

**HUBBARD COLLEGE OF  
ADMINISTRATION**

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**Continuing Education / Certificate Programs**

Catalog January 2011 – December 2011



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.

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**HUBBARD COLLEGE  
OF ADMINISTRATION  
INTERNATIONAL**

**School Holiday Schedule January 2011 – December 2011**

**January 1<sup>st</sup>, 2011– New Year’s Day – January 2, 2011**

**January 17<sup>th</sup>, 2011 – Martin Luther King Day**

**February 21<sup>st</sup>, 2011 – Presidents Day**

**May 30<sup>th</sup>, 2011– Memorial Day**

**July 4<sup>th</sup>, 2011– Independence Day**

**September 5<sup>th</sup>, 2011– Labor Day**

**November 24<sup>th</sup>, 2011– Thanksgiving Day through November 27<sup>th</sup>, 2011**

**December 24<sup>th</sup>, 2011– Christmas Eve through December 30<sup>th</sup>, 2011**

# HUBBARD COLLEGE OF ADMINISTRATION INTERNATIONAL

## Purpose, Mission and Objectives

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

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

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

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

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

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

## History

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

Since 1991, Hubbard College of Administration has licensed Hubbard Colleges of Administration in the 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 Thursday, and from 9:30am to 6:00pm on Friday and Saturdays.

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

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

**Administrative Management**  
**Management Strategies**  
**Management Enhancement**  
**How to Manage People**  
**Financial Planning for Business Owners and Professionals**  
**How to Design an Optimum Organizational Structure**  
**Improving Business Communication**  
**Marketing and Public Relations**  
**Public Relations Basics**  
**Marketing Basics**  
**Sales Basics**  
**Sales Management**  
**Sales Training**

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

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

**Administrative Management**  
**How to Manage People**  
**Marketing and Public Relations**  
**Sales Basics**  
**Sales Training**

## **Continuing Education Certificate Programs for Workplace Skills Enhancement**

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

**Basic Skills for the Workplace**  
**Improving Interpersonal Relationships**

### **Program Information**

#### **Administrative Management**

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

This program covers study skills, interpersonal relationship skills, communication skills, how to predict and evaluate human behavior, business ethics, management by statistics, basic organization, organizational design

and structure, interoffice communication systems, executive basics, leadership, planning and writing programs, increasing efficiency, basic non-accounting financial management, and how to write effective company policy.

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

This program is recommended for:

a) people who have acquired occupational or professional training who can combine their backgrounds from vocational or professional programs with sound business education to enable them to obtain advancement in the management areas associated with their specialty fields, and

b) business owners, professionals, executives, managers and supervisors who want to learn and apply new skills to their existing organizations.

**Program:** Administrative Management

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 28.5

**Half Time:** 20 Hours Per Week = 57

**Part Time:** 10 Hours Per Week = 114

**Instructional Clock Hours:** 1,140

**Semester Credit Hours:** 38

**Continuing Education Units:** 114

Required Courses:

Basic Study Manual

How to Get Along With Others

How to Get Along With Others Apprenticeship

Handling the Ups and Downs in Life

Handling the Ups and Downs in Life Apprenticeship

Personal Values and Integrity

Personal Values and Integrity Apprenticeship

Improving Business Through Communication

How to Effectively Handle Work

How to Effectively Handle Work Apprenticeship

Ethics for Business Survival

Ethics for Business Survival Apprenticeship

Formulas for Business Success

Management by Statistics

Management by Statistics Apprenticeship

Executive Basics

Basic Organization

Basic Organization Apprenticeship

How to Expand Your Company by Making Planning

Become an Actuality

How to Expand Your Company by Making Planning

Become an Actuality Apprenticeship

How to Increase Efficiency in Your Company

How to Increase Efficiency in Your Company

Apprenticeship

How to Increase Profits Through Proper Financial  
Planning

How to Increase Profits Through Proper Financial  
Planning Apprenticeship

How to Write Effective Company Policy

How to Write Effective Company Policy  
Apprenticeship

How to Evaluate and Predict Human Behavior

How to Get Things Done

Administrative Management Final Practical  
Application

## Management Strategies

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

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

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

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

**Program:** Management Strategies

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 4.5

**Half Time:** 20 Hours Per Week = 9

**Part Time:** 10 Hours Per Week = 18

**Instructional Clock Hours:** 180

**Semester Credit Hours:** 6

**Continuing Education Units:** 18

Required Courses:

