

**Hubbard College of  
ADMINISTRATION**

**320 North Vermont Ave**

**Los Angeles, CA 90004**

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

**WISE Membership Certificate Programs**

**Catalog January 2010 – December 2010**



HUBBARD COLLEGE  
OF ADMINISTRATION  
INTERNATIONAL

Hubbard College of Administration is approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Hubbard College of Administration under section 94802 (a) of CPPEA, will by operation of law be approved until June 30<sup>th</sup>, 2011. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA. 95798-0818 (916) 574-7774.

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

Hubbard College of Administration is a member of the International Association for Continuing Education and Training.

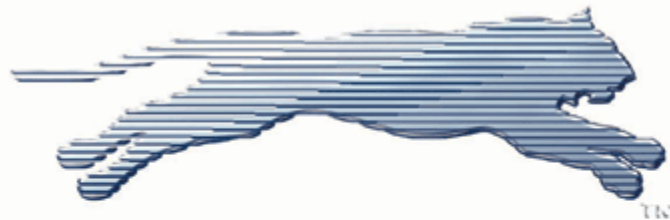
Hubbard College of Administration has been reviewed and approved as an Authorized Provider of continuing education and training programs by the International Association for Continuing Education and Training. Authorized Provider #1202

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

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

Copyright © 2010 Hubbard College of Administration. All Rights Reserved.

Grateful acknowledgement is made to L. Ron Hubbard library to reproduce selections from the copyrighted works of L. Ron Hubbard. The Tiger symbol is a trademark and service owned by the Hubbard College of Administration. THE WAY TO HAPPINESS is a trademark owned by the L. Ron Hubbard Library and is used with its permission.



HUBBARD COLLEGE  
OF ADMINISTRATION  
INTERNATIONAL

**School Holiday Schedule January 2010 – December 2010**

**January 1<sup>st</sup>, 2010– New Year’s Day – January 2, 2010**

**January 18<sup>th</sup>, 2010 – Martin Luther King Day**

**February 15<sup>th</sup>, 2010 – Presidents Day**

**April 9<sup>th</sup>, Easter Observed**

**May 31, 2010– Memorial Day**

**July 5, 2010– Independence Day**

**September 6, 2010– Labor Day**

**November 25, 2010– Thanksgiving Day  
through November 28, 2010**

**December 24, 2010– Christmas Eve through December 31, 2010**

## Table of Contents

Purpose, Mission and Objectives.....	5
History .....	5
Facilities.....	5
WISE Member Certificate Programs	
Consultant Training and Certification .....	7
Consultant Training Level 0 – Basic Consultant .....	7
Consultant Training Level I – Qualified Consultant .....	8
Consultant Training Level II – Senior Consultant.....	9
Consultant Training Level III – Master Consultant.....	10
Training Course Supervisor Program .....	10
Executive Full Hat .....	12
Specialist Full Hat.....	13
Post Mini Hat .....	14
Organizational Trouble Shooter Level 1 .....	15
Organizational Trouble Shooter Level II.....	15
Admissions Information.....	16
Tuition and Fees.....	18
Payment Plans .....	20
Cancellation, Withdrawal and Refund Information.....	21
Academic Information .....	22
Graduation Requirements .....	26
Student Services.....	28
Student Activities.....	28
Student Affairs .....	28
Student Conduct.....	29
Staff .....	30

# HUBBARD COLLEGE OF ADMINISTRATION INTERNATIONAL

## Purpose, Mission and Objectives

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

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

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

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

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

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

## History

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

Since 1991, Hubbard College of Administration has licensed Hubbard Colleges of Administration in California, Florida, Australia, Europe, Russia, the Ukraine, and Latin America.

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

## Facilities

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

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

## **Library**

The library facility has extensive reference materials and course packs for each course at the college available for use by students. It also has 8 high tech computers with free email and Internet access available to the students where the students can access the Library of Congress.

