

# HUBBARD COLLEGE OF ADMINISTRATION INTERNATIONAL



## CATALOG 2025-2026

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[www.HCA.edu](http://www.HCA.edu)

## PROGRAMS

Associate of Applied Science Degree in  
Management and Administration

Administrative Management  
Consultant/Executive

Public Relations and Marketing  
Consultant/Executive

Strategic Management Consultant/  
Executive

Senior Management Consultant/  
Executive

Course Supervisor Training

Executive Full Hat

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# Hubbard College of Administration International

## Mission and Objectives

**Mission:** The Hubbard College of Administration International is dedicated to providing practical business education that enables individuals to prosper professionally and contribute to the success of the organizations and communities they work in.

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

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

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

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

1. Developing lifelong learning skills resulting in the ability to use those skills to learn and apply any subject encountered in business or life, through mastery of effective methods of study.
2. Increasing the responsibility, self-respect, and integrity of the individual through the study and daily application of principles of ethical conduct to enable him or her to improve conditions in all areas of life as well as in organizations.
3. Improving the communications skills of the individual so that he or she can effectively deal with all kinds of people and situations in both business and personal matters.
4. Teaching the individual how to evaluate and predict human behavior. An understanding of why people behave the way they do, and what they are likely to do in the future, will improve all aspects of one's life both personal and professional.

5. Teaching the individual, the basic laws governing the survival and expansion of all organizations and groups and the technology based on these laws. The focus is on application of basic laws. Technology means the methods of application of the principles of something, as opposed to mere theoretical knowledge of the thing. Technology is for use. Its application brings results.
6. Developing the individual's ability to think logically. The business owner, administrator, manager, or anyone in the workplace has 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.

## **Core Values**

1. **Ethical Responsibility**  
The college emphasizes personal integrity, ethical conduct, and responsibility as foundational to success in business and life. Students are trained to improve conditions ethically in any environment.
2. **Practical Application**  
Knowledge is only valuable when applied. The college prioritizes hands-on learning and real-world application of administrative technology to produce measurable, predictable outcomes.
3. **Lifelong Learning**  
Mastery of effective study methods and independent learning skills are core to the college's mission, empowering students to continually grow and adapt in any business environment.
4. **Leadership and Initiative**  
The college develops future leaders by emphasizing proactive thinking, decision-making, and the ability to inspire and manage others effectively.
5. **Logical Thinking and Reasoning**  
Rational, analytical thinking is promoted as essential to sound decision-making and problem-solving in professional and organizational contexts.
6. **Clear and Effective Communication**  
Communication is viewed as a vital skill for success in both business and personal relationships. Training focuses on improving interpersonal and organizational communication.
7. **Organizational Mastery**  
The college values structured; effective administration based on tested principles. Students are trained to understand and apply the natural laws that govern successful organizations.
8. **Human Understanding**  
Recognizing, evaluating, and predicting human behavior is a cornerstone of effective

management. Students are taught to understand people to better lead, collaborate, and resolve conflicts.

**9. Global Prosperity Through Competence**

Rooted in the belief that competent administration can lead to economic stability and prosperity, the college is committed to creating a positive global impact through the training of skilled professionals.

**10. Results-Oriented Education**

The institution values outcomes over theory. Every course and method is aimed at producing tangible, positive results for the student and the organization.

## **History**

Hubbard College of Administration International was registered as a nonprofit corporation in the state of California in December of 1990.

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

## **Legal Control**

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

## **Board of Directors**

Don Drader, Chairman  
Nick Terrenzi, Director  
Martha Pena, Director  
Marianne Locke, Director  
Aida Alvarez, Director  
Benjamin Nagengast, Director

## **Authorizations and Approvals**

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

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

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

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. Copies of this catalog are available from the College's website and are available in print from the admissions office.

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

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

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888-370-7589) or by visiting ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

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

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

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

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

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

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

### **Notice to Students: ACCET Complaint Procedure**

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

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

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

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

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

### **Non-Discrimination Statement**

The College strictly prohibits harassment of any type against an employee, student, or outside third party because of that individual's sex, age, marital status, sexual orientation, gender identity, race, color, ancestry, physical or mental disability, religion, national origin, or any other protected

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

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

## **Students with Special Needs**

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

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

## **Standard Occupational Codes**

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

### **11-1021.00 - General and Operations Managers**

**Sample of reported job titles:** Business Manager, General Manager (GM), Operations Director, Operations Manager, Production Manager, Store Manager.

### **11-1011.00 - Chief Executives**

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

## **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

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

## **Articulation Agreements**

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

## **Facilities**

All residential courses are held at Hubbard College of Administration International. The College is located at 6464 Sunset Blvd, #510, Los Angeles, California. Ample parking is available. The college is located near a major freeway exit as well as bus routes and a metro train station.

## **Instructional Equipment and Materials**

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

## **Library**

The library facility has reference materials and course packs for each course at the college available for use by students. It also has computers with email and the Internet available enabling students to access the Library of Congress. The library is available to students from 9:30 a.m. to 5:30 p.m., Monday through Friday. Materials may be checked out for use off campus. To check materials out or in please see the Academic Compliance Director.

# **Admissions Information**

## **Motivation to Learn**

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

## **Self-Determined Enrollment**

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

## **Admissions Requirements and Enrollment for Degree Vocational Program**

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

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

1. Forward a completed application for admission form to Hubbard College of Administration International with application fee.
2. Have and submit evidence of having earned a high school diploma or equivalent. Hubbard College of Administration International will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, and/or a degree issued to the student that indicates high school graduation and date, and/or documentation of completion of an academic postsecondary degree, from an accredited institution. Ability-to-benefit students are not accepted.
3. Request and forward 3 letters of recommendation. These may be from relatives, neighbors, clergymen, coaches, teachers, employers, employees, or others who are personally acquainted with the applicant.
4. Arrange a personal interview and testing session by contacting the Office of Admission at (323) 660-8685. Personal interviews are required for all applicants, either in-person or via Skype. An interview will allow you to personally get acquainted with the opportunities offered. Interviews will also help us to better understand your needs and help you to obtain your goals. We accommodate visitors at any time of the year and any day of the week by appointment.

5. Testing

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

- a. Exec-U-Test – This is a personality test that helps the faculty help the student throughout the program.
- b. Exec IQ Test – This is an IQ test that tests the student’s analytical ability.
- c. Exec Leadership Test – This is a test to evaluate leadership traits and skills.
- d. English Proficiency Test – All international students are required to take the Gray Silent Reading Test and a minimum score of 40 is required. Applicants who fail the test are eligible to retake the exam after 48 hours. Up to 3 attempts are allowed.

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

## 6. Technology Requirements

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

Minimum hardware requirements:

- Laptop computer
- Internet connection
- Soundcard & Speakers
- Webcam
- Microphone

Minimum software requirements:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

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

## 8. International Students

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

International students are eligible for admission based on English proficiency, academic achievement, and financial solvency. Please see other fees section for visa services.

All courses are delivered in English. Hubbard College of Administration International does not provide English as a Second Language (ESL) programs. Applicants whose native language is not English must demonstrate their proficiency by passing an English proficiency exam, see number 5 above.

## 9. Foreign Transcript Evaluation

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

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

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

## **Adult Learner Admission Policy— B2B Admissions**

Hubbard College of Administration International offers a special admission pathway for adult learners enrolling under corporate training agreements. This option allows employees of sponsoring companies to pursue the Associate of Applied Science in Business Administration (OAD) program, even if they do not hold a high school diploma or GED. Tuition for this program must be fully sponsored by the employer.