Basic Study Manual

Formulas for Business Success

Management By Statistics

Executive Basics

Management Strategies Final Practical Application

## Management Enhancement

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

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

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

**Program:** Management Enhancement

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 6

**Half Time:** 20 Hours Per Week = 12

**Part Time:** 10 Hours Per Week = 24

**Instructional Clock Hours:** 240

**Semester Credit Hours:** 8

**Continuing Education Units:** 24

Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Evaluate and Predict Human Behavior

Formulas for Business Success

Management By Statistics

Executive Basics

## How to Manage People

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

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

This program is recommended for:

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

**Program:** Regarded

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

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

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

**Instructional Clock Hours:** 350

**Semester Credit Hours:** 11 2/3

**Continuing Education Units:** 35

Required Courses:

Basic Study Manual

How to Get Along With Others

How to Get Along With Others Apprenticeship

Handling the Ups and Downs in Life

Handling the Ups and Downs in Life Apprenticeship

Personal Values and Integrity

Personal Values and Integrity Apprenticeship

Improving Business Through Communication

Ethics for Business Survival

Ethics for Business Survival Apprenticeship

How to Evaluate and Predict Human Behavior

Formulas for Business Success

How to Manage People Final Practical Application

## Financial Planning for Business Owners and Professionals

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

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

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

**Program:** Financial Planning for Business Owners  
and Professionals

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 6.5

**Half Time:** 20 Hours Per Week = 13

**Part Time:** 10 Hours Per Week = 26

**Instructional Clock Hours:** 260

**Semester Credit Hours:** 8 2/3

**Continuing Education Units:** 26

Required Courses:

Basic Study Manual

Formulas for Business Success

Management By Statistics

Executive Basics

How to Expand Your Company By Making Planning

Become an Actuality

Financial Planning

Financial Planning Final Practical Application

## How to Design an Optimum Organizational Structure

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

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

organizational design knowledge and tools.

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

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

**Program:** How to Design an Optimum Organizational Structure

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 5

**Half Time:** 20 Hours Per Week = 10

**Part Time:** 10 Hours Per Week = 20

**Instructional Clock Hours:** 200

**Semester Credit Hours:** 6 2/3

**Continuing Education Units:** 20

Required Courses:

Basic Study Manual

Ethics for Business Survival

Basic Organization

Basic Organization Final Practical Application

## Improving Business Communication

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

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

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

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

**Program:** Improving Business Communication

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 4.5

**Half Time:** 20 Hours Per Week = 9

**Part Time:** 10 Hours Per Week = 18

**Instructional Clock Hours:** 180

**Semester Credit Hours:** 6 2/3

**Continuing Education Units:** 18

Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Increase Efficiency in Your Company

How to Increase Efficiency in Your Company

Apprenticeship

How to Get Things Done

## Marketing and Public Relations

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

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

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

This program is recommended for:

- a) people currently employed in marketing and public relations positions who want to gain new knowledge and skills,
- b) people who have acquired occupational or professional training who can combine their backgrounds with

marketing and public relations knowledge and skills to enable them to obtain a position in marketing or public relations associated with their specialty fields, and

c) Business owners, professionals or executives who want to become more effective in managing the marketing and public relations functions of their companies or professional practices.

**Program:** Marketing and Public Relations

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 15.75

**Half Time:** 20 Hours Per Week = 31.5

**Part Time:** 10 Hours Per Week = 63

**Instructional Clock Hours:** 630

**Semester Credit Hours:** 21

**Continuing Education Units:** 63

Required Courses:

Basic Study Manual

How to Get Along With Others

Handling the Ups and Downs in Life

Personal Values and Integrity

Improving Business Through Communication

How to Effectively Handle Work

How to Evaluate and Predict Human Behavior

Formulas for Business Success

Management By Statistics

How to Expand Your Company By Making Planning

    Become an Actuality

How to Write Effective Company Policy

How to Increase Profits Through Proper Financial

    Planning

How to Get Things Done

Public Relations and Marketing Surveys

Public Relations

Marketing

Public Relations and Marketing Final Practical

    Application

## Public Relations Basics

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

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

This program is recommended for:

a) people who are currently working in public relations and

b) business owners, professionals, executives and managers who want to become more effective in managing the public relations functions of their companies or professional practices.