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

## WISE MEMBER CERTIFICATE PROGRAMS

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

### Consultant Training and Certification

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

### CONSULTANT TRAINING LEVEL 0 - BASIC CONSULTANT

---

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

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

#### Required Courses:

##### *GE100 Basic Study Manual with Trainer check sheet*

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

Prerequisite: None

1 Credit

##### *GE150 Improving Business Through Communication*

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

Prerequisite: None

11/3 Credits

##### *CBI Company Basics I*

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

Prerequisite: Basic Study Manual or How to Achieve Effective Learning

2/3 Credit

##### *CBII Company Basics II*

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

Prerequisite: Company Basics I

1 Credit

### *ETI Executive Tools I*

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

Prerequisite: Company Basics II

1 1/3 Credits

### *MAN 250 How to Get Things Done*

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

Prerequisite: Improving Business Through Communication Course

1 1/3 Credits

### *INTCO Consultant Level 0 Internship*

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

3 Credits

---

## **CONSULTANT TRAINING LEVEL I - QUALIFIED CONSULTANT**

---

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

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

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

### **Required Courses:**

#### *ORG100 Basic Organization*

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

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

2 Credits

#### *PROG100 How to Make Planning Become an Actuality*

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

Prerequisite: None

1 2/3 Credits

#### *FP200 How to Increase Profits Through Proper Financial Planning*

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

Prerequisite: Formulas for Business Success

1 1/3 Credit

#### *GE160 How to Evaluate and Predict Human Behavior*

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

Prerequisite: None

1 2/3 Credits

#### *PR100 Marketing and Public Relations Surveys*

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

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

1 2/3 Credits

### *PR200 Public Relations*

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

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

2 Credits

### *MAR100 Marketing*

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

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

1 1/3 Credits

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

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

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

1 2/3 Credits

### *INTC1 Consultant Level I Internship*

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

3 Credits

---

## **CONSULTANT TRAINING LEVEL II - SENIOR CONSULTANT**

---

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

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

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

### **Required Courses:**

#### *GE110 How to Achieve Effective Learning*

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

Prerequisite: None

3 Credits

#### *MH100 Quality Control Mini Hat*

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

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

1 2/3 Credit

#### *MH200 Establishment Officer Mini Hat*

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

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

1 2/3 Credit

### *MH300 Executive Director Mini Hat*

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

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

1 2/3 Credit

### *PDB100 Hubbard Professional Product Debug Course*

This course covers how to do a proper inspection of an organization, analysis of organizations, product debug technology, product debug checklist, targets and production, how to find and replace false data, handling misunderstood words, financial planning tips, staff training programs, personnel program pitfalls, how to bring order to confused areas, business ethics, how to write targets, and how to organize a company and get it to function.3 Credits