### **Eligibility Requirements**

To ensure student success, applicants must:

- Be employed by a company participating in a B2B corporate training agreement.
- Demonstrate academic readiness through assessments, which include:
  - English Proficiency Test
  - Exec-U-Personality Test
  - Exec-U-IQ Test
  - Exec-U-Aptitude Test
  - Exec-U-Leadership Assessment

### **Enrollment Process**

- Employer submits a list of eligible employees and confirms tuition sponsorship.
- Applicants complete required assessments to demonstrate readiness for college-level coursework.

- Admissions reviews assessment results and approves enrollment.
- Enrollment and assessment records are maintained to meet ACCET accreditation standards.

### **Important Notes**

- This pathway is limited exclusively to employees under corporate sponsorship.
- Students admitted without a diploma are not eligible for federal financial aid unless they obtain a GED or pass an ability-to-benefit test recognized by the U.S. Department of Education.
- This admission option is not available to public applicants.

## **Admissions Requirements and Enrollment for Non-Degree Avocational Programs**

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

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

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

OR

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

3. Arrange a personal interview by contacting the Office of Admission at (323) 660-8685. Personal interviews are required for all applicants, either in-person or via videoconferencing. An interview will allow you to personally get acquainted with the opportunities offered. Interviews will also help us to better understand your needs and help you to obtain your goals. We accommodate visitors at any time of the year and any day of the week by appointment.
4. Testing

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

- a. Exec-U-Test – This is a personality test that helps the faculty help the student throughout the program.
- b. Exec IQ Test – This is an IQ test that tests the student’s analytical ability.
- c. Exec Leadership Test – This is a test to evaluate leadership traits and skills.
- d. English Proficiency Test – All international students are required to take the Gray Silent Reading Test and a minimum score of 40 is required. Applicants who fail the test are eligible to retake the exam after 48 hours. Up to 3 attempts are allowed.

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

a.) Technology Requirements

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

Minimum hardware requirements:

- Laptop computer
- Internet connection
- Soundcard
- Speakers
- Webcam
- Microphone

Minimum software requirements:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

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

c.) International Students

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

All courses are delivered in English. Hubbard College of Administration International does not provide English as a Second Language (ESL) programs. Applicants whose native language is not English must demonstrate their proficiency during the interview process.

d.) Additional admission requirements:

Strategic Management Executive/Consultant and Senior Management

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

## **Online Student Identity Authentication and Privacy**

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

## **Transfer Credit(s)**

The General Education credit for Applied Science and Business Mathematics at other colleges or universities totaling to a maximum of 3 credits can be transferred towards the General Education Credits requirements at Hubbard College. The minimum acceptable grade on these courses must be grade C or above. Credits must originate from an institution accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

### **Procedure for applying for transfer credit.**

The student seeking transfer credit must submit a letter requesting transfer credit. A copy of the transcript demonstrating the course name and grade earned, and course syllabus showing the course learning outcomes must be submitted at the time of request to the Academic Compliance Director. Courses must closely match the content, length, and level of the corresponding course at HCA Int. The Academic Compliance Office will evaluate the documentation to determine transferability and ensure compliance with program objectives. Transfer credit decisions will be documented in the student's academic file and communicated to the student in writing.

There is a fee of \$50 per evaluation.

## **Appeal Process**

Students may appeal a transfer credit decision in writing within 10 business days of receiving the determination. Appeals will be reviewed by the Academic Compliance Office, and a final decision will be issued within 10 business days.

## **Acceptance of Credits Previously Earned**

Credits earned in Certificate and Degree program courses attended at Hubbard College will be eligible for transfer of credit within these programs at the time of admission.

Credits earned in Degree program courses are eligible for transfer of credit to certificate program courses if the course learning outcomes achieved are an equivalent or above the course learning outcomes of the certificate program courses, even if the course names and course codes are different.

Self-Study courses attended are not accepted for transfer credit into any Certificate or Degree programs.

There is no fee charged for the acceptance of credits previously earned at Hubbard College.

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

## **Earning Credit by Examination**

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

1. A student applying for credit by examination must pass a comprehensive examination covering all aspects of the course material for the course(s).
2. The comprehensive examination may be taken only once and must be passed with a score of 70% or higher to receive credit.
3. An examination fee of \$50 is charged for each examination administered.
4. If the exam score achieved is less than 70%, the student must take the course and is charged the full tuition rate for the course.
5. Credits earned by Examination are not assigned a letter grade and are not included in the calculation of the cumulative grade point average but are included in the credits necessary for graduation. The student's academic record will be clearly annotated to reflect that credit was earned by examination.

6. Credit by Examination evaluations will be given during the pre-scheduled examination time established by the Academic Compliance Director.
7. The maximum amount of credit by examination which Hubbard College of Administration International will accept towards graduation is 25% of the theory courses in a program. If a student feels he/she has enough knowledge or practical experience on the subject being examined for credit, then he or she can attempt to test his or her knowledge and receive credit for the course pursuant to the criteria indicated. However, no practical application courses (externship) shall be credited by an examination.

## **Experiential Learning**

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

## **Readmission Procedures**

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

## **Revocation of Admission**

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

## **Academic Policies**

### **Language of Instruction**

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

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

### **Method of Instruction**

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

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

## **Student Faculty Ratio**

For all the programs we have a maximum of 25 students per faculty in the hybrid model of delivery. For 100 % residential courses, the ratio is 40 students per faculty. This helps the faculty, and students have meaningful conversations to attain the learning outcomes of the course and programs.

## **Faculty Response Expectations to Interactive Distance Learning Instruction**

The faculty response time to student submissions is as follows:

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

## **Copyright Policy**

The Copyright Act of 1976, 17 U.S.C.S. 101, et seq., was enacted to address new forms of media that had become prevalent as of 1976, including television, radio, sound recordings and motion pictures. Under this act, copyright protection extends to creations such as music, literary and dramatic works, audio recordings, motion pictures, pictures and graphics, and architectural works. The act also includes six exclusive protections for copyright holders – the right to:

reproduce.

distribute.

perform.

display.

create derivative works; and

perform sound recordings via digital audio.

### **The Fair Use Doctrine and Education**

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

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

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

4. the effect of the use upon the potential market for or value of the copyrighted work.

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

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

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

## **FERPA Policy**

Under FERPA, students have the right to:

1. **Inspect and Review Education Records**  
Students may inspect their education records within 45 days of submitting a written request to the Academic Compliance Director Office.
2. **Request Amendment of Records**  
Students may request an amendment to records they believe are inaccurate or misleading. Requests must be made in writing and clearly identify the part of the record to be changed and the reason.
3. **Consent to Disclosures**  
Except under certain permitted circumstances, a student must consent in writing before an institution discloses personally identifiable information from their education records.
4. **File a Complaint**  
Students have the right to file a complaint with the U.S. Department of Education if they believe their FERPA rights have been violated:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

FERPA allows HCAI to disclose records without consent to the following parties or under the following conditions:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Certain government officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid.
- Organizations conducting studies on behalf of the school.
- Accrediting organizations.
- In compliance with a judicial order or subpoena.
- In health or safety emergencies.
- To parents of dependent students as defined by the IRS.

The institution may disclose the following directory information without prior consent, unless a student has opted out.

- Name
- Address
- Telephone number
- Email address
- Major field of study
- Dates of attendance
- Enrollment status (full-time/part-time)
- Degrees and awards received
- Participation in recognized activities and sports
- Photographs
- Weight and height of athletes

Students wishing to withhold directory information must submit a written request to the Registrar's Office. This request is effective until revoked in writing by the eligible student.

For more information or to exercise your FERPA rights, contact the Academic Compliance Director Office.

