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**[www.hubbardcollege.org](http://www.hubbardcollege.org)**

**Catalog**  
**July 1, 2016 to June 30, 2017**

Revised November 9, 2016

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

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

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

Hubbard College of Administration International does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

Hubbard College of Administration International is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

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## **School Holiday Schedule**

Independence Day	July 4 <sup>th</sup> , 2016
Labor Day	September 5 <sup>th</sup> , 2016
Thanksgiving Holiday	November 24 <sup>th</sup> and 25 <sup>th</sup> , 2016
Christmas/New Year's Holiday	December 23 <sup>rd</sup> , 2016 to January 2 <sup>nd</sup> , 2017
Memorial Day	May 29 <sup>th</sup> , 2017

# Purpose, Mission and Objectives

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

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

We offer an Associate of Applied Science: Management and Administration degree and certificate programs that consists of theory, practical, and externships or final externships. Learning is measured by testing on materials studied, but most importantly by assessing whether or not the individual can produce the results expected from the application of what he or she has learned in real life situations.

Programs place emphasis on the following:

1. Developing lifelong learning skills resulting in the ability to use those skills to learn and apply any subject encountered in business or life, through mastery of effective methods of study.
2. Increasing the responsibility, self-respect, and integrity of the individual through the study and daily application of principles of ethical conduct to enable him or her to improve conditions in all areas of life as well as in organizations.
3. Improving the communications skills of the individual so that he or she 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 he or she cannot reason, he or she may make costly and time-consuming errors. If an individual can think logically, he or she can correctly observe data and situations and think his or her way through to reach correct conclusions and take correct actions.
7. Developing the individual's leadership skills.
8. Ensuring that the individual can apply what he or she has learned to produce the intended results.

## **History**

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

Since 1991, Hubbard College of Administration International has licensed Hubbard Colleges of Administration International in the United States, Africa, Columbia, Costa Rica, Czech Republic, Denmark, Ecuador, Germany, Hungary, Israel, Italy, Japan, Latvia, Mexico, the Netherlands, Slovakia, Spain, Switzerland, Taiwan, Japan, and Venezuela.

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

## **Facilities**

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

## **Instructional Equipment and Materials**

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

## **Library**

The library facility has extensive reference materials and course packs for each course at the college available for use by students. It also has computers with email and Internet available enabling students to access the Library of Congress. The library is available to students from 9:00 a.m. to 3:30 p.m., Monday through Saturday. Materials may be checked-out for use off campus, to check materials out or in please see the Quality Control Executive.

# **Admissions Information**

## **The College Year**

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

## **Motivation to Learn**

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

## **Self-Determined Enrollment**

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

## **Non-Discrimination Statement**

Hubbard College of Administration International's policy is to not discriminate in offering access to its educational courses/programs with respect to conditions on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

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

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

## **Earning Credit by Examination**

A student who has previous relevant education from another educational institution may apply for experiential learning credit by Credit by Examination during the admissions process. To be eligible to apply for Credit 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 program. The College cannot fairly assess the applicant once that student begins his or her educational program.

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

### **Transferability of Credits Earned**

Hubbard College of Administration International does not accept hours or credit earned through challenge examinations, or achievement tests.

### **Articulation Agreements**

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

### **Admissions Policy and Procedure**

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



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

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

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

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

6. Foreign Transcript Evaluation

All foreign transcripts must be evaluated and if necessary, translated to meet U.S. equivalency.

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

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

## **Interviews and Campus Visits**

Personal interviews are highly recommended for all applicants to 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)-660-8685. We accommodate visitors anytime of the year and any day of the week by appointment.

## **Students**

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

## **International Students**

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

All courses are delivered in English. Hubbard College of Administration International does not provide English-as-a-Second-Language (ESL) programs. Applicants whose native language is not English must demonstrate their proficiency by passing an English proficiency exam. The College uses Gray Silent Reading Tests. The test can be administered either on campus or remotely. Details for remote testing can be requested from the college. Applicants must pass with minimum scores of 49 for Form A and 46 for Form B. The taking of the test will be set up during the enrollment process by the admissions office.

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

## **Readmission Procedures**

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

## **Revocation of Admission**

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

# **Management and Administration Programs**

## **Description and Objectives**

Management and administration are vital functions in any type of organization. These functions involve coordinating the activities of people and resources to perform useful work and to achieve organizational objectives and goals. Managers and administrators must understand people, the nature of organizations and the way they function, leadership methods, and systems for planning and controlling organizational operations. Career opportunities in management and administration are as diverse as the world of business and organization. The following people could benefit from these programs:

A) People who wish to prepare for entry-level management positions in business or industry. B) People who have acquired occupational or professional training and can combine this background with sound business education to enable them to obtain advancement in the

management areas associated with their specialty fields. C) Business owners, professionals, executives, managers, and supervisors who want to learn and apply new skills to their existing organizations.

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

All courses include practical assignments and final exams. Hubbard College of Administration International does not have a cumulative final test or examination required for the completion of the program. Many courses are followed by faculty-supervised externships in which the student must go into a business or organization and directly apply the knowledge and skills learned in the course. A final externship in a business or organization requires the student to apply all the knowledge and skills learned in a variety of ways.

## **Associate of Applied Science Degree**

Total Credit Hours: 60

Total Instructional Clock Hours: 1800

Approximate Time to Complete:

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

### **Associate of Applied Science Degree Required Courses and Course Descriptions**

#### **General Education**

##### **GE100 Basic Study Manual**

Prerequisite: None

1 Credit

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

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

Prerequisite: None

3 Credits

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

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

Prerequisite: None

1/3 Credit

In any workplace, excellent communication and relations among employees are key; they are 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.

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

Prerequisite: How to Get Along With Others Course

1/3 Credit

This faculty-supervised externship requires the student to apply what he or has learned in the *How to Get Along With Others* course while functioning in a real workplace environment.

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

Prerequisite: None

1/2 Credit

Personal problems, whether home or work-related, can take their toll on one's performance at work. This course addresses the influences in a person's life that may cause him or her to falter in life and create distress both personally and professionally.