### *INTC2 Consultant Level II Internship*

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

3 Credits

### **Consultant Training Level III -Master Consultant**

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

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

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

### **Required Courses:**

#### *CON300 Consultant A to I Full Hat*

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

Prerequisite: Consultant Level II: Senior Consultant program

1 2/3 Credit

#### *DSE100 Elementary Data Series Evaluator*

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

Prerequisite: How to Achieve Effective Learning

5 Credits

#### *INTC3 Consultant Level III Internship*

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

2 Credits

---

## COURSE ROOM TRAINING AND SUPERVISION

---

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

### Training Course Supervisor Program

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

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

#### Required Courses:

##### *GE150 Improving Business Through Communication*

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

Prerequisite: None

11/3 Credits

##### *GE110 How to Achieve Effective Learning*

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

Prerequisite: None

3 Credits

##### *MAN250 How to Get Things Done*

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

Prerequisite: Improving Business Through Communication Course

1 Credit

##### *SUP100 Training Course Supervisor Course*

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

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

4 Credits

### *SUP100A Training Course Supervisor Apprenticeship*

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

Prerequisite: Training Course Supervisor Course

2 Credits

### *SUP200 Learning Accelerator Course*

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

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

1 1/3 Credits

### *SUP200A Learning Accelerator Course Apprenticeship*

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

Prerequisite: Learning Accelerator Course

2/3 Credits

## **WISE MEMBER CERTIFICATE PROGRAMS**

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

## **FULL HAT PROGRAMS**

---

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

## **EXECUTIVE FULL HAT**

---

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

### **Required Courses**

#### *GE100 Basic Study Manual*

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

Prerequisite: None

1 Credit

#### *CBI Company Basics I*

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

Prerequisite: Basic Study Manual

2/3 Credit

### *CBII Company Basics II*

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

Prerequisite: Company Basics I

1 Credit

### *ETI Executive Tools I*

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

Prerequisite: Company Basics II

1 1/3 Credits

### *EFH100 Executive Full Hat*

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

Prerequisites: Basic Study Manual and Executive Status I

3 Credits

### *EFH100A Executive Full Hat Final Practical Application*

This faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned on the program while working as an executive in an organization. The arrangements for this Final Practical Application are handled on an individual basis with each student.

Prerequisite: Post Full Hat

5 Credits

## **SPECIALIST FULL HAT**

---

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

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

### **Required Courses**

#### *GE100 Basic Study Manual*

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

Prerequisite: None

1 Credit

#### *CBI Company Basics I*

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

Prerequisite: Basic Study Manual

2/3 Credit

#### *CBII Company Basics II*

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

Prerequisite: Company Basics I

1 Credit

### *SFH100 Specialist Full Hat*

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

Prerequisites: Basic Study Manual Company Basics II

3 Credits

### *SFH100P Specialist Final Practical Application*

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

Prerequisite: Specialist Full Hat Course

5 Credits

---

## **POST MINI HAT PROGRAM**

---

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

### ***Post Mini Hat Program***

---

This course is for people who are currently employed and who have begun a new post in an organization. This program is designed to help someone to function on a new post in an organization. It covers basic study skills, the key duties and functions of the new post. A faculty supervised Final Practical Application requires the student to use the knowledge and skills learned in the course while working in a business, professional practice or other organization.

### **Required Courses**

#### *GE100 Basic Study Manual*

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

Prerequisite: None

1 Credit

#### *PM100 Post Mini Hat*

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

Prerequisite: Basic Study Manual

1 2/3 Credit

#### *PM100P Post Mini Hat Final Practical Application*

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

Prerequisite: Post Mini Hat course

1 1/3 Credit

---

## **ORGANIZATIONAL TROUBLE SHOOTER PROGRAMS**

---

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

### **Organizational Trouble Shooter Level I**

---

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

### **Required Courses**

#### *PD100 Hubbard Professional Product Debug Course*

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

3 Credits

### *PD100A Hubbard Professional Product Debug Course Final Practical Application*

This faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned on the Hubbard Professional Product Debug Course while working in a business or organization.

Arrangements for the Final Practical Application are handled on an individual basis with each student. Prerequisite:

Hubbard Professional Product Debug Course

1 Credit

## **Organizational Trouble Shooter Program Level II**

---

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

## **Required Courses**

### *DSE100 Hubbard Elementary Data Series Evaluator*

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

Prerequisite: How to Achieve Effective Learning

5 Credits

### *DSE100P Hubbard Elementary Data Series Evaluator Course Final Practical Application*

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

Prerequisite: Hubbard Elementary Data Series Evaluator Course

2 Credits

## **Admissions Information**

### *The College Year*

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

### *Motivation to Learn*

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

### *Self-Determined Enrollment*

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

### *Non-Discrimination Statement*

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

### ***Student Classification***

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

### **Notice Concerning Transferability of Credits and Credentials**

The transferability of credits you earn at the Hubbard College of Administration International is at the complete discretion of an institution to which you may seek to transfer. If the (credits, or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Hubbard College of Administration to determine if your (credits, or degree, diploma or certificate will transfer.

### ***Admissions Procedure***

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

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

### ***WISE Member Admissions Procedure***

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

### ***Interviews and Campus Visits***

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

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

### ***Adult Students***

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

### ***International Students***

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

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

### ***Re-admission Procedures***

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

### ***Revocation of Admission***

Admission to study at Hubbard College of Administration is a privilege. The College reserves the right to

withdraw this privilege at any time it may appear to be in the best interest of the student or the College to do so.