## Course Codes Numbering System

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

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

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

Remedial	000
Freshman	100
Sophomore	200
Junior	300
Senior	400

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

## **Externship Courses**

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

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

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

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

## **Course Classroom Hours**

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

To accommodate the Business-to-Business students who are working full-time jobs, the lab hours are extended to evenings for specific programs. The exact lab hours will be specified in the schedule of each course syllabus of the program.

## **Student Scheduling**

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

*Full Time Students* are expected to spend a minimum of ONE semester credit hour of study per week.

*Half Time Students* are expected to spend 0.5 semester credit hours of study per week.

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

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

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

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

## **Leave of Absence Policy**

A Leave of Absence (LOA) is a temporary interruption in a student's enrollment during which they remain formally admitted to the program, without academic penalty. LOAs help students manage serious life events (e.g., illness, injury, family emergency) without losing program progress.

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 must submit a written LOA request, signed and dated, before the proposed start date—unless unforeseen circumstances prevent timely filing. Students seeking a leave of absence status must provide an expected date of return and receive approval from the Education Committee.

The request must state the reason for the LOA and include a student acknowledgment of the policy and implications of returning (or failing to return) to the program.

A leave of absence will not be granted to any student during the first semester of their program. Students approved for a leave of absence must return on the date scheduled, or the student will be withdrawn. If not approved, students will receive a written notification explaining the decision.

The LOA cannot exceed 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple LOAs are allowed within that limit. Extensions must be requested in writing and are subject to the same criteria and cumulative maximum.

## **Attendance Policy**

HCA Int. is committed to preparing students for successful careers in business and administration. Consistent attendance is essential to develop the discipline, communication skills, and collaborative competencies expected in professional settings. Our programs emphasize real-time engagement, group interaction, and experiential learning—none of which can be fully replicated through make-up work or independent study. Therefore, our attendance policy supports both academic achievement and the occupational readiness our programs are designed to produce.

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

The official record of attendance is maintained electronically and is available for review upon request.

Students who arrive for class after the scheduled start time are considered tardy; students who depart from class before the scheduled completion time are considered to have “departed early.”

Faculty members will track student tardiness and early departures. Upon the second instance of tardiness/early departure, faculty members are advised to discuss the issue with the student. On the event of the third tardy and/or early departure, the student will receive one absence. Please see the course syllabus for additional information. The faculty may refuse to admit a student who is chronically absent, tardy, or departs early back into the course.

**Excused Absence:** An absence will be considered excused only if the missed classes and assignments are made up with prior permission by the faculty member. All other absences will be considered unexcused. See make-up work policy for more information.

**Unexcused Absence:** All absences that are not made up and accepted by the faculty member are unexcused absences.

**Attendance:** Active participation in scheduled online sessions (live or asynchronous), completion of assignments, discussion forum activity, and platform log-ins.

**Dropout:** A student who discontinues participation without formal withdrawal.

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

Make-up work does not restore lost attendance hours.

Students are required to maintain a minimum attendance rate of 80% in each course and throughout their program, unless otherwise specified by accreditation or regulatory requirements.

For a student to be considered present in an online class, he/she needs to have the camera on and be there. The moment the student turns the camera off without notifying the instructor with a valid reason, he/she will be marked as early departure.

Students falling below 80% attendance will receive a written warning by the Academic Compliance Director.

Students are notified biweekly of their current attendance by the Instructor.

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

Any student that has failed to attend class for 14 consecutive scheduled class days without an approved leave of absence will be withdrawn from the program. This situation will be informed to the Academic Compliance Director and Treasurer for possible withdrawal and refund assessment due to the student may lead to being flagged as a dropout. The last date of attendance will be the specified date in the attendance report provided by each faculty member.

Students withdrawn due to attendance may apply for reinstatement, subject to approval by the Chief Academic Officer, and must submit a plan for maintaining future attendance.

Students may file a formal exception request for medical, personal, or technical issues affecting attendance.

## **Make-up work Policy**

The purpose of this policy is to provide guidelines for students who are eligible to make up work due to an excused absence.

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

**Unexcused Absence:** All absences that are not made up and accepted by the faculty member are unexcused absences.

In case of an approved absence by a faculty member, it is the student's responsibility to communicate with their professors and provide documentation to support their excused absence and to understand the expectations for make-up work.

The college recognizes that there are a variety of legitimate circumstances in which students will miss coursework, and that accommodations for makeup work will be made. This policy applies to all course requirements, including externships.

Likewise, arrangements to take exams and/or quizzes missed because of an excused absence can only be made with the Faculty's approval.

Faculty members have the discretion to determine what constitutes an appropriate make up work assignment.

Students have a maximum of 45 calendar days, or the time stated by their Instructor to complete any make-up work starting from the date they return from an excused absence. In case students need more time for extraordinary circumstances, might consider applying for an Incomplete Grade.

## **Attendance Probation**

HCA Int. expects students to maintain consistent attendance as a critical factor in achieving academic and occupational success. Students whose attendance falls below the required minimum will be placed on Attendance Probation to allow for improvement before further action is taken.

Students are required to maintain a minimum attendance rate of 80% for each course and throughout their program of study, unless otherwise mandated by a regulatory or licensing body.

If a student's cumulative attendance falls below 80%, they will receive a written warning advising them of their status and risk of probation.

A student will be placed on Attendance Probation if:

- Their attendance remains below 80% for two consecutive reporting periods (typically four weeks), or
- They incur multiple unexcused absences in a short time frame (more than 20% of scheduled classes in one month).

The probation period will last for 30 calendar days, during which the student must demonstrate improved and consistent attendance.

While on probation:

- The student will meet weekly with an academic advisor to review attendance.
- A customized improvement plan may be required (e.g., mandatory tutoring, progress check-ins).
- Failure to attend required meetings may be counted as additional unexcused absences.

At the end of the probation period:

- If the student's attendance meets or exceeds 80%, probation will be lifted.
- If the attendance rate remains below 80%, the student may face:
  - Extended probation, or
  - Academic dismissal or termination from the program, depending on overall performance and attendance history.

Students may submit a written appeal of a probation or termination decision within 5 business days of notification. Appeals will be reviewed by the Chief Academic Officer, and a decision will be rendered within 7 days.

## **Re-enrollment**

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

## **Course Drop Policy**

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

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

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

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

## **Academic Integrity**

Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner. Violations of academic integrity include but are not limited to plagiarism, cheating on exams, falsification, unapproved collaboration, and unauthorized distribution of class materials (including class slides, homework, and exams).

It is the responsibility of each student that any work submitted should be their own work (i.e., not borrowed/copied from any other source, including assigned readings and classmates). When using other people's ideas, students must properly cite the original source.

Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course faculty.

Cheating, plagiarism, and all forms of academic dishonesty are expressly forbidden by college. Any form of cheating will immediately earn a failing grade for the entire course and will pursue further disciplinary actions.

## **Probation, Suspension and Dismissal Policy**

Conditions considered for possible student suspension, probation or dismissal are:

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

A student who is disruptive and acts contrary to the policies of Hubbard College of Administration International will be routed to Student Services. The routine action is to request a reappraisal of behavior and a signed promise of good behavior for a specified time. If the student refuses to so promise, Student Services would then undertake an investigation to determine whether the student should be allowed to continue.

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

## **Maximum Allowable Time to Complete**

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

## **Time Limits on Credits and Degree Completion**

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

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

These guidelines adopted are subject to change based on the accreditor and BPPE's policies.