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

Prerequisite: Handling the Ups and Downs in Life Course

1/2 Credit

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

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

Prerequisite: None

1/2 Credit

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

### **GE 140 Personal Values and Integrity Externship**

Prerequisite: Personal Values and Integrity Course

1/2 Credit

This faculty-supervised externship requires the student to apply what he or she has learned in the *Personal Values and Integrity* course in real workplace situations.

### **GE150 Improving Business through Communication**

Prerequisite: None

1 1/3 Credits

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

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

Prerequisite: None

1 2/3 Credits

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

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

Prerequisite: How to Evaluate and Predict Human Behavior Course

2/3 Credit

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

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

Prerequisite: None

1 1/3 Credits

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

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

Prerequisite: How to Effectively Handle Work Course

1 Credit

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

## **Occupational Area Training**

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

Prerequisite: None

1 <sup>2</sup>/<sub>3</sub> Credits

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

### **ETH100A Ethics for Business Survival Externship**

Prerequisite: Ethics for Business Survival Course

1 Credit

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

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

Prerequisite: None

1 <sup>1</sup>/<sub>3</sub> Credit

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.

### **ETH300 Management by Statistics**

Prerequisite: Formulas for Business Success Course

1 <sup>1</sup>/<sub>3</sub> Credits

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

### **ETH300r Formulas for Business Success and Management by Statistics Externship**

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

This faculty supervised externship requires the student to apply the knowledge and skills learned in the *Formulas for Business Success* course and the *Management by Statistics* course in a

real business or organizational environment. The student must go into a business or organizational situation, determine the correct operating state or condition of the organization or one of its activities, determine the steps needed to improve the condition, and get the steps applied resulting in an improvement of the condition. The student must also implement statistics to accurately measure the business or activity. Using the statistics, the student must do an analysis finding what causes statistics to improve and apply the proper formula to strengthen this. The student must also determine the cause of declining statistics and apply the proper formula to improve the condition.

### **MAN100 Executive Basics**

Prerequisite: Formulas for Business Success and Management by Statistics courses.

1 <sup>1</sup>/<sub>3</sub> Credits

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.

### **MAN100A Executive Basics Externship**

Prerequisite: Executive Basics Course

1 Credit

This faculty-supervised externship requires the student to apply the knowledge and skills learned in 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.

### **MAN200 Effective Leadership**

Prerequisite: None

1 <sup>1</sup>/<sub>3</sub> Credits

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 ways to achieve them.

### **MAN200A Effective Leadership Externship**

Prerequisite: Effective Leadership Course

<sup>2</sup>/<sub>3</sub> Credit

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

### **ORG100 Basic Organization**

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

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

### **ORG100A Basic Organization Externship**

Prerequisite: Basic Organization Course 2 Credits

This faculty-supervised externship 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 in the *Basic Organization* course to write and present recommendations to improve the organizational functions and structure. Students who are currently employed may complete this externship in their own organizations.

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

Prerequisite: None 1 <sup>2</sup>/<sub>3</sub> Credits

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

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

Prerequisite: How to Make Planning Become an Actuality Course 1 <sup>1</sup>/<sub>3</sub> Credits

This faculty-supervised externship requires the student to apply the knowledge and skills learned in 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 hit by a number of people. Students who are currently employed can complete this externship in their own organization.

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

Prerequisite: Improving Business through Communication Course 1 <sup>1</sup>/<sub>3</sub> Credits

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

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

Prerequisite: None 1 <sup>1</sup>/<sub>3</sub> Credits

This course teaches the student how to recognize and handle areas of inefficiency that waste man-hours and income in an organization. It also addresses areas of written



communication, interoffice communication systems, delegation skills, and other ways to increase efficiency.

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

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

This faculty-supervised externship requires the student to apply the knowledge and skills learned in 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 externship in their own organization.

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

Prerequisite: Formulas for Business Success 1 <sup>1</sup>/<sub>3</sub> Credits

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

### **FP200A How to Increase Profits through Proper Financial Planning Externship**

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

This faculty-supervised externship requires the student to apply the knowledge and skills learned in 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 externship in their own organization.

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

Prerequisite: None <sup>2</sup>/<sub>3</sub> Credits

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

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

Prerequisite: How to Write Effective Company Policy Course 1 <sup>1</sup>/<sub>3</sub> Credits

This faculty-supervised externship requires the student to apply the knowledge and skills learned in 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 externship in their own organization.

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

Prerequisite: How to Get Along With Others Course, or How to Evaluate and Predict Human Behavior Course 1 <sup>2</sup>/<sub>3</sub> Credits

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

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

Prerequisite: Marketing and Public Relations Surveys Course 1 <sup>2</sup>/<sub>3</sub> Credits

This faculty-supervised externship requires the student to apply the knowledge and skills learned in the *Survey* course in a business or organization. The externship 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 externship for their own organization.

## **PR200 Public Relations**

Prerequisite: Marketing and Public Relations Surveys Course 2 Credits

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

## **PR200A Public Relations Externship**

Prerequisite: Public Relations Course 1 <sup>2</sup>/<sub>3</sub> Credits

This faculty-supervised externship requires the student to apply the knowledge and skills learned in 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 externship in their own organization.

## **MAR100 Marketing**

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

1 <sup>1</sup>/<sub>3</sub> Credits

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

## **MAR100A Marketing Externship**

Prerequisite: Marketing Course

1 <sup>2</sup>/<sub>3</sub> Credits

This faculty-supervised externship requires the student to apply the knowledge and skills learned in the *Marketing* course. This externship 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.

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

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

1 <sup>2</sup>/<sub>3</sub> Credits

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.

## **SA100A Sales Externship**

Prerequisite: Sales Course

1 <sup>2</sup>/<sub>3</sub> Credits

This faculty-supervised externship requires the student to apply the knowledge and skills learned in 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 externship in their own organizations.

## **INTAAS Final Externship**

Prerequisite: Associate of Applied Science Degree courses and externships.

