MISSION, VALUES, VISION, PURPOSE & OBJECTIVES

Argosy University

Argosy University Mission Statement
At Argosy University, our passion is teaching and learning. We develop professional competence, provide opportunity for personal growth, and foster interpersonal effectiveness. Students succeed because our university community engages and supports them.

Argosy University Values
Argosy University is a university community dedicated to delivering high quality professional education programs to working professionals. The university serves these individuals by offering doctoral, masters, post-graduate certificate and undergraduate programs in professional and career fields as well as continuing education and professional development services. Argosy University dedicates itself to offering its programs and services in ways that are accessible and responsive to the needs of its students. By focusing on the development of key educational and professional competencies, the university is able to serve effectively its student body and the needs of the professions served by its programs. The Argosy University community therefore embraces the following institutional beliefs and values:

We Believe in Quality. We believe that the programs of Argosy University must be offered at the highest levels of rigor, professionalism and ethical standards. This focus on quality will reward graduates for their investment of time, talent and resources by preparing them for professional advancement.

We Believe in Access. We believe that students should have access to the programs and services of Argosy University in modes of delivery most compatible with their life and work commitments as well as their educational needs and Argosy University's commitment to quality.

We Believe in Diversity. We believe that Argosy University has a responsibility to reach out to diverse groups of learners who need and want the professional educational programs and services we offer. We believe that diversity of faculty and staff and their background and experience enriches the educational process for all students. We believe that every program must prepare graduates with the skills and knowledge to effectively support the diverse needs of the populations they will serve. This diversity will ultimately strengthen the professions they enter and improve the services they provide to their clients and customers.

We Believe in Student Focus. We believe in a responsive learning-centered process that enables each student to realize his or her own potential. We believe in offering an environment that emphasizes care, concern and mutual respect for the students as both individuals and as professionals.

We Believe in Practicality. We believe in education that integrates practical learning experiences and outcomes that reflect the skills and competencies of the professions Argosy University serves; those required by the employers of Argosy University's graduates. We believe our faculty must contribute professional expertise as well as scholarship to the learning process.

We Believe in Respect. We believe that people, students, faculty, staff, and those in the communities we serve deserve to be treated in a manner that reflects mutual respect and a high regard for the other person. We believe that all should be treated with a personal caring attitude that reflects respect and positive regard.

Approved by Board of Trustees during Strategic Planning in 2006
Argosy University Statement of Purpose

- Argosy University develops and provides distinctive, innovative, and high-quality higher education and professional service programs at all levels to prepare individuals for careers to serve the needs of an evolving global marketplace.
- Argosy University administers its programs so as to ensure the financial viability and the growth of its campuses, the institution, and its parent organization.
- Argosy University provides certificate and continuing education programs to assist professionals in developing and enhancing their knowledge bases and skills.
- Argosy University seeks to recruit and employ faculty and staff who are service-oriented and student-centered, and who combine academic credentials of high quality with substantive career experience.
- Argosy University provides access through its services and programs to students of any social, geographic, and cultural background, and strives to prepare them to work with, and provide services to, diverse populations.
- Argosy University demonstrates its commitment to diversity through the development and support of a diverse educational community, and
- Argosy University seeks to provide wide access to its educational programs through a variety of delivery systems in geographical areas where demonstrated needs exist for its services and products.

College of Creative Arts and Design

College of Creative Arts and Design Mission Statement
The College of Creative Arts and Design provides education in design, media arts, fashion and culinary arts that builds careers and has the potential to transform the lives of those who teach, learn and work at the college.

We Teach. At the heart of the educational experience at the College of Creative Arts and Design is the concept of learning-centered instruction. The classroom is a blend of theory and application where a faculty member delivers theory and then works with students as they apply that theory. Students often collaborate as members of a team on a particular project. Instructors provide guidance and encouragement and model particular approaches to execute on the project and to underscore the theory in action.

We Practice. The faculty of the College of Creative Arts and Design is comprised of outstanding artists, designers, chefs and others with expertise in our fields of study. The college provides the opportunity for these accomplished artists to bring their experiences from the world of work to the classroom and to work with students as they advance their skills and knowledge. We support and encourage our faculty to continue to practice professionally and to bring that experience to the classroom.

We Grow Professionally. The College of Creative Arts and Design recognizes that it’s most important resource is the people, especially our faculty, who work at our campuses. The college provides opportunity for professional development such as advanced study, regular in-service professional development, instructional development, and executive development so that we maintain an excellent workforce that is prepared for continuing growth of our fields of study and of the organization.

College of Creative Arts and Design Values
We believe in quality and excellence in creative, learning-centered education.

We believe that serving our students is our priority.
We believe that education is a partnership between the institute, the faculty, and the student that requires open communication, personal responsibility, integrity, and active participation.

We support the creative diversity of our students and share in the development of their artistic and academic potential.

We believe in industry-relevant curricula that are designed to prepare students to contribute positively to the business community.

We believe in a culture of learning that is built on leadership, teamwork, accountability, and cooperation.

We believe in training, growth, and advancement opportunities for our employees and recognizing individual responsibility, ownership, and accomplishment.

**College of Creative Arts and Design Vision Statement**

The College of Creative Arts and Design, a college of Argosy University, strives to be the leader in career-focused, creative education in California.