## **Repeating Courses**

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

## **Definition of Semester Credits**

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

15 hours of classroom theory study, with up to 30 hours outside preparation, or

30 hours of classroom practical study/lab, or  
45 hours of externship

## Grading and Grade Reports

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

<b>Letter Grade</b>	<b>Grade %</b>	<b>Description</b>	<b>Quality Points</b>
A+	96.00% – 100%	Very Good to Excellent. Comprehensive knowledge and understanding of the subject matter.	4.00
A	92.00% – 95.99%		3.50
B+	88.00% – 91.99%	Good. Moderately broad knowledge and understanding of the subject matter.	3.00
B	84.00% – 87.99%		2.50
C+	80.50% – 83.99%	Satisfactory. Reasonable knowledge and understanding of the subject matter.	2.00
C	77.00% – 80.49%		1.50
D+	73.50% – 76.99%	Minimum Passing Grade	1.00
D	70.00% – 73.49%		0.50
F	Below 70%	Failing. Unacceptable level of knowledge and understanding of subject matter.	0
CE		Credit by Examination, No Quality Points Computed	N/A
TC		Transfer Credit, No Quality Points Computed	N/A
RT		Retake, No Quality Points Computed	N/A
I		Incomplete	0
W		Withdrawal	0

### Quality-Point Computation [Grade Point Averages]

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

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

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

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

## Grade Appeals

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

## Satisfactory Academic Progress Policy

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

### Degree Programs:

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

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

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

### **Certificate Programs:**

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

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

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

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

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

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

### **Identifying and counseling students who fall behind their program**

All students on attendance probation, who miss deadlines, or who underperform on assignments will be identified by their respective faculty members and contacted individually to receive academic assistance through one-on-one sessions as needed. These cases are reported to Student Services to ensure students are succeeding academically.

## **Satisfactory Academic Progress Appeals, Probation, and Academic Plans**

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

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

The Chief Academic Officer will review the information submitted in the context of the student's entire academic record and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the current semester/evaluation period, and the Chief Academic Officer's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum time frame (1.5 times the program length) and with the required CGPA for graduation.

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

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

### **Procedure for re-establishing Satisfactory Academic Progress (SAP)**

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

**The effect on SAP for all Withdrawal and Incomplete Grades:**

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

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

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

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

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

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

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

**Re-entry for students dismissed due to failure to meet SAP:** Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary semester/

evaluation period upon re-entry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

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

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

## **Examination Disclosure Policy**

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

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

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

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

## **Retention of Student Records**

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

## **Graduation Requirements**

The degree or certificate is granted from Hubbard College of Administration International upon completion of all requirements for the program. To be eligible for graduation, a student must earn an overall average of 2.0 or higher, have passed all courses in the program of study, and have

satisfied all financial obligations to the College. A student earning less than a 2.0 quality point average is not eligible for graduation. Students may be required to repeat a course to achieve the requirements of graduation. Likewise, maintain a cumulative attendance rate of 80% or higher, unless otherwise specified by program accreditation or licensing standards.

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

## **Degree and Certificate Programs**

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

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

SOC CODE: 11-3011.00      Administrative Services Managers

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

#### **Program Description and Objectives**

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

- Individuals seeking to prepare for entry-level management positions in business or industry.
- Those with occupational or professional training wish to combine their background with a solid business education to advance in management roles related to their field of expertise.
- Business owners, professionals, executives, managers, and supervisors seeking to learn and apply new skills within their current organizations.

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

- Communicate effectively in a business environment.
- Apply and Maintain business ethics standards.
- Effectively implement business principles.
- Lead a team to meet production goals.
- Manage by Statistics

- Manage a project, keeping it on time and budget.
- Write effective business policies.
- Compare and contrast various organizational designs.
- Complete basic non-accounting financial planning for cash flow management
- Market and effectively deliver products and services.
- Demonstrate the skills, attitudes, and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations during the final externship resulting in case studies that the students use as part of their work portfolio.

Total Semester Credit Hours: 63

Delivery: Hybrid (both residential and online courses)

Approximate Time to Complete: Full-Time: 2 years (4 semesters)

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

Business administration subjects include courses teaching coordination of the activities of people and resources to perform useful work and to achieve organizational objectives and goals, financial management toward allocation of resources toward viable projects and goals, organizational theory, organizational debugging skills, the nature of organizations and the way they function, leadership methods, systems for planning and controlling organizational operations, business ethics, management by statistics, basic organization, organizational design and structure, interoffice communication systems, executive basics, leadership, planning and writing programs, increasing efficiency, basic non-accounting financial planning for cash flow management, writing effective company policy, marketing and public relations surveys, public relations, marketing, and sales.

Throughout the degree program, faculty will instruct students how to combine theoretical knowledge with practical application of principles and techniques. The program focuses on application in real business situations. All courses include practical assignments and final exams. Hubbard College of Administration International does not have a cumulative final test or examination required for the completion of the program. Many courses are followed by faculty-supervised projects in which the student must go into a business or organization and directly apply the knowledge and skills learned in the course.

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

## Program Outline Full-Time

SEMESTER 1						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
GE120	Master of Communication I	10.00	20.00	0.00	30.00	1.00
GE150	Master of Communication II	10.00	15.00	0.00	25.00	1.00
GE160	Master of Communication III	10.00	15.00	0.00	25.00	1.00
MAN100	Handling the Ups and Downs in Life	15.00	30.00	0.00	45.00	2.00
MAN200	Personal Values and Integrity	15.00	30.00	0.00	45.00	2.00
ORG500	How to Study Effectively	30.00	60.00	0.00	90.00	4.00
ORG600	How to Effectively Handle Work	10.00	20.00	0.00	30.00	1.00
ORG150	Organizational Structure	30.00	50.00	20.00	100.00	4.00
<b>Semester I Totals</b>		<b>130.00</b>	<b>240.00</b>	<b>20.00</b>	<b>390.00</b>	<b>16.00</b>

SEMESTER II						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
MAN300	Formulas for Business Success	15.00	30.00	0.00	45.00	2.00
MAN400	Management By Statistics	15.00	60.00	0.00	75.00	3.00
ORG300	Organizational Analysis	15.00	30.00	0.00	45.00	2.00
GE170	Organizational Behavior	30.00	60.00	0.00	90.00	4.00
GE 190	Applied Sciences 101	15.00	0.00	0.00	15.00	1.00
GE180	Human Development as a Vital Infrastructure	30.00	60.00	0.00	90.00	4.00
<b>Semester II Totals</b>		<b>120.00</b>	<b>240.00</b>	<b>0.00</b>	<b>360.00</b>	<b>16.00</b>

SEMESTER III						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
GE 200	Business Mathematics	30.00	0.00	0.00	30.00	2.00
PROG200	Business Planning	15.00	30.00	0.00	45.00	1.00
MAN150	Executive Basics	10.00	20.00	0.00	30.00	2.00
ORG200	Increasing Efficiency	15.00	30.00	0.00	45.00	2.00
POL100	How to Write Effective Company Policy	15.00	30.00	0.00	45.00	2.00
FP200	Financial Planning	30.00	60.00	0.00	90.00	4.00
PR150	Creating Surveys to gain marketing insights	15.00	0.00	45.00	60.00	2.00
<b>Semester III Totals</b>		<b>130.00</b>	<b>170.00</b>	<b>45.00</b>	<b>345.00</b>	<b>15.00</b>

<b>SEMESTER IV</b>						
<b>Course Number</b>	<b>Course Titles</b>	<b>CONTACT HOURS</b>			<b>Clock/ Contact Hours</b>	<b>Semester Credits</b>
		<b>Lecture</b>	<b>Lab</b>	<b>Externship</b>		
MAR200	Marketing Management	15.00	60.00	0.00	75.00	3.00
PR300	Public Relations Management	15.00	60.00	0.00	75.00	3.00
SA200	The art of sales	15.00	60.00	0.00	75.00	3.00
INTAAS	Final Degree Internship	0.00	20.00	300.00	320.00	7.00
<b>Semester IV Totals</b>		<b>45.00</b>	<b>200.00</b>	<b>300.00</b>	<b>545.00</b>	<b>16.00</b>
<b>Total program hours</b>		<b>425.00</b>	<b>850.00</b>	<b>365.00</b>	<b>1,640.00</b>	<b>63.00</b>

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

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

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

## **Certificate Programs**

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

## **Consultant Training and Certificates**

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

All Certificate Programs are offered full-time. To be considered a full-time student, you must be enrolled in at least 10 credits per semester. A part-time program might be offered each academic year with the approval of the Executive Council.