6 <sup>2</sup>/<sub>3</sub> Credits

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

## **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.
- An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## Certificate Programs

Program	Semester Credit(s)	Graduation Document
<i>Note: Following are certificate courses that are comprised of a single course. Course descriptions are provided above.</i>		
Basic Study Manual	1	Certificate
How to Achieve Effective Learning	3	Certificate
How to Get Along With Others	1/3	Certificate
How to Get Along With Others Externship	1/3	Certificate
Handling the Ups and Downs in Life	½	Certificate
Handling the Ups and Downs in Life Externship	½	Certificate
Personal Values and Integrity	½	Certificate
Personal Values and Integrity Externship	½	Certificate
Improving Business Through Communication	1 - 1/3	Certificate
How to Evaluate and Predict Human Behavior	1 - 2/3	Certificate
How to Evaluate and Predict Human Behavior Externship	2/3	Certificate
How to Effectively Handle Work	1 - 1/3	Certificate
How to Effectively Handle Work Externship	1	Certificate
Ethics for Business Survival	1 - 2/3	Certificate
Ethics for Business Survival Externship	1	Certificate
Formulas for Business Success	1 - 1/3	Certificate
Formulas for Business Success Externship	1	Certificate
Management By Statistics	1 - 1/3	Certificate
Management By Statistics Externship	1 - 2/3	Certificate
Executive Basics	1 - 1/3	Certificate
Executive Basics Externship	1	Certificate
Effective Leadership	1 - 1/3	Certificate
Effective Leadership Externship	2/3	Certificate
Basic Organization	2	Certificate
Basic Organization Externship	2	Certificate

<b>Program</b>	<b>Semester Credit(s)</b>	<b>Graduation Document</b>
How to Make Planning Become an Actuality	1 2/3	Certificate
How to Make Planning Become an Actuality Externship	1 1/3	Certificate
How to Get Things Done	1 1/3	Certificate
How to Increase Efficiency in Your Company	1 1/3	Certificate
How to Increase Efficiency in Your Company Externship	1	Certificate
How to Increase Profits Through Proper Financial Planning	1 1/3	Certificate
How to Increase Profits Through Proper Financial Planning Externship	2	Certificate
How to Write Effective Company Policy	2/3	Certificate
How to Write Effective Company Policy Externship	1 1/3	Certificate
Marketing and Public Relations Surveys	1 2/3	Certificate
Marketing and Public Relations Surveys Externship	1 2/3	Certificate
Public Relations	2	Certificate
Public Relations Externship	1 2/3	Certificate
Marketing	1 1/3	Certificate
Marketing Externship	1 2/3	Certificate
How to create Want for Your Products Through Effective Sales Techniques	1 2/3	Certificate
Sales Externship	1 2/3	Certificate
<i>Note: Following are certificate courses that are comprised of more than one course. Individual course descriptions are provided above.</i>		

<b>Program</b>	<b>Semester Credit(s)</b>	<b>Graduation Document</b>
<p data-bbox="228 226 592 258"><b>Administrative Management</b></p> <p data-bbox="228 296 1112 457">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.</p> <p data-bbox="228 495 1089 726">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.</p> <p data-bbox="228 764 1101 1092">It combines theoretical knowledge with practical application of principles and techniques. The program focuses on application in real business situations. Faculty supervised externships 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.</p>	<p data-bbox="1182 226 1219 258">38</p>	<p data-bbox="1312 226 1442 258">Certificate</p>

Program	Semester Credit(s)	Graduation Document
<p><b><i>Administrative Management Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• How to Get Along With Others</li> <li>• How to Get Along With Others Externship</li> <li>• Handling the Ups and Downs in Life</li> <li>• Handling the Ups and Downs in Life Externship</li> <li>• Personal Values and Integrity</li> <li>• Personal Values and Integrity Externship</li> <li>• Improving Business Through Communication</li> <li>• How to Effectively Handle Work</li> <li>• How to Effectively Handle Work Externship</li> <li>• Ethics for Business Survival</li> <li>• Ethics for Business Survival Externship</li> <li>• Formulas for Business Success</li> <li>• Management by Statistics</li> <li>• Management by Statistics Externship</li> <li>• Executive Basics</li> <li>• Basic Organization</li> <li>• Basic Organization Externship</li> <li>• How to Expand Your Company by Making Planning Become an Actuality</li> <li>• How to Expand Your Company by Making Planning Become an Actuality Externship</li> <li>• How to Increase Efficiency in Your Company</li> <li>• How to Increase Efficiency in Your Company Externship</li> <li>• How to Increase Profits Through Proper Financial Planning</li> <li>• How to Increase Profits Through Proper Financial Planning Externship</li> <li>• How to Write Effective Company Policy</li> <li>• How to Write Effective Company Policy Externship</li> <li>• How to Evaluate and Predict Human Behavior</li> <li>• How to Get Things Done</li> <li>• Administrative Management Final Practical Application</li> </ul>		
<p><b>Management Strategies</b></p> <p>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.</p> <p>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.</p>	6	Certificate

<b>Program</b>	<b>Semester Credit(s)</b>	<b>Graduation Document</b>
<p>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.</p>		



Program	Semester Credit(s)	Graduation Document
<p><b>Management Strategies Courses:</b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• Formulas for Business Success</li> <li>• Management by Statistics</li> <li>• Executive Basics</li> <li>• Management Strategies Final Practical Application</li> </ul>		
<p><b>Management Enhancement</b></p> <p>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.</p> <p>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.</p>	8	Certificate
<p><b>Management Enhancement Courses:</b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• Improving Business Through Communication</li> <li>• How to Evaluate and Predict Human Behavior</li> <li>• Formulas for Business Success</li> <li>• Management By Statistics</li> <li>• Executive Basics</li> </ul>		
<p><b>How to Manage People</b></p> <p>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.</p> <p>A faculty supervised Final Practical Application requires the student to apply the knowledge and skills learned in business and organizational management situations.</p>	11 2/3	Certificate