**College of Creative Arts and Design Objectives**

Students at the College of Creative Arts and Design are expected to attain a body of theoretical and practical knowledge appropriate to their degree program’s objective in their chosen field. This proficiency is demonstrated through measurable student-learning outcomes specified in the outline of each course of each program. In our programs, students are not only expected to demonstrate an understanding of specific courses but also to develop critical and analytical learning skills together with educational values that contribute to lifelong learning.

Publication effective dates: October 1, 2018 through September 30, 2019
Updated at least annually.
Students receive a link to this publication during enrollment. The document is located on the campus websites in the consumer information section of the site.
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See aiprograms.info for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info.
MESSAGE FROM THE CHANCELLOR

In education, as in life, purpose and passion are the keys to personal fulfillment. We welcome you to pursue your passion at the College of Creative Arts and Design, a college of Argosy University, which could lead you to achieve your life’s purpose in an exciting profession in design, media arts, culinary, or fashion.

This is an exciting time to pursue your education here. Our dedicated faculty are passionate about what they do. They know and appreciate what it takes to be successful in the industry, and they realize how your dreams and passions can lead to the development of your unique creative skills. These skills, along with determination and persistence, will help you to realize your dreams of becoming a part of a creative profession.

With a global outlook on the needs of creative industries, the College of Creative Arts and Design campuses are located in areas which many creative industries call home. Our partnerships with professionals in the field allow our faculty and staff to tap into valuable resources and opportunities, which in turn, helps students by bringing the real world into the classroom.

Here you will find like-minded students and artists who are excited by their respective talents and challenged by the opportunity to apply their creativity. You will join a community where you can explore your imagination, develop your skills, and stretch your talents.

On behalf of the faculty and staff of the College of Creative Arts and Design, we are excited by your potential and enthusiasm for your art. We are committed to helping you chart the right educational course for your road to success. In your journey, always keep your passion for your craft and your goals as a daily reminder and source of motivation. By choosing what you love to do and following your passion, you are poised to realize your dreams.

Best wishes for your academic success.

Sincerely,

Cynthia G. Baum, Ph.D.
Chancellor
Argosy University
COLLEGE OF CREATIVE ARTS AND DESIGN

The Art Institute of California – Hollywood, a campus of Argosy University and The Art Institute of California – San Diego, a campus of Argosy University are collectively referred to throughout this catalog as the “College of Creative Arts and Design.” Where appropriate when only a specific campus location or locations are intended campuses may be referred to by their geographic identifier. Curricula, fees, expenses, and other matters described herein and any accompanying addenda are subject to change without notice at the discretion of the College of Creative Arts and Design.

The College of Creative Arts and Design at Argosy University is an institution for career-focused preparation in the design, media, and culinary-related fields. The College of Creative Arts and Design offers programs on a year-round basis, allowing students to continue to work uninterrupted toward their degrees and provides hands-on education in the creative and applied arts by offering bachelor's and associate’s degree programs as well as non-degree programs. The College of Creative Arts and Design campuses are a part of The Art Institutes, a system of more than 12 educational schools in North America. An impressive faculty of educators and artists strives to strengthen students’ skills and to cultivate their talents through well-designed curricula. The College of Creative Arts and Design helps prepare its students for the competitive marketplace by teaching real-world, professional skills and directs students’ portfolio development.

Students attending the College of Creative Arts and Design, at both campuses in California, numbered 930 in Fall 2017. About 76% of the students were enrolled in bachelor-degree programs, with over 22% in associate-degree programs. 46% were defined as Media Arts students with 22% in Culinary, 32% in Design and Fashion programs. Males made up 58% of the students, with full-time students out numbering part-time students by approximately two-thirds to one third. The College of Creative Arts and Design is racially diverse, with Hispanic/Latino students making up the largest ethnic group, followed by White, Black/African American, and other races. The typical age of the students attending the campuses ranges from 20-29 years, with students ages ranging from approximately 17 to over 65 years of age.

Programs at the College of Creative Arts and Design are carefully defined with support and contributions from the professional community. Curricula are reviewed regularly to ensure they meet the needs of a changing marketplace to prepare graduates to seek entry-level positions in their chosen fields. Partnerships with local and national employers help to deliver industry-relevant education that benefits both students and employers. The programs are designed to help students develop practical skills, using industry-utilized technology. Many students gain on-the-job skills through participation in internship or externship experiences at local companies and nationally recognized corporations.

With industry mentors, like-minded peers, and a unique artistic spirit, the College of Creative Arts and Design offers a nurturing environment where creative students can thrive. The campuses are designed with the creative student in mind. All campuses include light, spacious classrooms and equipped studios, professional skills kitchens, and Mac and PC computer labs offering a productive working atmosphere to explore and render creativity. Examples of equipment, software, and materials used for instruction include, but are not limited to: computers, projectors, printers, wireless access, digital textbooks, Adobe Creative Suite (Illustrator, Photoshop, InDesign, DreamWeaver, Acrobat, After Effects, Flash, Premiere Pro, Director, and Lightroom), AutoDesk (3d Studio Max, Maya, Mudbox, AutoCAD, and Revit) Avid Pro Tools, Gerber Technology, and Microsoft Office 2016 Suite (Word, PowerPoint, and Excel). Individual campuses offer specialty work environments, including interior design studios, industrial design workshops, photography studios and digital darkrooms, video studios and control rooms (Hollywood), library resource centers, student gallery, student lounge, art supply stores, student advising centers, career centers, staff and faculty offices, and other amenities. Additionally, the culinary departments run a dining lab/restaurant, a restaurant open to the public, operated by culinary students and overseen by professional chef faculty.
Classes will be held at these College of Creative Arts and Design Campuses