### ***Transfer of Credit by Examination***

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

The following criteria must be met for Credit by Examination:

1. A student applying for a transfer of credit must pass a comprehensive examination covering the course material.
2. The comprehensive examination may only be taken once and must be passed with a score of 85% or higher in order to receive credit. The student does not have to retake the course with a score of 85% but must restudy the areas missed on the exam. There will not be a tuition charge for restudying these areas. An examination fee of \$30.00 is charged for each examination administered.
3. If the exam score is less than 85%, the student must retake the course and is charged the full tuition rate for the course.
4. Credits by Examination are not included in the calculation of the Cumulative Quality Point Average but are included in the credits necessary for graduation.
5. Credit by Examination evaluations will be given during the pre-scheduled examination time established by the Qualifications Division.
6. Credit by Examination is a comprehensive examination and will cover all aspects of the subject.
7. The student's academic record will be clearly annotated to reflect that credit was earned by examination.
8. The maximum amount of credit by examination which Hubbard College of Administration will accept towards graduation is 50% of the theory courses in a program. If a student feels he/she has enough knowledge or practical experience on the subject being examined for credit then he or she can attempt to test their knowledge and receive credit for the course pursuant to the criteria indicated. However, no practical application course (apprenticeship, internship or final practical application) shall be credited by an examination only.

### **Tuition and Fees**

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

#### **Tuition**

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

#### **Textbooks**

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

#### **California Student Tuition Recovery Fund:**

You maybe be eligible for Student Tuition Recovery Fund if you are a California resident, prepaid tuition, paid the

Student Tuition Recovery Fund (STRF), and suffered an economic loss as a result of the following.

1. The school closed before the course of instruction was completed.
  2. The school's failure to pay refunds or charges on behalf of a student to a third party for license or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
  3. The school's failure to pay or reimburse loan proceeds under federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
  4. The school's breach or anticipatory breach of the agreement for the course or instruction.
  5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period determined by the bureau.
  6. The school committed fraud during the recruitment or enrollment or program participation of the student.
- You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Act of 1989.

**Fees**

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

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

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

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

**Tuition and Fee Schedules for WISE Member Certificate Programs**

**Program:** Consultant Level 0: Basic Consultant

**Approximate Weeks:**

**Full Time:** 40 Hours Per Week = 8.75

**Half Time:** 20 Hours Per Week = 17.5

**Part Time:** 10 Hours Per Week = 35

**Instructional Clock Hours:** 350

**Semester Credit Hours:** 9 2/3

<b>Tuition</b>	<b>\$5,800.00</b>
<b>Books and Supplies (Tax not included)</b>	<b>\$ 345.00</b>
<b><u>TOTAL</u></b>	<b><u>\$6,145.00</u></b>

**Program:** Consultant Level I: Qualified Consultant

**Approximate Weeks:**

**Full Time:** 40 Hours Per Week = 12.25

**Half Time:** 20 Hours Per Week = 24.5

**Part Time:** 10 Hours Per Week = 49

**Instructional Clock Hours:** 490  
**Semester Credit Hours:** 16 1/3

<b>Tuition</b>	<b>\$ 9,800.00</b>
<b>Books and Supplies (Tax not included)</b>	<b>\$ 595.00</b>
<b><u>TOTAL</u></b>	<b><u>\$10,395.00</u></b>

**Program:** Consultant Level II: Senior Consultant  
**Approximate Weeks:**  
**Full Time:** 40 Hours Per Week = 8.25  
**Half Time:** 20 Hours Per Week = 16.5  
**Part Time:** 10 Hours Per Week = 33  
**Instructional Clock Hours:** 330  
**Semester Credit Hours:** 11

<b>Tuition</b>	<b>\$6,600.00</b>
<b>Books and Supplies (Tax not included)</b>	<b>\$ 200.00</b>
<b><u>TOTAL</u></b>	<b><u>\$6,800.00</u></b>