Program	Semester Credit(s)	Graduation Document
<p><b><i>How to Manage People Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• How to Get Along With Others</li> <li>• How to Get Along With Others Externship</li> <li>• Handling the Ups and Downs in Life</li> <li>• Handling the Ups and Downs in Life Externship</li> <li>• Personal Values and Integrity</li> <li>• Personal Values and Integrity Externship</li> <li>• Improving Business Through Communication</li> <li>• Ethics for Business Survival</li> <li>• Ethics for Business Survival Externship</li> <li>• How to Evaluate and Predict Human Behavior</li> <li>• Formulas for Business Success</li> <li>• How to Manage People Final Practical Application</li> </ul>		
<p><b>Financial Planning for Business Owners and Professionals</b></p> <p>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.</p> <p>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.</p>	8 2/3	Certificate
<p><b><i>Financial Planning for Business Owners and Professionals Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• Formulas for Business Success</li> <li>• Management By Statistics</li> <li>• Executive Basics</li> <li>• How to Expand Your Company By Making</li> <li>• Planning Become an Actuality</li> <li>• Financial Planning</li> <li>• Financial Planning Final Practical Application</li> </ul>		

Program	Semester Credit(s)	Graduation Document
<p><b>How to Design an Optimum Organizational Structure</b></p> <p>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.</p> <p>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.</p> <p>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.</p>	6 2/3	Certificate
<p><b><i>How to Design an Optimum Organizational Structure Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• Ethics for Business Survival</li> <li>• Basic Organization</li> <li>• Basic Organization Final Practical Application</li> </ul>		
<p><b>Improving Business Communication</b></p> <p>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.</p> <p>This program covers basic study skills, information and drills on interpersonal communication, effective interoffice communications, and communications tools for increasing efficiency and communications skills that enable one to get others to get things done.</p> <p>Faculty supervised externships require the student to apply the knowledge and skills learned in a business or organizational setting.</p>	6 2/3	Certificate
<p><b><i>Improving Business Communication Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• Improving Business Through Communication</li> <li>• How to Increase Efficiency in Your Company</li> <li>• How to Increase Efficiency in Your Company Externship</li> <li>• How to Get Things Done</li> </ul>		
<p><b>Marketing and Public Relations</b></p>	21	Certificate

Program	Semester Credit(s)	Graduation Document
<p>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 and public relations 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.</p> <p>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.</p> <p>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.</p>		
<p><b><i>Marketing and Public Relations Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• How to Get Along With Others</li> <li>• Handling the Ups and Downs in Life</li> <li>• Personal Values and Integrity</li> <li>• Improving Business Through Communication</li> <li>• How to Effectively Handle Work</li> <li>• How to Evaluate and Predict Human Behavior</li> <li>• Formulas for Business Success</li> <li>• Management By Statistics</li> <li>• How to Expand Your Company By Making Planning Become an Actuality</li> <li>• How to Write Effective Company Policy</li> <li>• How to Increase Profits Through Proper Financial Planning</li> <li>• How to Get Things Done</li> <li>• Public Relations and Marketing Surveys</li> <li>• Public Relations</li> <li>• Marketing</li> <li>• Public Relations and Marketing Final Practical Application</li> </ul>		

Program	Semester Credit(s)	Graduation Document
<p><b>Public Relations Basics</b></p> <p>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.</p> <p>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.</p>	8 1/3	Certificate
<p><b>Public Relations Basics Courses:</b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• How to Get Along With Others</li> <li>• Public Relations and Marketing Surveys</li> <li>• Public Relations and Marketing Surveys Externship</li> <li>• Public Relations</li> <li>• Public Relations Basics Final Practical Application</li> </ul>		
<p><b>Marketing Basics</b></p> <p>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.</p> <p>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.</p>	9 2/3	Certificate
<p><b>Marketing Basics Courses:</b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• How to Get Along With Others</li> <li>• Public Relations and Marketing Surveys</li> <li>• Public Relations and Marketing Surveys Externship</li> <li>• Public Relations</li> <li>• Marketing</li> <li>• Marketing Basics Final Practical Application</li> </ul>		

<b>Program</b>	<b>Semester Credit(s)</b>	<b>Graduation Document</b>
<p><b>Sales Basics</b></p> <p>Effective sales people are very valuable to any business organization. Good salesmanship can be learned. This program focuses on personal selling and the fundamentals of good salesmanship. The selling process from product knowledge, prospecting, sales presentations, and personal selling skills are covered. The program includes basic study skills, communications skills as well. Roll playing and drills on sales techniques and sales situations are used to help the student apply the knowledge to personal selling situations.</p> <p>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.</p>	5 2/3	Certificate
<p><b>Sales Basics Courses:</b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• Improving Business Through Communication</li> <li>• How to Create Want for Your Products Through</li> <li>• Effective Sales Techniques</li> <li>• Sales Basics Final Practical Application</li> </ul>		
<p><b>Sales Management</b></p> <p>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.</p> <p>It covers the knowledge needed in building an effective sales organization and controlling, motivating and evaluating the sales force.</p> <p>Topics covered include basic study skills, interpersonal relationships, communication skills, how to evaluate and predict human behavior, the fundamentals of good salesmanship, management by statistics, financial planning, and how to write sales plans.</p> <p>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.</p>	17	Certificate

Program	Semester Credit(s)	Graduation Document
<p><b><i>Sales Management Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• Improving Business Through Communication</li> <li>• How to Get Along With Others</li> <li>• Handling the Ups and Downs in Life</li> <li>• Personal Values and Integrity</li> <li>• How to Evaluate and Predict Human Behavior</li> <li>• Formulas for Business Success</li> <li>• Management By Statistics</li> <li>• How to Effectively Handle Work</li> <li>• How to Get Things Done</li> <li>• Financial Planning</li> <li>• How to Expand Your Company By Making Planning Become an Actuality</li> <li>• How to Increase Want for Your Products Through Effective Sales Techniques</li> <li>• Sales Management Final Practical Application</li> </ul>		
<p><b>Sales Training</b></p> <p>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.</p> <p>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.</p> <p>Role-playing and drills are extensively used to help the student learn various sales techniques and skills.</p> <p>A faculty supervised Final Practical Application requires the student to use the knowledge and skills learned in the course to design and makes sales presentations to prospects and to close sales in actual personal selling situations.</p>	13	Certificate