These six programs are described in this section.

## **Administrative Management Consultant/Executive**

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

SOC CODE: 11-3011.00 Administrative Services Managers

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

### **Program Description and Objectives**

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

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

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

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

## Program Outline

Administrative Management Consultant/Executive						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
GE100	Basic Study Manual with Trainer Check Sheet	10.00	20.00		30.00	1.00
GE120	Master of Communication I	10.00	20.00		30.00	1.00
GE150	Master of Communication II	10.00	15.00		25.00	1.00
GE160	Master of Communication III	10.00	15.00		25.00	1.00
CBI	Company Basics I	10.00	20.00		30.00	1.00
CBII	Company Basics II	15.00	40.00		55.00	2.00
ET1	Executive Tools	10.00	20.00		30.00	1.00
INTC1	Administrative Management Consultant Final Externship	0.00	5.00	90.00	95.00	2.00
<b>Program Totals</b>		<b>75.00</b>	<b>155.00</b>	<b>90.00</b>	<b>320.00</b>	<b>10.00</b>

## Public Relations and Marketing Consultant/Executive

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

SOC CODE: 27-3031.00 Public Relations Specialists

Sample of reported job titles: Account Executive, Communications Director, Communications Specialist, Corporate Communications Specialist, Media Relations Specialist, Public Affairs Specialist, Public Information Officer, Public Information Specialist, Public Relations Coordinator, Public Relations Specialist (PR Specialist)

### Program Description and Objectives

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

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

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

- Evaluate the financials of the company and propose financial planning that will aid the growth and productivity within the budget.
- Evaluate human behavior to establish an effective team that furthers the goals of an organization or a project.
- Research a target market.
- Conduct marketing and public relation surveys.
- Develop Public Relations Campaigns
- Create Marketing Programs

- Use the fundamentals of selling to increase business for a company or a product line.
- Describe the role of public relations as a component of a business's marketing strategies.
- Demonstrate the skills, attitudes, and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations during the final externship resulting in case studies that the students use as part of their work portfolio.

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

### Program Outline

Public Relations and Marketing Consultant/Executive						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
FP100	How to Increase Profits through Proper Financial Planning	15.00	30.00		45.00	2.00
HR100	How to Evaluate and Predict Human Behavior	15.00	30.00		45.00	2.00
PR100	Marketing and Public Relations Surveys	10.00	20.00		30.00	1.00
PR200	Public Relations Fundamentals	15.00	30.00		45.00	2.00
MAR100	Marketing	15.00	30.00		45.00	2.00
SA100	How to Create Want for Your Products through Effective Sales Techniques	15.00	30.00		45.00	2.00
INTC2	Public Relations and Marketing Management Consultant Final Externship	0.00	5.00	90.00	95.00	2.00
<b>Program Totals</b>		<b>85.00</b>	<b>175.00</b>	<b>90.00</b>	<b>350.00</b>	<b>13.00</b>

### Strategic Management Consultant/Executive

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

SOC CODE: 15-1199.08 - Business Intelligence Analysts

Sample of reported job titles: Business Intelligence Analyst; Business Intelligence Manager; Commercial Intelligence Manager; Competitive Intelligence Analyst; Consultant, Strategic Business and Technology Intelligence; Director of Enterprise Strategy; Director of Market Intelligence; Director, Global Intelligence; Intelligence Analyst; Manager, Market Intelligence

### Program Description and Objectives

This program is designed for those who have attained the Public Relations and Marketing Consultant Certificate program, and who wish to gain new knowledge and skills.

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

externship in which the student combines all the knowledge and skills learned to help business or organizational clients.

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

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

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

### Program Outline

Strategic Management Consultant/Executive						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
ORG100	Basic Organization	15.00	30.00		45.00	2.00
PROG100	Making Planning Become an Actuality	10.00	20.00		30.00	1.00
HR200	How to Achieve Effective Learning	15.00	60.00		75.00	3.00
MH100	Quality Control Mini Hat	10.00	20.00		30.00	1.00
MH300	Executive Director Mini Hat	10.00	50.00		60.00	2.00
PDB100	Hubbard Professional Product Debug Course	15.00	60.00		75.00	3.00
INTC3	Strategic Management Consultant Final Externship	0.00	5.00	90.00	95.00	2.00
<b>Program Totals</b>		<b>75.00</b>	<b>245.00</b>	<b>90.00</b>	<b>410.00</b>	<b>14.00</b>

### Senior Management Consultant/Executive

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

SOC CODE: 11-1021.00      General and Operations Managers

Sample of reported job titles: Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Manager, Plant Superintendent, Production Manager, Store Manager

### Program Description and Objectives

This course is designed for people who have completed the Strategic Management Consultant Program and who want to gain further knowledge and skills.

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

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

- Describe typical causes for any non-optimum business or organizational situations.
- Write custom plans and programs to address non-optimum business situations.
- Develop a full write-up of the “hat” of the consultant including the purpose, procedures, all applicable materials, flow charts, results to be produced, and statistics to be kept.
- Demonstrate the skills, attitudes, and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations during the final externship resulting in case studies that the students use as part of their work portfolio.

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

### Program Outline

Senior Management Consultant/Executive						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
MH200	Establishment Officer Mini Hat	10.00	40.00		50.00	2.00
CON300	Consultant A to I Full Hat	10.00	20.00		30.00	1.00
DSE100	Elementary Data Series Evaluator	30.00	120.00		150.00	6.00
INTC4	Senior Management Consultant Final Externship	0.00	5.00	90.00	95.00	2.00
<b>Program Totals</b>		<b>50.00</b>	<b>185.00</b>	<b>90.00</b>	<b>325.00</b>	<b>11.00</b>

### Executive Full Hat

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

SOC CODE: 11-1021.00      General and Operations Managers

Sample of reported job titles: Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Manager, Plant Superintendent, Production Manager, Store Manager

### Program Description and Objectives

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

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

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

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

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

### Program Outline

Executive Full Hat						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
GE100	Basic Study Manual with Trainer Checksheet	15.00	0.00	0.00	15.00	1.00
CB1	Company Basics I	15.00	0.00	0.00	15.00	1.00
CBII	Company Basics II	15.00	25.00	0.00	40.00	2.00
ET1	Executive Tools	10.00	20.00	0.00	30.00	1.00
SSEFH100	Executive Full Hat Course	5.00	80.00	0.00	85.00	3.00
SSEFH100 A	Executive Full Hat Final Practical Application	0.00	0.00	90.00	90.00	2.00
<b>Total Program hours</b>		<b>60.00</b>	<b>125.00</b>	<b>90.00</b>	<b>275.00</b>	<b>10.00</b>

## Course Room Training and Supervision

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

SOC Code: 25-1081.00 Education Teachers, Postsecondary

Sample of reported job titles: Adjunct Instructor, Assistant Professor, Associate Professor, Education Instructor, Education Professor, Faculty Member, Instructor, Lecturer, Professor, Special Education Professor

### Program Description and Objectives

This program is designed for people who want to be employed as training course supervisors in self-paced study course rooms. Enrollment in this course requires WISE membership at the time of admission. With the continuing avalanche of technologies and information deluging people in the workplace, it is becoming increasingly clear that the quality of one's working life depends in great measure upon the ability to learn and to apply what one has learned. New information and new technology is useless unless one can retain what he has read, understand it and apply it. This program teaches the knowledge and skills required to run a course room effectively and to graduate students who know and can apply what they have studied and who can be successful in the subject area. This program also contains practical assignments and drills to enable the student to become proficient in applying what he learns on the course.