**Program:** Public Relations Basics

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 6.25

**Half Time:** 20 Hours Per Week = 12.5

**Part Time:** 10 Hours Per Week = 25

**Instructional Clock Hours:** 250

**Semester Credit Hours:** 8 1/3

**Continuing Education Units:** 25

Required Courses:

Basic Study Manual

    How to Get Along With Others

Public Relations and Marketing Surveys

Public Relations and Marketing Surveys

    Apprenticeship

Public Relations

Public Relations Basics Final Practical Application

## Marketing Basics

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

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

This program is recommended for:

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

**Program:** Marketing Basics

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 7.25

**Half Time:** 20 Hours Per Week = 14.5

**Part Time:** 10 Hours Per Week = 29

**Instructional Clock Hours:** 290

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

**Continuing Education Units:** 29

Required Courses:

Basic Study Manual

How to Get Along With Others

Public Relations and Marketing Surveys

Public Relations and Marketing Surveys

Apprenticeship

Public Relations

Marketing

Marketing Basics Final Practical Application

## Sales Management

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

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

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

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

This program is recommended for:

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

**Program:** Sales Management

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 12.75

**Half Time:** 20 Hours Per Week = 25.5

**Part Time:** 10 Hours Per Week = 51

**Instructional Clock Hours:** 510

**Semester Credit Hours:** 17

**Continuing Education Units:** 51

Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Get Along With Others

Handling the Ups and Downs in Life

Personal Values and Integrity

How to Evaluate and Predict Human Behavior

Formulas for Business Success

Management By Statistics

How to Effectively Handle Work  
How to Get Things Done  
Financial Planning  
How to Expand Your Company By Making Planning  
Become an Actuality  
How to Increase Want for Your Products Through  
Effective Sales Techniques  
Sales Management Final Practical Application

## Sales Training

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

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

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

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

This program is recommended for:

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

**Program:** Sales Training

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 9.75

**Half Time:** 20 Hours Per Week = 19.5

**Part Time:** 10 Hours Per Week = 39

**Instructional Clock Hours:** 390

**Semester Credit Hours:** 13

**Continuing Education Units:** 39

Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Get Along With Others

How to Get Along With Others Apprenticeship

Handling the Ups and Downs in Life

Handling the Ups and Downs in Life Apprenticeship

Personal Values and Integrity

Personal Values and Integrity Apprenticeship

How to Evaluate and Predict Human Behavior

Formulas for Business Success

Public Relations and Marketing Surveys

How to Create Want for Your Products Through

Effective Sales Techniques

Sales Training Final Practical Application

## Sales Basics

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

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

This program is recommended for:

- a) people employed in sales who want to improve their personal selling ability.

**Program:** Sales Basics

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 4.25

**Half Time:** 20 Hours Per Week = 8.5

**Part Time:** 10 Hours per Week = 17

Required Courses:

Basic Study Manual

Improving Business Through Communication

How to Create Want for Your Products Through

Effective Sales Techniques

## Basic Skills for the Workplace

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

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

This program is recommended for:

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

**Program:** Basic Skills for the Workplace

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 7.5

**Half Time:** 20 Hours Per Week = 15

**Part Time:** 10 Hours Per Week = 30

**Instructional Clock Hours:** 300

**Semester Credit Hours:** 10

**Continuing Education Units:** 30

Required Courses:

Basic Study Manual

How to Get Along With Others

How to Get Along With Others Apprenticeship

Handling the Ups and Downs in Life

Handling the Ups and Downs in Life Apprenticeship

Personal Values and Integrity

Personal Values and Integrity Apprenticeship

Improving Business Through Communication

How to Effectively Handle Work

Ethics for Business Survival

Ethics for Business Survival Apprenticeship

Formulas for Business Success

## Improving Interpersonal Relationships

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

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

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

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

**Program:** Improving Interpersonal Relationships

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 5

**Half Time:** 20 Hours Per Week = 10

**Part Time:** 10 Hours Per Week = 20

**Instructional Clock Hours:** 200

**Semester Credit Hours:** 6 2/3

**Continuing Education Units:** 20

Required Courses:

Basic Study Manual

How to Get Along With Others

How to Get Along With Others Apprenticeship

Handling the Ups and Downs in Life

Handling the Ups and Downs in Life Apprenticeship

Personal Values and Integrity

Personal Values and Integrity Apprenticeship

Improving Business Through Communication

Ethics for Business Survival

## Course Descriptions

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

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

### **GE100 Basic Study Manual**

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

Prerequisite: None

1 Credit  
3 CEU

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

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

Prerequisite: None

3 Credit  
9 CEU

### **GE120 How to Get Along With Others**

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

Prerequisite: None

1/3 Credit  
1 CEU

### **GE120A How to Get Along With Others Apprenticeship**

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

Prerequisite: How to Get Along With Others Course

1/3 Credit  
1 CEU

### **GE130 Handling the Ups and Downs in Life**

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

Prerequisite: None

1/2 Credit  
1.5 CEU

### **GE130A Handling the Ups and Downs in Life Apprenticeship**

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

Prerequisite: Handling the Ups and Downs in Life Course

1/2 Credit  
1.5 CEU

### **GE140 Personal Values and Integrity**

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

Prerequisite: None

1/2 Credit  
1.5 CEU

### **GE140A Personal Values and Integrity Apprenticeship**

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

Prerequisite: Personal Values and Integrity Course

1/2 Credit

1.5 CEU

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

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

Prerequisite: None

1 1/3 Credit

4 CEU

### **GE150A Improving Business Through Communication Apprenticeship**

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

Prerequisite: Improving Business through Communication Course

2/3 Credit

2 CEU

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

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

Prerequisite: None

1 2/3 Credit

5 CEU

### **GE160A How to Evaluate and Predict Human Behavior Apprenticeship**

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

Prerequisite: How to Evaluate and Predict Human Behavior Course

2/3 Credit

2 CEU

### **GE170 How to Effectively Handle Work**

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

Prerequisite: None

1 1/3 Credit

4 CEU

### **GE170A How to Effectively Handle Work Apprenticeship**

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

Prerequisite: How to Effectively Handle Work Course

1 Credit

3 CEU

### **ETH100 Ethics for Business Survival**

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

Prerequisite: None

1 2/3 Credit

5 CEU

### **ETH100A Ethics for Business Survival Apprenticeship**

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

Prerequisite: Ethics for Business Survival Course

1 Credit  
3 CEU

### **ETH200 Formulas for Business Success**

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

Prerequisite: None

1 1/3 Credit  
4 CEU

### **ETH200A Formulas for Business Success Apprenticeship**

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

Prerequisite: Formulas for Business Success Course

1 Credit  
3 CEU

### **STA100 Management by Statistics**

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

Prerequisite: Formulas for Business Success Course

1 1/3 Credit  
4 CEU

### **STA100A Management by Statistics Apprenticeship**

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

Prerequisite: Management by Statistics Course

1 Credit  
3 CEU

### **MAN100 Executive Basics**

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

Prerequisite: Formulas for Business Success

1 1/3 Credit  
4 CEU

### **MAN100A Executive Basics Apprenticeship**

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

Prerequisite: Executive Basics Course

1 Credit  
3 CEU

### **MAN200 Effective Leadership**

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

Prerequisite: None (Executive Basics recommended)