The Art Institute of California – Hollywood, a campus of Argosy University

Main Building:
5250 Lankershim Blvd.
North Hollywood, CA 91601

Set & Exhibit Design and Industrial Design Shop
11128 Magnolia Blvd.
North Hollywood, CA 91601

1-818-299-5100 • 1-877-467-6232
www.artinstitutes.edu/hollywood

The Art Institute of California – San Diego, a campus of Argosy University

Main Building:
7650 Mission Valley Road,
San Diego, CA 92108

Audio Production Studio:
7675 Mission Valley Road
San Diego, CA 92108

1-866-275-2422
www.artinstitutes.edu/sandiego
Accreditation & Licensure

Accreditation
Any person wishing to review a copy of a location’s accreditation, licensure, or approval may do so by contacting the campus president.

Institutional Accreditation
The Art Institute of California – Hollywood, a campus of Argosy University. Argosy University is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, http://www.wascsenior.org).

The Art Institute of California – San Diego, a campus of Argosy University. Argosy University is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, http://www.wascsenior.org).

Programmatic Accreditation
The Interior Design program leading to the Bachelor of Science Degree at the Hollywood and San Diego campuses is accredited by the Council for Interior Design Accreditation, http://www.accredit-id.org, 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.

The Bachelor of Science Degree in Culinary Management and the Associate of Science Degrees in Culinary Arts, and Baking & Pastry at the San Diego and Hollywood campuses are accredited by the Accrediting Commission of the American Culinary Federation Education Foundation, http://www.acfchefs.org, 180 Center Place Way, St. Augustine, FL 32095.
**State Licensing**

Argosy University is a private institution and has been licensed to operate by the California Bureau for Private Postsecondary Education (Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento CA 95834, www.bppe.ca.gov, Toll-free phone: 1.888.370.7589).

Approved to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009.

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

A California student does not need to exhaust the institution’s complaint and appeal procedures prior to contacting BPPE.

Any 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 web site www.bppe.ca.gov.

As required by section 94909(a)(C)(12) of California Assembly Bill 48, neither Argosy University, nor its parent company Dream Center Education Holdings LLC (DCEH) has not or is in the process of filing for bankruptcy under Chapter 11 of the United States Bankruptcy Code.

**Department of Homeland Security**

Regarding each campus comprising the College of Creative Arts and Design: This school is authorized under Federal law to enroll nonimmigrant alien students.

**Vocational Rehabilitation Programs**

Every state has programs to help people with physical and mental disabilities. Some states offer retraining programs for people who have been out of the job market for a length of time, for example. Eligibility criteria and amounts vary according to federal, state and private agency regulations. Students must apply directly to and be approved for benefits through the appropriate federal, state, or private agency. For more information, contact your local vocational rehabilitation office, unemployment office, or your state department of human resources.

**Veterans Education Act**

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact the local Veterans Affairs office in your region, visit www.gibill.va.gov.

**U.S. Departments of Veterans Affairs and Defense Education Benefits**

The College of Creative Arts and Design campuses have been approved by the California State Approving Agency for Veterans Education Department of Veterans Affairs, California Department of Veterans Affairs for the training of veterans and eligible veterans’ dependents. Where applicable, students using the Department of Veterans Affairs education benefits may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the Policies and Procedures section of the catalog for more information). Students receiving veterans’ benefits must report all prior education and training. The College of Creative Arts and Design campuses will evaluate prior credit and accept that which is appropriate. Students with questions should contact the California State Approving Agency for Veterans Education, Department of Veterans Affairs at 1227 O Street, Suite 625, Sacramento, CA 95814, www.calvet.ca.gov, Phone: 916-503-8317. Fax: 916-653-1035.

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following website:
The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

As a Department of Defense Memorandum of Understanding education institution participant and signatory, the College of Creative Arts and Design campuses are approved for Tuition Assistance. Eligibility for Tuition Assistance varies by military branch. Military spouses may also be eligible to use Department of Defense educational benefits under the Military Spouse Career Advancement Scholarship (MyCAA) program. Service members or military spouses wishing to use Department of Defense education benefits must obtain approval from their respective military branch or the Department of Defense prior to starting the course.

While benefit and eligibility information is provided by the College of Creative Arts and Design campuses, the ultimate approval of a student's ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Financial Services department at the College of Creative Arts and Design campuses to learn more about these programs and participation.


Ownership

The Art Institute of California – Hollywood, a campus of Argosy University, is owned by Argosy Education Group, LLC, which through an intermediary company is a subsidiary of Dream Center Education Holdings, LLC. Dream Center Education Holdings, LLC is located at 1400 Penn Avenue, Pittsburgh, Pennsylvania 15222.