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

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

**Program Outline:** Approximate Time to Complete: Full-Time: 10 weeks.

Course Supervisor Training and Supervision						
Course Number	Course Titles	CONTACT HOURS			Clock/ Contact Hours	Semester Credits
		Lecture	Lab	Externship		
GE120	Master of Communication I	10.00	20.00	0.00	30.00	1.00
GE150	Master of Communication II	10.00	15.00	0.00	25.00	1.00
GE160	Master of Communication III	10.00	15.00	0.00	25.00	1.00
HR200	How to Achieve Effective Learning	5.00	90.00	0.00	95.00	3.00
SSSUP100	Course Supervisor Training	15.00	84.00	45.00	144.00	4.00
<b>Total Program hours</b>		<b>50.00</b>	<b>224.00</b>	<b>45.00</b>	<b>319.00</b>	<b>10.00</b>

# Tuition and Fees

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

## Associate of Applied Science Degree in Management and Administration

Tuition and Fees	Semester 1	Semester 2	Semester 3	Semester 4	Total Cost
<b>Application Fee (Non-Refundable)</b>	\$115/\$200	\$0.00	\$0.00	\$0.00	\$115 Residents and \$200 for International Students
<b>Tuition (cost per credit is \$500.00)</b>	\$8,000.00	\$7,500.00	\$8,000.00	\$8,000.00	\$31,500.00
<b>Orientation Student Services Fee*</b>	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
<b>Books and Supplies*</b>	\$805.00	\$550.00	\$660.00	\$321.00	\$2,336.00
<b>Student Tuition Recovery Fund*</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Graduation Fee*</b>	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
<b>Student Activity Fee*</b>	\$534.00	\$534.00	\$534.00	\$534.00	\$2,136.00
<b>Total Cost Resident Students</b>	<b>\$9,704.00</b>	<b>\$8,584.00</b>	<b>\$9,194.00</b>	<b>\$8,955.00</b>	<b>\$36,437.00</b>
<b>Total Cost International Students</b>	<b>\$9,789.00</b>	<b>\$8,584.00</b>	<b>\$9,194.00</b>	<b>\$8,955.00</b>	<b>\$36,522.00</b>
<b>Semester Schedule</b>	<b>8/11/2025-12/19/2025</b>	<b>1/12/2026-6/30/2026</b>	<b>8/10/2026-12/18/2026</b>	<b>1/11/2027-6/30/2027</b>	
<b>Tuition Fee Deadline</b>	<b>8/10/2025</b>	<b>1/11/2026</b>	<b>8/9/2026</b>	<b>1/10/2027</b>	

If the student cancels the Enrollment Agreement on the first day of instruction or within seven (7) days after signing the Enrollment Agreement, whichever occurs later, all charges shall be refunded in full, and any non-refundable amount shall not exceed \$200.

\* **Orientation Fee:** This fees will not be refunded if the student attended the orientation.

\* **Books and Supplies:** Books can be purchased for each course before the course starts or can be purchased for the whole semester before the semester starts.

### \***Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

\*\*This fee is a non-refundable fee.

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the student of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

\* **Graduation Fee:** Graduate fee is charged in the last semester of the program. If the student withdraws from the program during the last semester, this graduation fee is refunded.

\***Student Activity Fee:** The Student Activity Fee is a mandatory charge of **\$106 per month**, assessed for each of the five months within a semester. This fee supports campus resources, student organizations, and institutional events.

#### **Refund Policy for Student Activity Fee:**

- **Full Refund:** A 100% refund of the monthly fee will be issued if a student officially withdraws or drops all courses prior to the 1st day of the calendar month.
- **Non-Refundable Status:** As of the 1st day of each month, the \$106 fee for that month is earned by the institution and is non-refundable for any student enrolled on or after that date.
- **Withdrawal After Start of Month:** If a student withdraws after the 1st of the month, they remain liable for that month's fee but will not be charged for any subsequent months in the semester.
- **School Cancellation:** If the college cancels a course or program, 100% of the associated fees for the affected period will be refunded.

## Certificate Programs

Tuition and Fees	Administrative Management Consultant/ Executive	PR & Marketing Management Consultant/ Executive	Strategic Management Consultant/ Executive	Senior Management Consultant/ Executive	Executive Full Hat	Course Room Training and Supervision
<b>Application Fee (Non-Refundable)</b>	\$115 Residents and \$200 for International Students	25 Residents and \$200 for International Students	25 Residents and \$200 for International Students	25 Residents and \$200 for International Students	\$115 Residents and \$200 for International Students	\$115 Residents and \$200 for International Students
<b>Tuition (\$750 per credit)</b>	\$7,500.00	\$9,750.00	\$10,500.00	\$8,250.00	\$7,500.00	\$7,500.00
<b>Orientation Fee</b>	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
<b>Books and Supplies</b>	\$700.00	\$660.00	\$655.00	\$250.00	\$360.00	\$690.00
<b>Student Tuition Recovery Fund**</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Graduation Fee</b>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<b>Total Cost Resident Students</b>	<b>\$8,465.00</b>	<b>\$10,485.00</b>	<b>\$11,230.00</b>	<b>\$8,575.00</b>	<b>\$8,125.00</b>	<b>\$8,455.00</b>
<b>Total Cost International Students</b>	<b>\$8,550.00</b>	<b>\$10,660.00</b>	<b>\$11,405.00</b>	<b>\$8,750.00</b>	<b>\$8,210.00</b>	<b>\$8,540.00</b>

If the student cancels the Enrollment Agreement on the first day of instruction or within seven (7) days after signing the Enrollment Agreement, whichever occurs later, all charges shall be refunded in full, and any non-refundable amount shall not exceed \$200.

\* **Orientation Fee:** This fees will not be refunded if the student attended the orientation.

\* **Books and Supplies:** Books can be purchased for each course before the course starts or can be purchased for the whole semester before the semester starts.

### \*Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved

of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

8. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
9. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
10. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
11. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
12. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
13. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
14. You sought legal counsel that resulted in the student of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

\* **Graduation Fee:** Graduate fee is charged in the last semester of the program. If the student withdraws from the program during the last semester, this graduation fee is refunded.

\***Student Activity Fee:** The Student Activity Fee is a mandatory charge of **\$106 per month**, assessed for each of the five months within a semester. This fee supports campus resources, student organizations, and institutional events.

### **Refund Policy for Student Activity Fee:**

- **Full Refund:** A 100% refund of the monthly fee will be issued if a student officially withdraws or drops all courses prior to the 1st day of the calendar month.
- **Non-Refundable Status:** As of the 1st day of each month, the \$106 fee for that month is earned by the institution and is non-refundable for any student enrolled on or after that date.
- **Withdrawal After Start of Month:** If a student withdraws after the 1st of the month, they remain liable for that month's fee but will not be charged for any subsequent months in the semester.
- **School Cancellation:** If the college cancels a course or program, 100% of the associated fees for the affected period will be refunded.

### **Additional Fees/Costs, As Applicable**

- I-20 Application fee as laid out by Department of Homeland Security
- Credit by Examination, \$50 per exam
- Student Consultation, \$25 per hour,
- Transcript, \$5.00 each
- Returned Check Fee, \$20.00,
- I-20 Application Renewal Support Services Processing Fee, \$100 (A \$100 M-1 Status Renewal Support Fee is charged only to students who request administrative assistance from the college in preparing documentation for the renewal of their M-1 status; government fees are not included.)
- Course Repeat Fee, 50% of the per credit tuition rate
- Interest is charged on any overdue balance at 1.5% per month or 18% per year

### **Payment of Tuition**

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

The College accepts multiple forms of payment such as credit cards (e.g., Visa, MasterCard, American Express), debit cards, electronic bank transfers (ACH), checks and wire transfer.

