(s) that increase their value, support, goodwill and productivity.

PROG100 How to Make Planning Become an Actuality
Prerequisite: None **1.0 Credit**
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.

PROG200 Business Planning
Prerequisite: None **2.0 Credits**
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.

SA100 How to Create Want for Your Products Through Effective Sales Techniques.
Prerequisite: GE150 Master of Communication II   **2.0 Credits**
      This course teaches a student to comfortably sell products or services and increase revenue for the company.

SA200 The Art of Sales
Prerequisite: None   **3.0 Credits**
      This course teaches a student to comfortably sell products or services and increase revenue for the company.

SSEFH100 Executive Full Hat
Prerequisite: None   **3.0 Credits**
      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."

This course 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. Enrollment in this course requires WISE membership at the time of admission.

SSEFH100A Executive Full Hat Final Practical Application
Prerequisite: Executive Full Hat   **1.0 Credits**
      A faculty-supervised final practical application requires the student to apply all the knowledge and skills learned in the course while functioning as an executive director of a business or professional practice.

SSSUP100 Course Supervision Training
Prerequisites: Basic Study Manual with Trainer Check   **3.0 Credits**
      This course is designed for people who want to be employed as training course supervisors in self-paced study course rooms. Enrollment in this course requires WISE membership at the time of admission. 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.

SSSUP100A Course Supervision Final Practical Application
Prerequisites: Course Supervision Training   **1.0 Credits**
      This course also contains practical assignments and drills to enable the student to become proficient in applying what he learns on the course.