1 1/3 Credit  
4 CEU

### **MAN200A Effective Leadership Apprenticeship**

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

Prerequisite: Effective Leadership Course

2/3 Credit  
2 CEU

### **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 Credit  
6 CEU

### **ORG100A Basic Organization Apprenticeship**

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

Prerequisite: Basic Organization Course

2 Credit  
6 CEU

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

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

Prerequisite: None

1 2/3 Credit  
5 CEU

### **PROG100A How to Make Planning Become an Actuality Apprenticeship**

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

Prerequisite: How to Make Planning Become an Actuality Course

1 1/3 Credits  
4 CEU

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

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

Prerequisite: Improving Business Through Communication Course

1 1/3 Credit  
4 CEU

### **ORG200 How to Increase Efficiency in Your Company**

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

Prerequisite: None

1 1/3 Credit  
4 CEU

### **ORG200A How to Increase Efficiency in Your Company Apprenticeship**

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

Prerequisite: How to Increase Efficiency in Your Company Course

1 Credit  
3 CEU

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

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

Prerequisite: Formulas for Business Success

1 1/3 Credit  
4 CEU

## **FP200A How to Increase Profits Through Proper Financial Planning Apprenticeship**

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

Prerequisite: How to Increase Profits Through Proper Financial Planning Course

2 Credit  
6 CEU

## **POL100 How to Write Effective Company Policy**

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

Prerequisite: None

2/3Credit  
2 CEU

## **POL100A How to Write Effective Company Policy Apprenticeship**

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

Prerequisite: How to Write Effective Company Policy Course

1 1/3 Credit  
4 CEU

## **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 Credit  
5 CEU

## **PR100A Marketing and Public Relations Surveys Apprenticeship**

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

Prerequisite: Marketing and Public Relations Surveys Course

1 2/3 Credit  
5 CEU

## **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  
6 CEU

### **PR200A Public Relations Apprenticeship**

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

Prerequisite: Public Relations Course

1 2/3 Credit  
5 CEU

### **MAR100 Marketing**

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

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

1 1/3 Credit  
4 CEU

### **MAR10A Marketing Apprenticeship**

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

Prerequisite: Marketing Course

1 2/3 Credit  
5 CEU

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

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

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

1 2/3 Credit  
5 CEU

### **SA100A Sales Apprenticeship**

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

Prerequisite: Sales Course

1 2/3 Credit  
5 CEU

### **FP300P Financial Planning for Business Owners and Professionals Final Practical**

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

2/3 Credit  
2 CEU

### **MAN100P Administrative Management Final Practical Application**

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

5 Credit  
15 CEU

### **MAN300P How to Manage People Final Practical Application**

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

1 Credit  
3 CEU

### **MAN400P Management Strategies Final Practical Application**

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

1 Credit

**MAR100P Marketing Basics Final Practical Application**

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

1 2/3 Credits  
5 CEU

**MAR200P Marketing and Public Relations Final Practical Application**

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

1 2/3 Credit  
5 CEU

**ORG100P Basic Organization Final Practical Application**

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

2 Credits  
6 CEU

**PR200P Public Relations Basics Final Practical Application**

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

1 2/3 Credit  
5 CEU

**SA100P Sales Basics Final Practical Application**

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

1 2/3 Credits  
5 CEU

**SA200P Sales Training Final Practical Application**

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

1 2/3 Credit  
5 CEU

**SA200P Sales Management Final Practical Application**

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

1 2/3 Credit  
5 CEU

## **Admissions Information**

**The College Year**

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

**Motivation to Learn**

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

**Self-determined Enrollment**

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

## **Non-Discrimination Statement**

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

## **Student Classification**

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

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

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

## **Admissions Procedure**

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

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

## **Certificate Programs Admissions Procedure**

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

## **Interviews and Campus Visits**

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

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

## **Adult Students**

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

## **International Students**

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

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

## **Readmission Procedures**

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

## **Transfer of Credit by Examination**

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

The following criteria must be met for Credit by Examination:

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

## **Tuition and Fees**

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

### **Tuition**

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

### **Textbooks**

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

## General Regulations

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

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

### California Student Tuition Recovery Fund:

You maybe be eligible for Student Tuition Recovery Fund if you are a California resident, prepaid tuition, paid the Student Tuition Recovery Fund (STRF), and suffered an economic loss as a result of the following.