Program	Semester Credit(s)	Graduation Document
<p><b><i>Sales Training Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• Improving Business Through Communication</li> <li>• How to Get Along With Others</li> <li>• How to Get Along With Others Externship</li> <li>• Handling the Ups and Downs in Life</li> <li>• Handling the Ups and Downs in Life Externship</li> <li>• Personal Values and Integrity</li> <li>• Personal Values and Integrity Externship</li> <li>• How to Evaluate and Predict Human Behavior</li> <li>• Formulas for Business Success</li> <li>• Public Relations and Marketing Surveys</li> <li>• How to Create Want for Your Products Through</li> <li>• Effective Sales Techniques</li> <li>• Sales Training Final Practical Application</li> </ul>		
<p><b>Basic Skills for the Workplace</b></p> <p>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.</p> <p>The student must demonstrate ability to apply the knowledge and skills learned in the program by completing externships in various organizations. All externships are done with faculty supervision.</p>	10	Certificate
<p><b><i>Basic Skills for the Workplace Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• How to Get Along With Others</li> <li>• How to Get Along With Others Externship</li> <li>• Handling the Ups and Downs in Life</li> <li>• Handling the Ups and Downs in Life Externship</li> <li>• Personal Values and Integrity</li> <li>• Personal Values and Integrity Externship</li> <li>• Improving Business Through Communication</li> <li>• How to Effectively Handle Work</li> <li>• Ethics for Business Survival</li> <li>• Ethics for Business Survival Externship</li> <li>• Formulas for Business Success</li> </ul>		
<p><b>Improving Interpersonal Relationships</b></p> <p>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.</p>	6 2/3	Certificate



Program	Semester Credit(s)	Graduation Document
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.		
<p><b><i>Improving Interpersonal Relationships Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Basic Study Manual</li> <li>• How to Get Along With Others</li> <li>• How to Get Along With Others Externship</li> <li>• Handling the Ups and Downs in Life</li> <li>• Handling the Ups and Downs in Life Externship</li> <li>• Personal Values and Integrity</li> <li>• Personal Values and Integrity Externship</li> <li>• Improving Business Through Communication</li> <li>• Ethics for Business Survival</li> </ul>		

## Wise Member Certificate Programs

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

### Consultant Training and Certificates

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

#### CONSULTANT LEVEL 0 - BASIC CONSULTANT

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

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

### **Required Courses:**

#### **GE100 Basic Study Manual with Trainer Check Sheet**

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

Prerequisite: None

1 Credit

#### **GE150 Improving Business through Communication**

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

Prerequisite: None

11/3 Credits

#### **CBI Company Basics I**

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

Prerequisite: Basic Study Manual or How to Achieve Effective Learning

2/3 Credit

#### **CBII Company Basics II**

This course covers the theory of organizations, organization design, policy, how to improve the image of an organization, promotional actions of organizations, how to increase

efficiency, business ethics, systems of rewards and penalties, organizational conditions, management by statistics, how to set targets and quotas, and basic planning skills.

Prerequisite: Company Basics I

1 Credit

### **ETI Executive Tools I**

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

Prerequisite: Company Basics II

1 1/3 Credits

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

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

Prerequisite: Improving Business through Communication Course

1 1/3 Credits

### **INTC0 Consultant Level 0 Final Externship**

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

3 1/3 Credits

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

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

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

#### **Required Courses:**

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

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

Prerequisite: Formulas for Business Success or Consultant Level 0.

