

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 JANUARY 1972

Remimeo

ISSUE III

Course Admin Hat

Tech & Qual Hats

Dept 3 Hats

COURSE ADMINISTRATORS STATISTIC

The Course Administrator plays a vital role in producing the Final Valuable Product of any course, ie: Graduates who can apply the material they studied successfully and be successful in the subject.

HCO P/L 20 Jan 72 "COURSE ADMIN CHECKLIST" fully covers all daily actions which must be done by Course Admin in order to get in fully his responsibilities of "What Is a Course?" (HCO P/L 16 Mar 71).

The following statistic has been designed to accurately show the production of the Course Administrator:

\* PERCENTAGE OF COURSE ADMIN CHECKLIST ITEMS IN.

There are 31 items on the Course Admin checklist. Each of these items must be done and 'IN' every day for each course.

The maximum number of checklist items that you can do in any given day is 31 multiplied by the number of courses you are responsible for. (If you are responsible for 4 courses, the maximum numbers of checklist items you can do each day is 124 (31 x 4).)

HOW TO CALCULATE

Your actual daily stat is calculated by adding together the number of items 'IN' for each course and dividing by the maximum number that could have been in. This will give you a percentage.

Example: Let us say you are responsible for 4 courses. Therefore, the maximum number of checklist items that could be 'IN' each day is 124.

Now let us say that for each course you got 25 actions IN. That makes 100 items 'IN' for the day.

Your stat is computed by dividing 124 into 100.

$$124 \overline{)100} \quad \text{or} \quad \frac{100}{124}$$

Your stat is .806 or 80.6%.

Rounded off to the nearest whole number, your stat is 81%.

Your weekly stat is calculated by (a) adding together your daily stat for each of the 7 days, and (b) dividing by 7.

Example:

(a)	81 %	FRI
	74 %	SAT
	86 %	SUN
	79 %	MON
	87 %	TUES
	90 %	WEDS
	<u>93 %</u>	THURS
	590 %	

(b)  $7 \overline{) 590}$  or  $\frac{590}{7}$

Your weekly stat is 84.2%.

Rounded off to the nearest number, your stat is 84%.

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L. RON HUBBARD  
FOUNDER