**Program:** Consultant Level III: Master Consultant  
**Approximate Weeks:**  
**Full Time:** 40 Hours Per Week = 4.5  
**Half Time:** 20 Hours Per Week = 9  
**Part Time:** 10 Hours Per Week = 18  
**Instructional Clock Hours:** 180  
**Semester Credit Hours:** 8 2/3

<b>Tuition</b>	<b>\$6,600.00</b>
<b>Books and Supplies (Tax not included)</b>	<b>\$ 360.00</b>
<b><u>TOTAL</u></b>	<b><u>\$6,960.00</u></b>

**Program:** Training Course Supervisor  
**Approximate Weeks:**  
**Full Time:** 40 Hours Per Week = 9  
**Half Time:** 20 Hours Per Week = 18  
**Part Time:** 10 Hours Per Week = 36  
**Instructional Clock Hours:** 400  
**Semester Credit Hours:** 13 1/3

<b>Tuition</b>	<b>\$8,000.00</b>
<b>Books and Supplies (Tax not included)</b>	<b>\$ 330.00</b>
<b><u>TOTAL</u></b>	<b><u>\$8,330.00</u></b>

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

<b>Tuition</b>	<b>\$7,200.00</b>
<b>Books and Supplies (Tax not included)</b>	<b>\$ 23.95</b>
<b><u>TOTAL</u></b>	<b><u>\$7,223.95</u></b>

**Program:** Specialist Full Hat  
**Approximate Weeks:**  
**Full Time:** 40 Hours Per Week = 8  
**Half Time:** 20 Hours Per Week = 16  
**Part Time:** 10 Hours Per Week = 32

**Instructional Clock Hours:** 320  
**Semester Credit Hours:** 10 2/3

<b>Tuition</b>	<b>\$6,400.00</b>
<b>Books and Supplies (Tax not included)</b>	<b>\$ 23.95</b>
<b><u>TOTAL</u></b>	<b><u>\$6,423.95</u></b>

**Program:** Post Mini Hat  
**Approximate Weeks:**  
**Full Time:** 40 Hours Per Week = 2  
**Half Time:** 20 Hours Per Week = 4  
**Part Time:** 10 Hours Per Week = 8  
**Instructional Clock Hours:** 90  
**Semester Credit Hours:** 4

<b>Tuition</b>	<b>\$2,400.00</b>
<b>Books and Supplies (Tax )</b>	<b>\$ 23.95</b>
<b><u>TOTAL</u></b>	<b><u>\$2,423.95</u></b>

**Program:** Organizational Troubleshooter Level I  
**Approximate Weeks:**  
**Full Time:** 40 Hours Per Week = 3  
**Half Time:** 20 Hours Per Week = 6  
**Part Time:** 10 Hours Per Week = 12  
**Instructional Clock Hours:** 90  
**Semester Credit Hours:** 4

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

**Program:** Organizational Trouble Shooter Level II  
**Approximate Weeks:**  
**Full Time:** 40 Hours Per Week = 4  
**Half Time:** 20 Hours Per Week = 8  
**Part Time:** 10 Hours Per Week = 16  
**Instructional Clock Hours:** 150  
**Semester Credit Hours:** 7

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

## **PAYMENT PLANS**

---

### ***Pay Per Course***

A student may pay on a course by course basis.

### ***Monthly Payment Plan***

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

### ***Tuition Reduction for Full Payment at Time of Enrollment***

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

## **Cancellation, Withdrawal and Refund Information**

### **Student Rights Under the Student Tuition Recovery Fund**

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

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

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

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

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

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

### **Cancellation Information**

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

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

### **Withdrawal and Refund Information**

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

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

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

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

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

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

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

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

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

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

## Academic Information

### *Language*

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

### *Method of Instruction*

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

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

### *Practical Experience*

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

### *Apprenticeships*

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

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

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

### *Consulting Internships*

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

### *Course Room Hours*

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

### *Student Scheduling*

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

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

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

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

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

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

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

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

### *Accelerated Programs*

Hubbard College of Administration courses and programs are self-paced to allow the student to progress at

his or her own rate. All hours given are the times estimated for the average student to complete. Some students may need more time to complete a course or program of study and some students may complete in less time. The factors that determine whether a student may complete a course of study in a shorter time are:

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

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

### ***Prerequisites***

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

### ***Attendance Policy***

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

### ***Leave of Absence***

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

### ***Dropout Policy***

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

## **Student's Guide to Acceptable Behavior**

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

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

### ***Suspension and Dismissal Policy***

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

## **Grading Standards**

### ***Pass With Honors (PH)***

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

### ***Pass (P)***

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

### ***Credit by Examination (CE)***

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

### ***Failure (F)***

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

### ***Incomplete (I)***

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

### ***Withdrawal (W)***

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

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

### ***Pass/Fail Option***

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

### ***Repeating Courses***

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

### ***Change of Grades***

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

### **Quality-Points**

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

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

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

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

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

### ***Quality-Point Computation***

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

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

### ***Quality Point Average***

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

## **Grade Reports**

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

## **Satisfactory Progress Policy**

### **General**

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

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

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

### ***Satisfactory Progress Status***

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

### ***Student Progress Notification***

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

### ***Examination Disclosure Policy***

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

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

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

## **Transcripts of Records**

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

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

## **Graduation Requirements**

### **Conferring of WISE Member Certificates**

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

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

### **Credit Units**

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

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

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

- 1 semester credit unit

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

## Continuing Education Units

1 Continuing Education Unit at Hubbard College of Administration is equal to:

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

\* **Graduation Requirements are listed below in terms of Semester Credit Units. To Convert the Credits required for Graduation to Continuing Education Units, multiply the credits as listed by 3. For example, Consultant Level 0 requires 11 1/3 Credit Units. The equivalent Continuing Education Units would be 11 1/3 x 3 = 34 Continuing Education Units.**

## Graduation Requirements for Consultant Certification Programs

Program	Credits	QPA	Awarded
Consultant Level 0: Basic Consultant	11 1/3	3.33	WISE Member Certificate
Consultant Level I: Qualified Consultant	14 1/3	3.33	WISE Member Certificate
Consultant Level II: Senior Consultant	8	3.33	WISE Member Certificate
Consultant Level III: Master Consultant	6	3.33	WISE Member Certificate

## Graduation Requirements for the Training/Course Supervisor Program

Program	Credits	QPA	Awarded
Training/Course Supervisor	13 1/3	3.33	WISE Member Certificate

## Student Services

### *Bookstore*

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

### *Student Consulting Services*

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

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

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

### *Individual Academic Assistance*

Sometimes students who are having difficulty with their courses may need special individual assistance.

This assistance is provided through the Qualifications Division at a cost of \$25.00 per hour.

## **Student Activities**

### ***Volunteer Services for the Community***

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

## **Student Affairs**

### ***Dress Code***

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

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

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

### ***Housing***

Hubbard College of Administration does not have residential facilities. The Director of Technical Services will be happy to assist students with finding accommodations that are located conveniently near the College.

### ***Parking***

There is a student parking lot available.

### ***Security***

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

## **Process for Addressing Student Grievances**

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

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

## **Student's Right to Privacy**

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

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

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

## Student Conduct

### The Way to Happiness

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

### Moral Precepts from *THE WAY TO HAPPINESS*

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

# **BOARD OF DIRECTORS, ADMINISTRATORS, FACULTY AND STAFF**

## **Board of Directors**

Nick Terrenzi  
Vered Ziv  
Joyce Earl  
Donna Garrett

## *School Administrators*

Vered Ziv  
Executive Director  
Nick Terrenzi  
Deputy Executive Director  
Martha Pena  
V.P. Operations

## **Faculty**

Javier Guerrero  
Bachelor of Science  
Federal University Rilia, Brazil

Trina Mathews  
Bachelors of Science  
Eastern Michigan University  
M.A. Education San Diego State University

Cathy Feng  
Bachelor of Arts  
Tunghai University Taiwan

Mercedes Mira  
Bachelor of Science Business Administration  
California State University, Los Angeles

Horus Msemaje  
Bachelor Business Administration  
M.A. Science  
Maharishi University of Management, Fairfield, Iowa