1 1/3 Credits

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

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

Prerequisite: None

1 2/3 Credits

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

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

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

1 2/3 Credits

### **PR200 Public Relations**

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

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

2 Credits

### **MAR100 Marketing**

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

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

1 1/3 Credits

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

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

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

1 2/3 Credits

## **INTC1 Consultant Level I Final Externship**

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

3 1/3Credits

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

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

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

### **Required Courses:**

#### **ORG100 Basic Organization**

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

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

2 Credits

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

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

Prerequisite: None

1 2/3 Credits

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

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

Prerequisite: None

3 Credits

### **MH100 Quality Control Mini Hat**

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

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

1 2/3 Credits

### **MH300 Executive Director Mini Hat**

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

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

1 2/3 Credits

### **PDB100 Hubbard Professional Product Debug Course**

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

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

3 Credits

### **INTC2 Consultant Level II Final Externship**

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

3 Credits

### **CONSULTANT TRAINING LEVEL III -MASTER CONSULTANT**

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

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

### **Required Courses:**

#### **MH200 Establishment Officer Mini Hat**

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

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

1 2/3 Credits

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

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

Prerequisite: Consultant Level II: Senior Consultant program

1 2/3Credits

#### **DSE100 Elementary Data Series Evaluator**

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

Prerequisite: How to Achieve Effective Learning

5 Credits

## **INTC3 Consultant Level III Final Externship**

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

3 Credits

## **COURSE ROOM TRAINING AND SUPERVISION**

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

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

### **Required Courses:**

#### **GE150 Improving Business through Communication**

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

Prerequisite: None

1 1/3 Credits



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

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

Prerequisite: None

3 Credits

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

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

Prerequisite: Improving Business through Communication Course

1 1/3 Credits

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

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

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

4 Credits

### **SUP100A Training Course Supervisor Externship**

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

Prerequisite: Training Course Supervisor Course

2 1/2 Credits

## **SUP200 Learning Accelerator Course**

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

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

1 1/3 Credits

## **SUP200A Learning Accelerator Course Externship**

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

Prerequisite: Learning Accelerator Course

2/3 Credits

## **EXECUTIVE FULL HAT**

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

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

### **Required Courses:**

#### **GE100 Basic Study Manual**

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

Prerequisite: None

1 Credit

## **CBI Company Basics I**

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

Prerequisite: Basic Study Manual

2/3 Credit

## **CBII Company Basics II**

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

Prerequisite: Company Basics I

1 Credit

## **ETI Executive Tools I**

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

Prerequisite: Company Basics II

1 1/3 Credits

## **EFH100 Executive Full Hat**

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

Prerequisites: Basic Study Manual and Executive Status I

3 Credits

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

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

Prerequisite: Post Full Hat

**SPECIALIST FULL HAT**

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

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

**Required Courses:****GE100 Basic Study Manual**

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

Prerequisite: None

1 Credit

**CBI Company Basics I**

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

Prerequisite: Basic Study Manual

2/3 Credit

**CBII Company Basics II**

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

Prerequisite: Company Basics I

1 Credit

**SFH100 Specialist Full Hat**

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

Prerequisites: Basic Study Manual Company Basics II

3 Credits

**SFH100P Specialist Final Practical Application**

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

Prerequisite: Specialist Full Hat Course

5 Credits

**POST MINI HAT PROGRAM**

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

**Required Courses:**

**GE100 Basic Study Manual**

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

Prerequisite: None

1 Credit

**PM100 Post Mini Hat**

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

Prerequisite: Basic Study Manual

1 2/3 Credits

**PM100P Post Mini Hat Final Practical Application**

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

Prerequisite: Post Mini Hat course

1 1/3 Credits

## **ORGANIZATIONAL TROUBLE SHOOTER LEVEL I**

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

### **Required Courses:**

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

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

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

3 Credits

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

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

Prerequisite: Hubbard Professional Product Debug Course

1 Credit

## **ORGANIZATIONAL TROUBLE SHOOTER PROGRAM LEVEL II**

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

### **Required Courses:**

#### **DSE100 Hubbard Elementary Data Series Evaluator**

This course teaches the student to be able to gather pertinent data, correctly analyze and evaluate the data with logic, and based upon this evaluation of data to determine solutions that

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

Prerequisite: How to Achieve Effective Learning

5 Credits

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

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

Prerequisite: Hubbard Elementary Data Series Evaluator Course

2 Credits

## Tuition and Fees

Hubbard College of Administration International is a nonprofit institution, and tuition and other fees must cover the instructional and operating costs of the college. Every attempt is made to keep the costs as low as possible without sacrificing adequate facilities and instruction. The college may adjust fees charged at any time, which will and effect enrollments as of the published date.

<b>Program</b>	<b>Application Fee</b> Non-Refundable	<b>Student Tuition Recovery Fund</b> Non-Refundable	<b>I-20 Application (Non-US Residents Only)</b>	<b>Books and Supplies Taxes Not Included.</b>  Non-Refundable  Includes the Hubbard College Reference Set for \$1,500	<b>Parking Fee</b>  Based on \$50 per month for 24 months  Non-Refundable, if enrolled as of the first of each month	<b>Student Activity Fee</b>  Based on \$40 per month for 24 months  Non-Refundable if enrolled as of the first of each month	<b>Tuition</b>	<b>*Total Cost</b>
Associate of Applied Science Degree: Management and Administration	\$115 U.S. Residents	0	Not Applicable	\$3,482	\$1,200	\$960	\$36,000	\$41,757
	\$200 Foreign Residents	0	0	\$3,482	\$1,200	\$960	\$36,000	\$41,842
<b>CERTIFICATE PROGRAMS</b>								
<b>Program</b>	<b>Application Fee</b> Non-Refundable	<b>**Student Tuition Recovery Fund</b> Non-Refundable	<b>Books and Supplies Taxes Not Included</b>  Non-Refundable	<b>Parking Fee</b>  Based on \$50 per month for 24 months  Non-Refundable, if enrolled as of the first of each month	<b>Student Activity Fee</b>  Based on \$40 per month for 24 months  Non-Refundable if enrolled as of the first of each month	<b>Tuition</b>	<b>*Total Cost</b>	
Basic Study Manual	0	0	\$23.95	0	0	\$600	\$623.95	
How to Achieve Effective Learning	0	0	\$110	0	0	\$1,800	\$1,909.50	



How to Get Along With Others	0	0	\$62	0	0	\$200	\$262.00
How to Get Along With Others Externship	0	0	0	0	0	\$200	\$200.00
Handling the Ups and Downs in Life	0	0	\$62	0	0	\$300	\$362.00
Handling the Ups and Downs in Life Externship	0	0	0	0	0	\$300	\$300.00
Personal Values and Integrity	0	0	\$65	0	0	\$300	\$365.00
Personal Values and Integrity Externship	0	0	0	0	0	\$300	\$300.00
Improving Business Through Communication	0	0	\$85	0	0	\$800	\$885.00
How to Evaluate and Predict Human Behavior	0	0	\$110	0	0	\$1,000	\$1,110.00
How to Evaluate and Predict Human Behavior Externship	0	0	0	0	0	\$400	\$400.00
How to Effectively Handle Work	0	0	\$110	0	0	\$800	\$910.00
How to Effectively Handle Work Externship	0	0	0	0	0	\$600	\$600.00
Ethics for Business Survival	0	0	\$75	0	0	\$1,000	\$1,075.00
Ethics for Business Survival Externship	0	0	0	0	0	\$600	\$600.00
Formulas for Business Success	0	0	\$110	0	0	\$800	\$910.00

Formulas for Business Success Externship	0	0	0	0	0	\$1,000	\$1,000.00
Management By Statistics	0	0	\$110	0	0	\$800	\$910.00
Management By Statistics Externship	0	0	0	0	0	\$1,000	\$1,000.00
Executive Basics	0	0	\$110	0	0	\$800	\$910.00
Executive Basics Externship	0	0	0	0	0	\$600	\$600.00
Effective Leadership	0	0	\$75	0	0	\$800	\$875.00
Effective Leadership Externship	0	0	0	0	0	\$400	\$400.00
Basic Organization	0	0	\$75	0	0	\$1,200	\$1,275.00
Basic Organization Externship	0	0	0	0	0	\$1,200	\$1,200.00

How to Make Planning Become an Actuality	0	0	\$75	0	0	\$1,000	\$1,075.00
How to Make Planning Become an Actuality Externship	0	0	0	0	0	\$800	\$800.00
How to Get Things Done	0	0	\$110	0	0	\$800	\$910.00
How to Increase Efficiency in Your Company	0	0	\$75	0	0	\$800	\$875.00
How to Increase Efficiency in Your Company Externship	0	0	0	0	0	\$600	\$600.00
How to Increase Profits Through Proper Financial Planning	0	0	\$75	0	0	\$800	\$875.00
How to Increase Profits Through Proper Financial Planning Externship	0	0	0	0	0	\$1,200	\$1,200.00
How to Write Effective Company Policy	0	0	\$75	0	0	\$400	\$475.00