The Art Institute of California – San Diego, a campus of Argosy University, is owned by Argosy Education Group, LLC, which through an intermediary company is a subsidiary of Dream Center Education Holdings, LLC. Dream Center Education Holdings, LLC is located at 1400 Penn Avenue, Pittsburgh, Pennsylvania 15222.

Neither the campuses of the College of Creative Arts and Design at Argosy University nor its parent company Dream Center Education Holdings LLC (DCEH), is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1001 et. seq.).
Governance

Board of Trustees
Responsibility for the organization and governance of Argosy University rests with the Board of Trustees. The members of this board exercise responsibility for the establishment of the basic policies that govern all campuses of Argosy University, and meet on a regular basis to review the implementation of these policies. Board members are primarily concerned with the academic quality of the institution, and regularly review data that allow them to ensure that the institution meets the needs of the students and serves the public interest of the communities in which it is located.

Argosy University Administration
The authority to administer Argosy University has been delegated by the Board of Trustees to the professional staff of academic administrators that Argosy University has retained for that purpose. The Chancellor of Argosy University has the responsibility for ensuring that the institution achieves its mission through the effective and efficient management of its financial, human, and academic resources. The Chancellor is charged with overall responsibility for the administration of Argosy University, including the implementation of board policy. Assisting the Chancellor in these activities is the staff of Argosy University and the central offices of Dream Center Education Holdings, LLC, which has shared responsibility for the administration of a number of key functions, including fiscal and property management, financial aid, student recruitment and services, information systems, institutional research, marketing, and development.

Campus Administration
The responsibility for the day-to-day operation of each campus has been delegated by the Chancellor of Argosy University to each campus director/administrator. Assisting the campus director/administrator is a campus staff committed to providing those support services essential to a responsive undergraduate and graduate school. The entire administrative staff of each campus takes pride in the service it provides its students and believes that this is one of the distinguishing marks of Argosy University.

Advisory Boards
Colleges and programs within Argosy University have advisory boards, consisting of professionals from the associated fields. The advisory boards meet at least annually to discuss issues such as curriculum and community involvement. They also provide valuable feedback to the program faculty and staff regarding current trends and expectations within their respective professional communities.

DCEH Board of Managers and Directors

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<tr>
<th>Board of Managers/Directors</th>
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<tr>
<td>Matthew Barnett</td>
<td>Brent Richardson, Chief Executive Officer</td>
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<td>Randall K. Barton</td>
<td>Randall K. Barton, Chief Development Officer</td>
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<tr>
<td>Brent Richardson</td>
<td>John Crowley, Chief Operations Officer</td>
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<tr>
<td>Jack DeBartolo</td>
<td>Chris Richardson, SVP, Secretary and General Counsel</td>
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<td>Dr. Rufus Glasper</td>
<td>Chad M. Garrett, Chief Financial Officer</td>
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<tr>
<td>Timothy P. Slottow</td>
<td>Dr. Cynthia Baum, Chancellor, Argosy University</td>
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<td>Claude H. Brown, President, The Art Institutes</td>
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<td>Steven Yoho, Chancellor, South University</td>
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<td>Susan Minahan, Asst. Secretary</td>
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Outcomes Assessment

Argosy University is committed to a process of continuous improvement in all operations of the institution, especially those related to improvements in student academic achievement. Using both direct and indirect measures, Argosy University regularly and formally assesses student learning on program outcomes which have been developed by faculty to reflect the skills, knowledge bases, and behaviors required of the profession, the accreditation standards where applicable, and the disciplines in which the degrees are offered. Argosy University also evaluates student perceptions of the services provided to support student learning. In addition to the ongoing assessment of individual students, these assessment and evaluation strategies occur at the class, program, campus, college, and institutional levels.

Argosy University believes that such ongoing analyses of students’ learning are central to the efficacy of its educational services and programs. The integration of the collective data and results generated by these assessment strategies form a significant portion of the information used to evaluate individual student and programmatic success in Argosy University’s programs. Further, this educational input on the outcomes of student learning and the various educational processes furnishes critical feedback to Argosy University’s planning process that closes the institutional effectiveness loop and is used on an ongoing basis to continuously enhance the quality of student learning at Argosy University. Students should anticipate participating in a wide array of evaluation and assessment procedures throughout their educational careers. Students are expected to enter into these procedures openly and honestly in an effort to assist Argosy University in its continuous improvement processes.

Institutional Learning Outcomes for Argosy University

1. Analytical Reasoning
   Analyze issues objectively, interpret and synthesize data and ideas, and develop feasible, flexible, and creative solutions to real world problems.

2. Effective Communication
   Identify audiences, assess information provided, interpret needs, and present relevant information using appropriate written, oral, and listening skills and media to meet the needs of the situation.

3. Information Competency
   Gather, evaluate, and ethically use information from a variety of relevant technological and library resources to make decisions and take action.

4. Interpersonal Effectiveness
   Develop individual and group interpersonal skills to improve and foster participation and interaction critical for achieving individual and group goals.

5. Personal and Professional Integrity and Ethical Behavior
   Demonstrate a multi-dimensional awareness of individual and social responsibility to act ethically and with integrity in a diverse, global society.

6. Professional Competence
   Apply skills appropriate to program objectives and employ critical reasoning to contribute to one’s field and profession.