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

### Fees

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

## Continuing Education Programs Tuition Schedule

**Program:** Administrative Management

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 28.5

**Half Time:** 20 Hours Per Week = 57

**Part Time:** 10 Hours Per Week = 114

**Instructional Clock Hours:** 1140

**Semester Credit Hours:** 38

**Continuing Education Units:** 114

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

**Program:** Management Strategies

Approximate Weeks:

**Full Time:** 40 Hours Per Week = 4.5

**Half Time:** 20 Hours Per Week = 9

**Part Time:** 10 Hours Per Week = 18  
**Instructional Clock Hours:** 180  
**Semester Credit Hours:** 6  
**Continuing Education Units:** 18

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

**Program:** Management Enhancement  
Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 6  
**Half Time:** 20 Hours Per Week = 12  
**Part Time:** 10 Hours Per Week = 24  
**Instructional Clock Hours:** 240  
**Semester Credit Hours:** 8  
**Continuing Education Units:** 24

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

**Program:** How to Manage People  
Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 8.75  
**Half Time:** 20 Hours Per Week = 17.5  
**Part Time:** 10 Hours Per Week = 35  
**Instructional Clock Hours:** 350  
**Semester Credit Hours:** 11 2/3  
**Continuing Education Units:** 35

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

**Program:** Financial Planning for Business Owners and Professionals  
Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 6.5  
**Half Time:** 20 Hours Per Week = 13  
**Part Time:** 10 Hours Per Week = 26  
**Instructional Clock Hours:** 260  
**Semester Credit Hours:** 8 2/3  
**Continuing Education Units:** 26

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

**Program:** How to Design an Optimum Organizational Structure  
Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 5  
**Half Time:** 20 Hours Per Week = 10  
**Part Time:** 10 Hours Per Week = 20  
**Instructional Clock Hours:** 200  
**Semester Credit Hours:** 6 2/3  
**Continuing Education Units:** 20

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

**Program:** Improving Business Communication  
Approximate Weeks:

**Full Time:** 40 Hours Per Week = 4.5  
**Half Time:** 20 Hours Per Week = 9  
**Part Time:** 10 Hours Per Week = 18  
**Instructional Clock Hours:** 180  
**Semester Credit Hours:** 6  
**Continuing Education Units:** 18

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

**Program:** Marketing and Public Relations  
Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 15.75  
**Half Time:** 20 Hours Per Week = 31.5  
**Part Time:** 10 Hours Per Week = 63  
**Instructional Clock Hours:** 630  
**Semester Credit Hours:** 21  
**Continuing Education Units:** 63

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

**Program:** Public Relations Basics  
Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 6.25  
**Half Time:** 20 Hours Per Week = 12.5  
**Part Time:** 10 Hours Per Week = 25  
**Instructional Clock Hours:** 250  
**Semester Credit Hours:** 8 1/3  
**Continuing Education Units:** 25

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

**Program:** Marketing Basics  
Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 7.25  
**Half Time:** 20 Hours Per Week = 14.5  
**Part Time:** 10 Hours Per Week = 29  
**Instructional Clock Hours:** 290  
**Semester Credit Hours:** 9 2/3  
**Continuing Education Units:** 29

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

**Program:** Sales Management  
Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 12.75  
**Half Time:** 20 Hours Per Week = 25.5  
**Part Time:** 10 Hours Per Week = 51  
**Instructional Clock Hours:** 510  
**Semester Credit Hours:** 17  
**Continuing Education Units:** 51

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

**Program:** Sales Training  
 Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 9.75  
**Half Time:** 20 Hours Per Week = 19.5  
**Part Time:** 10 Hours Per Week = 39  
**Instructional Clock Hours:** 390  
**Semester Credit Hours:** 13  
**Continuing Education Units:** 39

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

**Program:** Sales Basics  
 Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 4.25  
**Half Time:** 20 Hours Per Week = 8.5  
**Part Time:** 10 Hours per Week = 17  
**Instructional Clock Hours:** 170  
**Semester Credit Hours:** 5 2/3  
**Continuing Education Units:** 17

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

**Program:** Basic Skills for the Workplace  
 Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 7.5  
**Half Time:** 20 Hours Per Week = 15  
**Part Time:** 10 Hours Per Week = 30  
**Instructional Clock Hours:** 300  
**Semester Credit Hours:** 10  
**Continuing Education Units:** 30