How to Write Effective Company Policy Externship	0	0	0	0	0	\$800	\$800.00
Marketing and Public Relations Surveys	0	0	\$75	0	0	\$1,000	\$1,075.00
Marketing and Public Relations Surveys Externship	0	0	0	0	0	\$1,000	\$1,000.00
Public Relations	0	0	\$75	0	0	\$1,200	\$1,275.00
Public Relations Externship	0	0	0	0	0	\$1,000	\$1,000.00
Marketing	0	0	\$75	0	0	\$800	\$875.00
Marketing Externship	0	0	0	0	0	\$1,000	\$1,000.00
How to Create Want for Your Products Through Effective Sales Techniques	0	0	\$110	0	0	\$1,000	\$1,110.00

Administrative Management	0	0	\$1,429.95	0	0	\$22,800	\$24,229.95
Management Strategies	0	0	\$353.95	0	0	\$3,600	\$3,953.95
Management Enhancement	0	0	\$573.95	0	0	\$4,800	\$5,372.95
How to Manage People	0	0	\$614.95	0	0	\$7,000	\$7,614.95
Financial Planning for Business Owners and Professionals	0	0	\$503.95	0	0	\$5,200	\$5,703.95
How to Design an Optimum Organizational Structure	0	0	\$173.95	0	0	\$4,000	\$4,173.95
Improving Business Communication	0	0	\$318.95	0	0	\$3,600	\$3,918.95
Marketing and Public Relations	0	0	\$1,319.95	0	0	\$12,600	\$13,919.95
Public Relations Basics	0	0	\$235.95	0	0	\$5,000	\$5,235.95
Marketing Basics	0	0	\$310.95	0	0	\$5,800	\$6,110.95
Sales Basics	0	0	\$133.95	0	0	\$3,400	\$3,533.95
Sales Management	0	0	\$1,019.95	0	0	\$10,200	\$11,219.95
Sales Training	0	0	\$614.95	0	0	\$7,800	\$8,414.95
Basic Skills for the Workplace	0	0	\$614.95	0	0	\$5,600	\$6,214.95

Improving Interpersonal Relationships	0	0	\$394.95	0	0	\$4,000	\$4,394.95
Consultant Level 0 – Basic Consultant	0	0	\$318.95	0	0	\$6,000	\$6,318.95
Consultant Level 1 – Qualified Consultant	0	0	\$410	0	0	\$7,800	\$8,210.00
Consultant Level II – Senior Consultant	0	0	\$385	0	0	\$9,600	\$9,985.00
Consultant Level III – Master Consultant	0	0	\$250	0	0	\$6,200	\$6,450.00
Course Room Training and Supervision	0	0	\$330	0	0	\$8,400	\$8,730.50
Executive Full Hat	0	0	\$98.95	0	0	\$7,200	\$7,298.95
Specialist Full Hat	0	0	\$98.95	0	0	\$6,400	\$6,498.95
Post Mini Hat Program	0	0	\$23.95	0	0	\$2,400	\$2,423.95
Organizational Trouble Shooter Level 1	0	0	\$150	0	0	\$2,400	\$2,550.50
Organizational Trouble Shooter Level II	0	0	\$250	0	0	\$4,200	\$4,450.00

\* Estimated charges for the period of attendance and the entire program.

### **Additional Fees, As Applicable**

- I-20 Application(Non-US Residents Only) for Certificate Programs, \$80
- Credit by Examination, \$50 per exam
- Tutoring/Student Consultation, \$25 per hour,
- Transcript, \$5.00 each
- Returned Check Fee, \$20.00,
- Visa Renewal Processing Fee, \$100
- Course Repeat Fee, 50% of the hourly tuition rate

- Interest is charged on any overdue balance at 1.5% per month or 18% per year

## **General Regulations**

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

1. If a student is paying quarterly, all quarterly payments are due and payable in advance.
2. If any payments are due to Hubbard College of Administration International, the student will receive no grades; be given no transcripts, certificates, degree, 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 International assumes no responsibility for the personal property of the student.

## **Payment Plans**

### **Payment Plans**

Students can pay in advance for their entire program, but are not required to pay in advance unless the program of enrollment is one quarter. Payment arrangements can be made quarterly for programs longer than one quarter.

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

## **Student Tuition Recovery Fund**

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California

residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

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

### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 320 North Vermont Ave., Los Angeles, California 90004. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The



refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

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

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 consecutive, scheduled class days. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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

# Academic Information

## Language

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

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

## Method of Instruction

Students study the course materials at their own pace in the classroom. The course supervisor/faculty member helps the student grasp the materials, always stressing understanding and application.

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

## Practical Experience

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

## Externship Courses

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

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

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

## Final Externship

Final externships provide the student with on-the-job experience in varied aspects of management and administration. Hours and work assignments will be arranged on an individual basis with the student. A Final Externship Contract is signed by the student, the faculty supervisor, and representative of the organization in which the student is completing the that specifies the details of the final externship.

### **Course Classroom Hours**

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

### **Student Scheduling**

- Course hours are: 9:30 a.m. to 6:00 p.m., Monday through Friday.

*Full Time Students* are expected to spend a minimum of 37.5 hours per week in class.

*Half Time Students* are expected to spend 20 hours per week in class.

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

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

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

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

### **Accelerated Program**

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

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

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

### **Prerequisites**

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

### **Leave of Absence**

Students must be continuously enrolled in the program from the time of entrance through graduation. Students who must take time off due to medical or other significant reasons may apply for a leave of absence from Hubbard College of Administration International. Students seeking a leave of absence status must provide an expected date of return and receive approval from the Education Committee. A leave of absence will be not be granted to any student during the first four months of their program. A leave of absence that has been granted may be cancelled by administration at any time before the student takes the leave if the student fails to maintain satisfactory progress. Students approved for a leave of absence may re-enter their program at any time prior to the anticipated return date without approval. A leave of absence may be up to, but not more than, 180 days in a calendar year.