## Payment Plans

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

## Past Due Accounts

All students are required to fulfill their financial obligations to the institution in a timely manner. Accounts with outstanding balances will be subject to payment reminders, late fees, and possible enrollment holds, which may restrict registration and graduation eligibility. Students facing financial difficulties are encouraged to contact the finance office to explore payment plans or financial counseling options. Unresolved debts may be referred to a collection agency or legal action if necessary. This policy is enforced consistently for all students to ensure fairness and institutional compliance.

## Payment Deadlines

Semester	Billing Due Date
Fall 2025	August 10, 2025
Spring 2026	January 11, 2026
Fall 2026	August 9, 2026
Spring 2027	January 10, 2027

## Cancellation, Withdrawal, and Refund Policy

### Students’ 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. If the student signs the enrollment agreement on the course start date, they have the right to cancel within 7 days. 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 notice of cancellation addressed to Treasury Office at the following address: 6464 Sunset Blvd, #510, Los Angeles, California 90028.
3. Notice of cancellation shall be in writing and delivered to the college by mail, email, or in person. If mailed, the postmark date shall determine the date of cancellation. This is according to BPPE ARTICLE 13. Cancellations, Withdrawals, and Refunds.
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 the non-refundable application fee not to exceed \$200.00, within 45 calendar days after the notice of cancellation is received.

#### **Rejection of Applicant:**

If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application fee such charges are clearly itemized in the enrollment agreement as nonrefundable.

#### **Program Cancellation**

If an institution cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student.

#### **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 the non-refundable application fee and less any deduction for equipment not returned in good condition, within 45 calendar 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 students' 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.

Refund amounts must be based on a student's last date of attendance (LDA). Refund is calculated only for the current period of financial obligation (maximum 12 months). Prior payment periods are 100% earned.

HCAI calculates every refund using both the California BPPE pro-rata method (5 CCR §71750 and Ed. Code §§94919–94920) and ACCET Document 31 (April 2016). The greater of the two refund amounts is always issued/refunded to the student. The full text of BPPE regulations and ACCET Document 31 is attached to every Enrollment Agreement. Every student is informed in writing (and initials) that a comparison will be performed and that the policy most beneficial to the student will be applied.

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. Based on BPPE policy, refunds shall be paid or credited within 45 days of a student's cancellation or withdrawal.

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

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

The college shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

The written refund policies of the state and the accreditor must be provided to students in the enrollment agreement, along with notification that a comparison will be made and the policy that is most beneficial to the student will be used.

### **Non-Tuition Fees policy**

If the student cancels the Enrollment Agreement on the first day of instruction or within seven (7) days after signing the Enrollment Agreement, whichever occurs later, all charges shall be refunded in full, and any non-refundable amount shall not exceed \$200.

\* Orientation Fee: This fees will not be refunded if the student attended the orientation.

\* Books and Supplies: Books can be purchased for each course before the course starts or can be purchased for the whole semester before the semester starts.

\* Graduation Fee: Graduate fee is charged in the last semester of the program. If the student withdraws from the program during the last semester, this graduation fee is refunded.

\*Student Activity Fee: The Student Activity Fee is a mandatory charge of \$106 per month, assessed for each of the five months within a semester. This fee supports campus resources, student organizations, and institutional events.

### **Refund Policy for Student Activity Fee:**

Full Refund: A 100% refund of the monthly fee will be issued if a student officially withdraws or drops all courses prior to the 1st day of the calendar month.

Non-Refundable Status: As of the 1st day of each month, the \$106 fee for that month is earned by the institution and is non-refundable for any student enrolled on or after that date.

Withdrawal After Start of Month: If a student withdraws after the 1st of the month, they remain liable for that month's fee but will not be charged for any subsequent months in the semester.

School Cancellation: If the college cancels a course or program, 100% of the associated fees for the affected period will be refunded.

## **Student Services**

### **New Student Orientation**

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

### **Bookstore**

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

### **Student Consulting Services**

Hubbard College of Administration International recognizes that personalized service is an important part of education. Student Consulting Services to assist students are provided to the student at an hourly charge. A referral program is also available for serious mental health or personal problems.

## **Individual Academic Assistance**

Sometimes students who are having difficulty with their courses may need special individual assistance. This assistance is provided through the Student Services Department at a cost of \$50 per hour.

## **Substance Abuse Services**

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

## **Career Development**

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

## **Graduate Placement**

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

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

## **Student Activities**

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

## **Student Groups and Organizations**

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

## **Volunteer Services for the Community**

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

## **Student Affairs**

### **Dress Code**

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

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

### **Housing**

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

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

### **Parking**

The College has a parking lot for the students' use.

### **Security**

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

## **Process for Addressing Student Grievances**

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

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

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

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or PO BOX 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](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 with 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 people may also have access. Within the College, only those members of the instructional staff or staff individually or collectively acting in the students' educational interests are allowed access to student records.

At its discretion, the College may provide directory information in accordance with the provision of the Act to include student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, certificates, degree or awards received, the most recent previous educational agency or institution attended by the student and participation in officially recognized activities. A student may withhold directory information

by notifying the office of the Registrar or the office in writing no later than the fifteenth day after registering for courses.

## **Student Conduct**

### **The Way to Happiness**

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

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

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

## **Administrators and Faculty**

### **School Administrators and Staff**

President/Executive Director – Nick Terrenzi  
Chief Academic Officer – Arthi Ramalingam  
Vice President of Administration – Aleisha Brooks  
Vice President of Operations – Mercedes Mira  
Academic Compliance Director – Carla Coronado  
Faculty Assistant – Sebastian Amaya  
Admissions Officer – Martha Pena  
Director of External Admin – Sandra Lopez

## Faculty

Arthi Ramalingam, MBA, MS

Chief Academic Officer, Faculty of Marketing and Strategic Management

M.S. Advanced Management Studies from Peter F. Drucker School of Management, Claremont Graduate University, USA

Master of Business Administration (MBA) – Bharathidasan University, India

Post Graduate Diploma in Computer Application (PGDCA) – Bharathidasan University, India

Bachelor of Science in Microbiology and Biochemistry (BS) – Bharathidasan University, India

Over 25 years of field experience

Mercedes Mira, B.S. Business Administration

Academic Compliance Director and Professor of Administrative Studies

Bachelor of Science Business Administration

California State University, Los Angeles

Over 25 years of field experience

Marie Claire Tagliaferro, MA

Professor of General Ed and Public Relations Management.

Master of Arts (MA) in Human Development and Family Life from Kansas University.

BA in Human Development and Family Life from Kansas University.

BA in Psychology from Kansas University.

BA in Preschool Education from Universidad Nacional Abierta - Estado Nueva Esparta, Venezuela.

International Speaker and Publisher, 40 years of experience as an Executive and Educator in the US.

Carla Coronado, BS Computer Science, MBA

Faculty of Gen Ed,

MBA from (EOI) Escuela de Organizacion Industrial, Madrid, Spain.