WASC Core Competencies

WASC Senior College and University Commission (WSCUC) is the accrediting agency for Argosy University. One of the requirements outlined in the Standards of Accreditation is the attention to outcomes for all baccalaureate programs that engage students in an integrated course of study of sufficient breadth and depth to prepare them for work, citizenship, and life-long learning. These programs ensure the development of core competencies including, but not limited to:

- Written Communication,
- Oral Communication,
- Quantitative Reasoning,
- Information Literacy, and
- Critical Thinking.
In addition, undergraduate programs actively foster creativity, innovation, an appreciation for diversity, ethical and civic responsibility, civic engagement, and the ability to work with others. Baccalaureate programs also ensure breadth for all students in cultural and aesthetic, social and political, and scientific and technical knowledge expected of educated persons.

CCAD assesses the WASC Core Competencies and the Argosy Institutional Learning Outcomes during the quarterly programmatic assessment data collections. Annually the outcomes for all assessments are compiled and analyzed to provide a continual improvement process as part of the overall Institutional Effectiveness Plan for the college.

**Philosophy of Education**

The primary objective of Argosy University is to educate and prepare students for careers in professional fields. To achieve this, each campus provides an environment that integrates theory, training, research, and applications of the discipline. A faculty composed of individuals who are both practitioners and scholars guide students through coursework to enable them to meet the standards of their professions. Students are educated through training and practical experiences appropriate to their discipline, as well as through the study of a comprehensive academic curriculum.

**Commitment to Diversity**

Argosy University prepares students to serve populations with diverse social, ethnic, economic, and educational experiences. Both the academic and experiential curricula are designed to provide an environment in which students can develop the skills and attitudes essential to working with people from a wide range of backgrounds.
CAMPUS DESCRIPTIONS

Hollywood Campus

Hollywood as the “Entertainment Capital of the World” is the world’s leader in film and television production and music recording. As a consequence, many celebrities call Los Angeles home. Every year thousands of tourists come to Los Angeles to visit the Hollywood Wax Museum, Hollywood Boulevard’s “Walk of Fame,” Mann’s Chinese Theater and tour the homes of the stars, as well as numerous other landmarks.

Students and faculty at The Art Institute of California — Hollywood campus take all that Los Angeles has to offer and use it as a laboratory for understanding the complexity of cultures, industries, images and opportunities that make Southern California one of the best places anywhere in which to live, work and study.

The Art Institute of California — Hollywood is proud to call North Hollywood’s NoHo Arts District home. The NoHo Arts District is a pedestrian-friendly urban village with direct access to the Los Angeles subway system. Amenities abound, including contemporary theaters, art galleries, parks, cafes, and shops, making this community a model for responsible development.

Classes will be held at
The Art Institute of California – Hollywood, a campus of Argosy University
Main Building:
5250 Lankershim Blvd.
North Hollywood, CA 91601

Set & Exhibit Design and Industrial Design Shop:
11128 Magnolia Blvd.
North Hollywood, CA 91601

1-818-299-5100 • 1-877-467-6232
www.artinstitutes.edu/hollywood

Campus Leadership

David Schreiber  Campus Administrator
Shelby Gugel  Regional Dean of Student Life
Lulu Miao  Director of Enrollment
John Doebler  Human Resources Generalist II

Facilities and Equipment
The Art Institute of California – Hollywood campus occupies approximately 71,000 square feet on four floors of a 9-story building in the NoHo Arts District in North Hollywood. The campus is located in an urban area, convenient to the fashion center in Downtown Los Angeles, the interior design hub of West Los Angeles and West Hollywood and the concentration of entertainment and media companies throughout the San Fernando Valley, Santa Monica and Hollywood. Unique in Southern California, The Art Institute of California – Hollywood campus is located directly on a subway line, making the campus particularly accessible to students from across the Los Angeles metropolitan area.
San Diego Campus

San Diego has been ranked as a favorite year-round vacation spot in America. As California’s second largest city, it's the perfect location for aspiring creative artists who seek a metropolitan lifestyle, consistently pleasant weather, and an abundance of outdoor activities.

The city's winning combination of atmosphere and energy attracts leaders from industries that demand a consistent supply of creative talent to fuel their success. Within an hour or two drive from The Art Institute of California — San Diego campus, students can enjoy mountains, deserts, Los Angeles, or Mexico. Surfing, water sports, tennis, golf, jogging, mountain biking, and many other outdoor activities are supported by San Diego’s envied climate. San Diego offers many shopping, dining, and destination spots such as the San Diego Zoo, Wild Animal Park, Sea World, Seaport Village, Old Town, Horton Plaza, the Gaslamp District, and La Jolla. The opera, symphony, live theater district, professional, and collegiate athletic events are all available to complement the Southern California life-style that has made San Diego world famous.