### **Attendance Policy**

Students are expected to attend courses according to the schedule upon which they have agreed. All course supervisors/faculty keep daily records of attendance. It is the student's responsibility to inform his or her course supervisor of an unavoidable absence. The course supervisor may refuse to admit a student who is chronically absent or tardy back into the course. The student must meet with the Ethics Advisor prior to reentering the course.

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

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

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

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

### **Attendance Probation**

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

### **Re-Enrollment**

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

### **Dropout Policy**

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

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

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

1. Be on time for class. If, for some very urgent reason, you are unable to attend class on the date or time that you are scheduled, let the Supervisor know as far as possible in advance.
2. Get sufficient food and sleep while you are completing the course.
3. Do not consume any non-prescription drugs or alcohol during the period you are in class (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 classroom.
5. Do not eat or store food in the classroom.
6. If you have any problem understanding any of your materials or if something seems confusing to you, tell the Supervisor right away so he can help you. Do not ask another student because he or she may have the same question. Always ask your Supervisor. This rule is very important.

## **Suspension and Dismissal Policy**

Conditions considered for possible student dismissal are:

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

A student who is disruptive and acts contrary to the policies of Hubbard College of Administration International will be routed to the Student 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, the Ethics Officer would then undertake an investigation to determine whether or not the student should be allowed to continue.

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

### **Maximum Allowable Time to Complete**

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

### **Standards for Student Achievement**

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

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

#### *Pass (P)*

The student completes all course work and receives a score of 85% or higher on the examination and a “pass” on all Externship and Final Externship assignments.

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

A student who has received credit for a course by taking the examination and received a score of 85% or higher will have this credit applied toward his/her 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 Externship and Final Externship assignments. The course must be repeated in order to complete a program.

#### *Incomplete (I)*

The student does 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 arrangements 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 withdraws from the course or is dropped from the course.

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

### **Repeating Courses**

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

### **Change of Grades**

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

### **Quality Points [Grade Points]**

Credits -- a credit represents the work of at least 30 course, externship or final externship 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 [Grade Point Averages]**

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

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

### **Quality Point Average [Grade Point Average Required for Graduation]**

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

### **Grade Reports**

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

computed in the quality-point average. However, the fact that the course was repeated is noted on the transcript.

### **Satisfactory Progress Policy**

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

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

- Good Standing Status                      3.33 or higher
- Student at Risk                                Below 3.33\*

\*Student at risk is notified immediately by the course supervisor/faculty member and routed to the Academic Assistance Section. If a student receives a score of 84% or lower or a no pass on externship or final externship assignments, the course *must* be repeated.

### **Evaluation Points**

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

### **Academic Probation**

Students must maintain a cumulative quality point average of 3.33 or higher in any program and an acceptable course completion percentage or be placed on academic probation, for programs with more than one course. The programs provide self-paced instruction in the classroom with a course supervisor/faculty member, and therefore the course completion percentage is the number of credits a student must have earned at the evaluation point in order to successfully complete the program in the 1.5 maximum program length.

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

### **Dismissal Points**

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



## Evaluation Standards

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

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

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

## Academic Dismissal

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

## Student Appeal

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

## Reinstatement

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

## Course Repeats

Students will be required to repeat a course in which they fail to score 85% or higher on examination. The student will also be required to pay for the repeat of the course. Tuition for a course repeat is listed under Tuition and Fees. Every course repeated is counted towards the total

credits attempted and counts against the maximum program length. In the event a course is repeated, the grade used to calculate the cumulative Quality Point Average is the last grade received, which replaces the original grade (even if the original grade was higher).

### **Program Withdrawal and Re-entry**

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

### **Examination Disclosure Policy**

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

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

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

### **Retention of Student Records**

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

## **Graduation Requirements**

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

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

### **Semester Credit Units**

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

- 30 hours of classroom theory study
- 30 hours of classroom practical study
- 30 hours of externship
- 30 hours of final externship

1 Credit Unit at Hubbard College of Administration is equal to 1 semester credit unit

### **Course Numbering System**

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

## **Student Services**

### **New Student Orientation**

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

### **Bookstore**

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

### **Student Consulting Services**

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

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

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

### **Individual Academic Assistance**

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

### **Substance Abuse Services**

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

### **Career Development**

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

### **Graduate Placement**

Hubbard College of Administration International will assist students in their job search after they successfully complete their studies by offering information on job opportunities and guidance in resume preparation, interviewing techniques and assistance with interview appointments.

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

## **Student Activities**

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

### **Student Groups and Organizations**

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

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

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

## **Student Affairs**

### **Dress Code**

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

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

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 International does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Los Angeles, CA rental properties start at approximately \$600 per month.

The Director of Technical Services will provide students with lists of housing facilities to assist students with finding living accommodations that are located conveniently near the College.

### **Parking**

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

### **Security**

The building in which the College is located has a security system that monitors the parking lot and other areas of the building 24 hours a day. Students are asked to report any security matters to the receptionist on the first floor.

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

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

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

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

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

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

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

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

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

# Student Conduct

## The Way to Happiness

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

### Moral Precepts from THE WAY TO HAPPINESS

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

# **Administrators and Faculty**

## **School Administrators**

President - Nick Terrenzi  
Vice President Operations - Martha Pena  
Director of Legal Affairs - Larissa Cartwright

## **Faculty**

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B.S. Electronic Engineering, Universidad Politecnica de Madrid, Madrid, Spain  
Over 31 years of field experience

George Eckhart  
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M.B.A., General Management, University of Toronto  
Business Consultant  
Over 30 years of field experience

Mercedes Mira  
Bachelor of Science Business Administration  
California State University, Los Angeles  
Over 20 years of field experience

## **Administrative Staff**

Yarko Manzanares  
Student Services

Sue Lien  
Student Services

Edith Muller  
Admission Services Officer

Luis Valdez  
Accountancy Officer

Mercedes Garcia  
VP International

Sandra Lopez  
VP International Assistant

Ron Hardesty  
Receptionist



Beatriz Rodriguez  
Receptionist

Ernest Duran  
Hubbard College Press

Jose Carpio  
Warehouse Manager