Bachelor of Science in Computer Engineering (BS) from (PUCP) Pontifica Universidad Catolica del Peru, Over 16 years of field experience

## Academic Calendar

Fall Semester 2025 Start Date	August 11, 2025
Labor Day	September 1, 2025
Thanksgiving Holiday	November 27 - November 28, 2025
Fall Semester 2025 End Date	December 19, 2025
Winter Break	December 20, 2025, to January 19, 2026
Spring Semester 2026 Start Date	January 12, 2026
Spring Break	March 16, 2026, to March 20, 2026
Memorial Day	May 25, 2026
Spring Semester 2026 End Date	June 30, 2026

# Course Descriptions

## **CBI Company Basics I**

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

**1.0 Credit**

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

## **CBII Company Basics II**

**Prerequisite: CBI Company Basics I**

**2.0 Credits**

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

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

**Prerequisite: Basic Study Manual**

**1.0 Credit**

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

## **DSE100 Elementary Data Series Evaluator**

**Prerequisite: Basic Study Manual**

**6.0 Credits**

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

## **ET1 Executive Tools**

**Prerequisite: CBII Company Basics II**

**1.0 Credit**

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

## **FP100 How to Increase Profits through Proper Financial Planning**

**Prerequisite: None**

**2.0 Credits**

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

### **FP200 Financial Planning**

**Prerequisite: None**

**4.0 Credits**

This course covers how to manage financial resources to increase cash flow and solvency, build reserves, and correctly allocate financial resources for increased organizational production. The student learns how to design and carry out a project to improve the financial situation of the business. The course trains the student on financial planning principles and concepts that result in organizational viability consisting of income greater than expenses along with significant amount of reserves to continue expansion.

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

**Prerequisite: None**

**1.0 Credit**

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

### **GE120 Master of Communication I**

**Prerequisite: None**

**1.0 Credit**

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

### **GE150 Master of Communication II**

**Prerequisite: GE120 Master of Communication I**

**1.0 Credit**

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

### **GE160 Master of Communication III**

**Prerequisite: GE120 and GE150 Master of Communication I & II**

**1.0 Credit**

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

### **GE170 Organizational Behavior**

**Prerequisite: None**

**4.0 Credits**

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

### **GE180 Human Development as a Vital Infrastructure**

**Prerequisite: None**

**4.0 Credits**

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

### **GE190 Applied Sciences**

**Prerequisite: None**

**1.0 Credit**

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

### **GE200 Business Mathematics**

**Prerequisite: None**

**2.0 Credits**

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

### **HR100 How to Evaluate and Predict Human Behavior**

**Prerequisite: None**

**2.0 Credits**

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

### **HR200 How to Achieve Effective Learning**

**Prerequisite: GE120 Master of Communication 1**

**3.0 Credits**

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

### **INTAAS Final Degree Externship**

**Prerequisite: Associate of Applied Science Degree courses**

**7.0 Credits**

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

and the evidence and documentation of actions and results required for satisfactory completion of the final externship.

### **INTC1 Administrative Management Consultant Final Externship**

**Prerequisite: Completion of all other courses in the Administrative Management**

**Consultant/Executive**

**2.0 Credits**

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

### **INTC2 Public Relations and Marketing Management Consultant Final Externship**

**Prerequisite: Completion of all courses in the Public Relations and Marketing**

**Consultant/Executive**

**2.0 Credits**

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

### **INTC3 Strategic Management Consultant Final Externship**

**Prerequisite: Completion of all courses in the Strategic Management Consultant/Executive**

**2.0 Credits**

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

### **INTC4 Senior Management Consultant Final Externship**

**Prerequisite: Completion of all courses in the Senior Management Consultant/Executive**

**2.0 Credits**

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

### **MAN100 Handling the Ups and Downs in Life**

**Prerequisite: None**

**2.0 Credits**

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

### **MAN150 Executive Basics**

**Prerequisite: None**

**1.0 Credit**

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

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

Compromising one's personal integrity because of social and economic pressure leads to failure and loss. This course addresses the basics of honesty and personal integrity not just in the world of work, but in life as well. It shows the student how to improve a student's sense of self-respect, integrity, confidence, and self-worth.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This course teaches the primary functions of any organization, the basic laws of organization and administration, and methods of designing and setting up an organization so that it runs effectively. It trains a student to understand the causes of wasting resources, inefficiency and unnecessary extra work made by others and how to create an efficient, productive and upset-free work environment using the concepts and principles of basic organization to increase efficiency and productivity in a business or company.

**ORG150 Organizational Structure****Prerequisite: None****4.0 Credits**

This course trains a student to understand the principles of basic organization to increase efficiency and productivity in a business or company towards expansion. The course helps the student understand the organizational structure, functions and departments.

**ORG200 Increasing Efficiency****Prerequisite: None****2.0 Credits**

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

**ORG300 Organizational Analysis****Prerequisite: None****2.0 Credits**

The purpose of this course is to give the student practice in doing organizational analysis, spotting situations that need to be handled and handling them in companies and organizations.

**ORG500 How to Study Effectively****Prerequisite: GE120 Master of Communication 1****4.0 Credits**

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

### **ORG600 How to Effectively Handle Work**

**Prerequisite: None**

**1.0 Credit**

This course addresses the day-to-day problems of work and living. It addresses areas such as how to handle one's job, how to keep a job, how to maintain productivity and efficiency, and how to handle confusion in the workplace and in life. It also addresses the most common problems encountered in the workplace including stress, exhaustion, and burnout. This course provides the fundamental discoveries that will increase the student's ability to deal with the numerous problems which beset most people in today's workaday world, thereby giving him or her the tools to manage and effectively handle work.

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

**Prerequisite: Basic Study Manual**

**3.0 Credits**

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

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

**Prerequisite: None**

**2.0 Credits**

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

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

**Prerequisite: None**

**1.0 Credit**

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

### **PR150 Creating Surveys to Gain Marketing Insights**

**Prerequisites: None**

**2.0 Credits**

This course trains the student on survey principles and concepts on specific techniques to understand what various publics think and what they will react to as far as products and services, and to be able to do surveys.

### **PR200 Public Relations Fundamentals**

**Prerequisite: None**

**2.0 Credits**

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

### **PR300 Public Relations Management**

**Prerequisites: None**

**3.0 Credits**

This course trains the students on principles and concepts in handling public relations for an organization or individual(s) that increase their value, support, goodwill and productivity.

**PROG100 Making Planning Become an Actuality****Prerequisite: None****1.0 Credit**

This course teaches the student workable techniques for formulating plans and programs. It teaches how to get programs carried out and moving to achieve business or organizational goals and objectives. The elements of successful plans and programs are defined and taught.

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

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

**SA100 How to Create Want for Your Products Through Effective Sales Techniques.****Prerequisite: GE150 Master of Communication II****2.0 Credits**

This course teaches a student to comfortably sell products or services and increase revenue for the company.

**SA200 The Art of Sales****Prerequisite: None****3.0 Credits**

This course teaches a student to comfortably sell products or services and increase revenue for the company.

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

In our society various jobs are identified by different hats. For example, a fireman's hat, an artist's beret, and a construction worker's hard hat are all identifiable. The word "hat" is a slang term meaning the specialized duties of one's job. A full hat would include all the necessary skills and knowledge to successfully wear the "hat." This course covers basic study skills, the basics of organizations, the functions of organizations, the basic tools of an executive, the functions and duties of an executive and the knowledge and skills needed to carry out the functions and duties of an executive. Enrollment in this course requires WISE membership at the time of admission.

**SSEFH100A Executive Full Hat Final Practical Application****Prerequisite: Executive Full Hat****1.0 Credits**

A faculty-supervised final practical application requires the student to apply all the knowledge and skills learned in the course while functioning as an executive director of a business or professional practice.

**SSSUP100 Course Supervision Training****Prerequisites: Basic Study Manual with Trainer Check****4.0 Credits**

This course is designed for people who want to be employed as training course supervisors in self-paced study course rooms. Enrollment in this course requires WISE membership at the time of admission. This course teaches the knowledge and skills required to run a course room

effectively and to graduate students who know and can apply what they have studied and who can be successful in the subject area.