Classes will be held at
The Art Institute of California – San Diego, a campus of Argosy University
Main Building:
7650 Mission Valley Road,
San Diego, CA 92108

Facilities Expansion
(Audio Production Studio)
7675 Mission Valley Road
San Diego, California, 92108

1-866-275-2422
www.artinstitutes.edu/sandiego

Campus Leadership
A.J. Antun, Ed.D., Campus President
Jonathan Gonzalez, Ed.D. Associate Dean of Academic Affairs
Shelby Gugel Regional Dean of Student Life
Denise Nguyen Director of Enrollment
George Powers Student Services Manager
John Doebler Human Resources Generalist II

Facilities and Equipment
The Art Institute of California – San Diego campus occupies approximately 75,000 square feet. In addition to classrooms, the campus houses photography and recording studios, computer laboratories, offices, a student lounge, a library, and an art exhibition gallery. The Art Institute of California – San Diego campus also maintains an art supply store for the convenience of students. Equipment provided at The Art Institute of California – San Diego campus is specific to the program of study. This includes but is not limited to projectors, audio mixing boards, PC and Macintosh computers, printers, and kitchen equipment.
Campus Environment

The year-round average class size at the College of Creative Arts and Design campuses are 20 or fewer students. Class size, however, does not exceed 28 students in lab sessions, 35 students in lecture sessions and 24 students in culinary kitchens. Use of instructional equipment is made available according to the program curriculum to enable students to acquire an understanding of the fundamental principles of such equipment which they may encounter in an entry-level position in their field. During classtime instruction, equipment is shared among students. Accordingly, the College of Creative Arts and Design cannot guarantee students exclusive hands-on usage of such equipment beyond that called for in the curriculum. Therefore, to complete the requirements of their programs, students may find it necessary to schedule use of the equipment outside normal class hours.

Library

College of Creative Arts and Design campuses provide students, faculty, and staff with access to information and services needed in a teaching and learning environment. The library’s collection emphasis is on creative production both in physical and digital formats, as well as providing support for general education enhancement in the arts, communications, social sciences, and humanities. Students are prepared for lifelong learning through exposure and use of a variety of resources, including, books, periodicals, and computer information technologies which are available through the on-ground and online library holdings. Online access to the library collection requires log-on to the Student Portal with a student ID.

Each location has an on-site librarian dedicated to facilitating and supporting learning. Additionally, all locations receive further librarian support through a library reference and instruction service referred to as Ask Today, which provides toll-free phone (1-855-884-2411), email (ailibrary@aii.edu) and chat (click the “Ask Us” tab on the Online Library) support to students and faculty.

Exhibition of Student Work

Student artwork is important to the College of Creative Arts and Design. It is of great benefit in teaching other students and in demonstrating the nature and value of the programs. Artwork is used by admissions representatives to show prospective students and counselors what students have achieved. Student artwork is also a basic part of publications and exhibitions illustrating the programs at the college. The College of Creative Arts and Design reserves the right to make use of the artwork of its students for such purposes, with student permission. The college also reserves the right to select artwork that is appropriate to a given circumstance and may choose not to display work that might be viewed as objectionable by some audiences.

College of Creative Arts and Design is not responsible for loss or damage of student property, including artwork or discs.

Study Groups

Students are encouraged to participate in ad hoc study groups for joint study and research throughout their program of study. Students are required to work in groups or on teams to complete course assignments in some classes. In classes where students are required to complete their coursework independently, students should form study groups in order to cultivate student interaction, develop team-building skills, and enhance learning.

Study Trips

From time to time, campuses arrange study trips to local cultural and commercial sites to enhance student learning. These visits are an integral part of each student’s training and offer a chance for valuable exposure to places and events relating to the student’s field of study. In addition to local study trips to support the curriculum, out-of-town seminars and visits are planned in individual programs. The costs related to optional study trips are not included in regular tuition or fees.

Graduate Transcripts

Beginning May 2, 2018, the campuses in the College of Creative Arts and Design will begin charging a $7 fee for all transcript requests. Contact the Registrar’s office to order transcripts.
# PROGRAMS BY CAMPUS

<table>
<thead>
<tr>
<th>Campus</th>
<th>HOLLYWOOD</th>
<th>SAN DIEGO</th>
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</thead>
<tbody>
<tr>
<td><strong>Diploma Programs</strong></td>
<td></td>
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<tr>
<td>Art of Cooking – 55 Quarter Credits</td>
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<td>Bachelor of Science Programs – 180 Quarter Credits</td>
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<tr>
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<td>Instructional Technology &amp; Design</td>
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<td>Set &amp; Exhibit Design</td>
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<tr>
<td>Software Development for Creative Technologies</td>
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<tr>
<td>Visual &amp; Game Programming</td>
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</tr>
<tr>
<td>Visual Effects &amp; Motion Graphics</td>
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</table>
Standard Occupational Classification Codes by Program

Job classification information helps prepare graduates for employment. The United States Department of Labor’s Standard Occupational Classification codes are listed below for each program. To see more information about each listing, go to the Bureau of Labor Statistics website at https://www.bls.gov/soc/ and search for the SOC code listed herein.

<table>
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<tr>
<th>Program</th>
<th>Job Titles</th>
<th>SOC code</th>
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<td>Advertising Sales Agents (Custom)</td>
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<td>Cooks, Institution and Cafeteria</td>
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<td>Cooks, Short Order (Custom)</td>
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<td>Cooks, All Other</td>
<td>35-2019</td>
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<td>Chefs and Head Cooks</td>
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PROGRAM DESCRIPTIONS

Course Code Numbering
The College of Creative Arts and Design has transitioned to a new course numbering system, however, for clarity, both versions are explained below.

New Numbering System
The numbering system implemented with revised and new programs as of October 1, 2012 are based on student learning outcomes in the program and on the quarter in which the course falls within the program.