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

**Program:** Improving Interpersonal Relationships  
 Approximate Weeks:  
**Full Time:** 40 Hours Per Week = 5  
**Half Time:** 20 Hours Per Week = 10  
**Part Time:** 10 Hours Per Week = 20  
**Instructional Clock Hours:** 200  
**Semester Credit Hours:** 6 2/3  
**Continuing Education Units:** 20

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

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

<b>COURSE</b>	<b>TUITION</b>	<b>BOOKS AND MATERIALS (tax not included)</b>
Basic Study Manual	\$600.00	\$23.95
How to Achieve Effective Learning	\$1,800.00	\$110.00
How to Get Along With Others	\$200.00	\$62.00
How to Get Along With Others Apprenticeship	\$200.00	
Handling the Ups and Downs in Life	\$300.00	\$62.00
Handling the Ups and Downs in Life Apprenticeship	\$300.00	
Personal Values and Integrity	\$300.00	\$62.00
Personal Values and Integrity Apprenticeship	\$300.00	
Improving Business Through Communication	\$800.00	\$110.00
How to Evaluate and Predict Human Behavior	\$1,000.00	\$110.00
How to Evaluate and Predict Human Behavior Apprenticeship	\$400.00	
How to Effectively Handle Work	\$800.00	\$110.00
How to Effectively Handle Work Apprenticeship	\$600.00	
Ethics for Business Survival	\$1,000.00	\$75.00
Ethics for Business Survival Apprenticeship	\$600.00	
Formulas for Business Success	\$800.00	\$110.00
Formulas for Business Success Apprenticeship	\$1,000.00	
Management By Statistics	\$800.00	\$110.00
Management By Statistics Apprenticeship	\$1,000.00	
Executive Basics	\$800.00	\$110.00
Executive Basics Apprenticeship	\$600.00	
Effective Leadership	\$800.00	\$75.00
Effective Leadership Apprenticeship	\$400.00	
Basic Organization	\$1,200.00	\$75.00
Basic Organization Apprenticeship	\$1,200.00	

How to Make Planning Become an Actuality	\$1,000.00	\$75.00
How to Make Planning Become an Actuality Apprenticeship	\$800.00	
How to Get Things Done	\$800.00	\$110.00
How to Increase Efficiency in Your Company	\$800.00	\$75.00
How to Increase Efficiency in Your Company Apprenticeship	\$600.00	
How to Increase Profits Through Proper Financial Planning	\$800.00	\$75.00
How to Increase Profits Through Proper Financial Planning Apprenticeship	\$1,200.00	
How to Write Effective Company Policy	\$400.00	\$75.00
How to Write Effective Company Policy Apprenticeship	\$800.00	
Marketing and Public Relations Surveys	\$1,000.00	\$75.00
Marketing and Public Relations Surveys Apprenticeship	\$1,000.00	
Public Relations	\$1,200.00	\$75.00
Public Relations Apprenticeship	\$1,000.00	
Marketing	\$800.00	\$75.00
Marketing Apprenticeship	\$1,000.00	
How to Create Want for Your Products or Services Through Effective Sales Techniques	\$1,000.00	Contact book store for pricing.
How to Create Want for Your Products or Services Through Effective Sales Techniques Apprenticeship	\$800.00	

## Payment Plans

### Pay Per Course

A student may pay on a course by course basis.

### Monthly Payment Plan

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

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

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

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

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

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

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

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

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

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

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

### **Cancellation Information**

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

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

### **Withdrawal and Refund Information**

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

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

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

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

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

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

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

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

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

## **Academic Information**

### **Language**

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

### **Method of Instruction**

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

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

### **Practical Experience**

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

### **Apprenticeships**

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

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

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

### **Final Practical Applications**

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

### **Course Room Hours**

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

## **Student Scheduling**

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

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

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

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

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

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

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

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

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

## **Accelerated Programs**

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

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

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

## **Prerequisites**

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

## **Attendance Policy**

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

## **Leave of Absence**

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

## **Dropout Policy**

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

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

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

1. Be on time for course. If, for some very urgent reason, you are unable to attend course on the date or time that you have scheduled yourself for, let the Supervisor know as far as possible in advance.
2. Get sufficient food and sleep while you are doing the course.
3. Do not consume any drugs or alcohol during the period you are on course without the express

permission of your Supervisor. (If you are taking medically prescribed drugs under the care of a doctor, please inform your Supervisor.)

4. You are allowed to smoke on breaks only and only outside the course room.
5. Do not eat or store food in the course room.
6. If you have any problem understanding any of your materials or if something seems confusing to you, tell the Supervisor right away so he can help you. Don't ask another student because he or she may have the same question. Always ask your Supervisor. This is very important.

## **Suspension and Dismissal Policy**

Conditions considered for possible dismissal are:

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

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

## **Grading Standards**

### *Pass With Honors (PH)*

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

### *Pass (P)*

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

### *Credit by Examination (CE)*

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

### *Failure (F)*

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

### *Incomplete (I)*

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

### *Withdrawal (W)*

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

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

## Pass/Fail Option

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

## Repeating Courses

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

## Change of Grades

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

## Quality-Points

Credits -- a credit represents the work of at least 30 course, apprenticeship or Final Practical Application hours. CEU represents the work of 10 course, apprenticeship for final practical applications hours. 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 credit by examination count toward fulfillment of graduation requirements, the grades earned in such courses are not included in quality-point computation.

## **Grade Reports**

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

## **Satisfactory Progress Policy**

### **General**

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

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

### **Satisfactory Progress Status**

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

### **Student Progress Notification**

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

### **Examination Disclosure Policy**

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

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

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

### **Transcripts of Records**

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

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

## **Graduation Requirements**

### **Conferring of Certificates**

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

graduation. Certificates are awarded to students who fulfill all educational, financial, and administrative requirements of the program.

### **Credit Units**

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

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

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

1 semester credit unit

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

### **Continuing Education Units**

1 Continuing Education Unit (CEU) 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 Final Practical Application

## Graduation Requirements for Continuing Education Certificate Programs

<b>Program</b>	<b>Credit</b>	<b>CEU</b>	<b>QPA</b>	<b>Awarded</b>
Administrative Management	35 1/3	106	3.33	Certificate
Management Strategies	6	18	3.33	Certificate
Management Enhancement	7 1/3	23	3.33	Certificate
How to Manage People	10	30	3.33	Certificate
Financial Planning for Business Owners and Professionals	8	24	3.33	Certificate
How to Design an Optimum Organizational Structure	5	15	3.33	Certificate
Improving Business Communications	6 1/3	19	3.33	Certificate
Marketing and Public Relations	18 2/3	56.5	3.33	Certificate
Public Relations Basics	7 1/3	22	3.33	Certificate
Marketing Basics	9	27	3.33	Certificate
Sales Management	15 2/3	47	3.33	Certificate
Sales Training	11 1/3	34	3.33	Certificate
Sales Basics	5 1/3	16	3.33	Certificate
Basic Skills for the Workplace	9	27	3.33	Certificate
Improving Interpersonal Relationships	5 1/3	16	3.33	Certificate

## **Student Services**

### **Bookstore**

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

### ***Student Consulting Services***

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

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

### ***Individual Academic Assistance***

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

## **Student Affairs**

### **Dress Code**

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

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

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

### **Housing**

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

### **Parking**

The college has a parking lot for the students use.

### **Security**

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

### **Process for Addressing Student Grievances**

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

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

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

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

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

Hubbard College of Administration accords all rights under the law to students who are declared independent. Students who are minors are still accorded the protection of the law with the exception that a parent or

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

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

## **Student Conduct**

### **The Way to Happiness**

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

### **Suspension and Dismissal Policy**

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

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

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

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# **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

## **Faculty**

Ben Ghiora  
MBA Business Administration, California State University Long Beach  
BS Business Administration, California State College Long Beach

George Eckhert  
MBA Business Administration, University of Toronto  
BS Engineering, Brown University  
Business Consultant

Cathy Feng  
Bachelor of Arts, Tunghai University Taiwan

Ray Turner  
BS Business Administration, Oklahoma State University

Mercedes Mira  
BS Business Administration, California State University Los Angeles

Horus Msemaje  
BA Interdisciplinary Studies, Maharishi University of Management  
M.A. Science, Maharishi University of Management