Course Numbering Example: INTA112
There is a 4-letter prefix in each code where the first three letters identify the program of study (INT = Interior Design). The last letter (A) identifies the campus delivery method. All the College of Creative Arts and Design campuses use the delivery method designated as by the letter “A” which is a 5 courses per quarter, four identified with 3 quarter credits and one with 4 quarter credits.

Following the letter prefix is a 3-digit course code specific to each course. The number in the “hundreds” place is used to determine in which quarter the course falls:
   “1” in the hundreds column= Quarter 1-3
   “2” in the hundreds column= Quarter 4-6
   “3” in the hundreds column= Quarter 7-9
   “4” in the hundreds column= Quarter 10-12

The number in the “tens” place is used to show the quantity of courses that fall under a particular Student Learning Outcome. The number in the “ones” place is used to show which student learning outcome an individual course identifies most closely with:

1 - Basic Principles/Skills (Examples: foundation skills, photography basic skills)
2 - Design/Process Skills (Examples: building systems, theory, cinematography, international and classical pastries and deserts using basic as well as advanced techniques)
3 - Technical & Production (Examples: interior finish materials, lighting, post production, preparing standardized recipes, produce various baked goods)
4 – Communication (Examples: visual communication, articulate a vision)
5 – Concept (Examples: history/concept, conceptualize fashion displays)
6 - Professionalism (Examples: professional practice, presentation, articulate core values of professionals)
7 - Critical Thinking (Examples: problem solving, documentation, evaluation, producing & directing, photo criticism, evaluate apparel construction, critique & evaluate)
8 – Business (Examples: marketing, management, global marketing, business of photography, knowledge of consumer behavior, business plans)
9 – Portfolio (Examples: Portfolio and Capstone courses)

Previous Numbering System
Course codes are numbered to delineate whether they are lower or upper division.

Course codes that are 1000- or 2000-level codes (or in the case of General Education and Foundation courses, 100- or 200-level codes) are lower division courses, and are typically taken in the first two years of academic study.

Course codes that are 3000- or 4000-level codes (or in the case of General Education and Foundation courses, 300- or 400-level codes) are upper division courses, and are typically taken in the third and fourth years of academic study.

Course codes that are 500-600 level codes are graduate courses.

Course codes that are 0-level codes are non-credit Transitional Studies courses.
Quarter Credit Hour Definition
A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in the paragraph above of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Please note that the syllabus describes the out of class preparation component.

Program Length
The Bachelor of Fine Arts and Bachelor of Science degree programs are twelve quarters in length. Completion of a Bachelor of Fine Arts or Bachelor of Science degree program in twelve quarters is dependent upon whether the student successfully completes 15-16 credits per quarter.

The Associate of Science degree programs are six quarters in length. Completion of an Associate of Science degree program in six quarters is dependent upon whether the student successfully completes 15-16 quarter credits per quarter.

The Diploma programs are four quarters in length. Completion of a Diploma program in four quarters is dependent upon whether the student successfully completes 12-14 quarter credits per quarter.
ADVERTISING
Associate of Science
Available at the San Diego Campus

Program Description
The associate's level degree program in advertising is a seven-quarter program. It is designed to provide an overview to students who wish to work in an entry-level position in the field of advertising, art direction, copy writing, and account supervision. A solid art foundation combined with an overview of advertising curricula, gives students a sampling of the advertising agencies and departments, art studios and departments, marketing companies and departments, and production companies.

The Advertising program provides students with a sampling of skills such as copywriting, advertising campaign, marketing, business and life skills needed to develop the creative and conceptual thinking and group awareness skills to produce design solutions.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Demonstrate proficiency with the tools and graphic techniques of the profession to plan and manipulate advertising media in the production of print collateral and video spots.
- Demonstrate the ability to effectively use aesthetic and layout concepts in the design process for advertising campaigns and marketing communications.
- Apply industry knowledge and critical thinking skills to describe and develop key elements of effective advertising problems and solutions using the language and concepts of the profession.
- Articulate and apply the professional standards of the interdependence between advertising/marketing objectives and visual expression and critique their ideas.
- Demonstrate professional presentation skills and knowledge of industry standards, business practices and ethics.

Graduation Requirements
To receive an Associate of Science degree in Advertising, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Advertising by campus:

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See Course Descriptions starting on page 108.

♦ General Education: Courses designated with a diamond are General Education courses.
* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
ADVERTISING

Bachelor of Science
Available at the Hollywood and San Diego Campuses

Program Description
The bachelor’s degree program in Advertising is a twelve-quarter program. The program is designed to provide students with skills in conceptual thinking, copywriting, design, marketing and public relations, developing advertising campaigns, the business side of advertising, and account and strategic planning. The degree is also designed to provide a balance in liberal arts courses as well as to educate the student in the application of advertising principles to evolving communication channels (interactive media) and the life skills needed to seek a career in advertising and related fields.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Theory: Graduates apply industry knowledge and critical thinking skills to analyze, develop, and implement effective advertising solutions that meet professional standards.
- Design: Graduates develop concepts as well as analyze and incorporate aesthetics and layout in the design process for advertising campaigns and marketing communications.
- Technology and Production: Graduates demonstrate proficiency with the tools and graphic techniques of the profession to plan and implement production of advertising media such as print collateral, audio and video spots, and Web-interactive materials.
- Critical Thinking: Graduates articulate the vision behind their creative work and explain and promote their solutions to design and marketing problems with professional standards.
- Professionalism: Graduates demonstrate professional presentation skills, articulation of knowledge of visual problem solving, and mastery of industry standards, professional practices and ethics.

Graduation Requirements
To receive a Bachelor of Science degree in Advertising, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Advertising by campus:

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TOTAL QUARTER CREDITS 180

Interactive & Creative Development Track
Elective Track Course 1 ADVA312 Emerging Media in Advertising
Elective Track Course 2 ADVA304 Writing for Interactive Media
Elective Track Course 3 GWDA392 User Experience Design: Prototyping
Elective Track Course 4 GWDA382 Design for Mobile Devices

Account Planning & Management Track
Elective Track Course 1 ADVA348 Leadership & Organizational Behavior
Elective Track Course 2 ADVA318 Budgeting & Financial Management
Elective Track Course 3 ADVA407 E-Commerce Strategies & Analytics
Elective Track Course 4 ADVA408 Advanced Account Planning

Social Media & Marketing Track
Elective Track Course 1 ADVA322 Digital Media Campaigns
Elective Track Course 2 ADVA304 Writing for Interactive Media
Elective Track Course 3 ADVA402 Online Community Management
Elective Track Course 4 ADVA407 E-Commerce Strategies & Analytics

See Advertising Course Descriptions starting on page 108.

♦ General Education: Courses designated with a diamond are General Education courses.
* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
ART OF COOKING
Diploma
Available at the Hollywood and San Diego Campuses

Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Program Description
Art of Cooking diploma students have the opportunity to obtain a foundational knowledge and skills in the fundamental techniques and theories of the culinary arts and in industry practices. Through applied coursework and hands-on experiences students will have the opportunity to build the necessary skills and abilities to confidently meet the challenges of the food service industry. The curriculum is based on classical principles emphasizing modern techniques and trends in both the classroom and the kitchen. Graduates are prepared to seek entry-level employment in the culinary industry such as entry-level prep cooks, line attendants, and entry-level pastry assistants.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Establish and maintain safety and sanitation procedures.
- Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
- Prepare a variety of recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
- Define and articulate the core values of the culinary professional.

Graduation Requirements
To receive a diploma in Art of Cooking, students must: receive a passing grade or credit for all required coursework; earn a minimum of 55 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Art of Cooking diploma program by campus:

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<td>CUL1124</td>
<td>Management, Supervision &amp; Career Development</td>
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<td>CUL1200</td>
<td>Sustainable Purchasing &amp; Controlling Costs</td>
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**TOTAL QUARTER CREDITS** 55

See Culinary Arts Course Descriptions starting on page 125.

♦ General Education: Courses designated with a diamond are General Education courses.
AUDIO PRODUCTION
Associate of Science
Available at the Hollywood and San Diego Campuses

Program Description
The tools for recording, editing, and delivery of audio are evolving at a rapid pace. Today's professional audio engineers and producers must constantly stay abreast of current developments in equipment technology and production methods. To do this, they must have a solid foundation in physics and acoustics as well as skills in equipment operation, usage, and design.

The Audio Production program is designed to meet the needs of the industry by offering a curriculum that provides students the opportunity to obtain a solid background in technology, theory and industry practices. Practical hands-on experience with recording and live production equipment is essential to being prepared for the contemporary market place.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:
- Capture sound on location and assemble audio systems for concert and music production using industry-related tools and standards.
- Create a resume and portfolio that meets industry standards.
- Determine origin of problems with sound equipment and implement appropriate solutions.

Graduation Requirements
To receive an Associate of Science degree in Audio Production, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Audio Production by campus:

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**TOTAL QUARTER CREDITS**: 90

See Audio Production Course Descriptions starting on page 112.

♦ General Education: Courses designated with a diamond are General Education courses.
**AUDIO PRODUCTION**  
**Bachelor of Science**  
*Available at the Hollywood and San Diego Campuses*

**Program Description**  
The tools for recording, editing, and delivery of audio are evolving at a rapid pace. Today’s professional audio engineers and producers must constantly stay abreast of current developments in equipment technology and production methods. To do this, they must have a solid foundation in the basic physics of sound and acoustics as well as skills in equipment operation, usage, and design.

The Audio Production program is designed to meet the needs of the industry by offering a curriculum that provides students the opportunity to obtain a solid background in technology, theory and industry practices. Practical hands-on experience with recording and live production equipment is essential to being prepared for the contemporary market place.

**Student Learning Outcomes**  
Upon successful completion of the program, graduates will have the opportunity to:

- **Production:** Graduates conceptualize, plan, execute, and deliver quality multitrack recordings and voiceovers, and post-production projects, integrating knowledge and application of audio theory, critical listening skills, and industry standards, using industry-related tools.

- **Professionalism:** Graduates demonstrate an understanding of job responsibilities and industry expectations through development of a professional business plan and portfolio.

- **Critical Thinking:** Graduates efficiently troubleshoot and solve problems typically encountered by audio professionals.

- **Business:** Graduates evaluate and integrate the business and economic principles and practices of the audio industry in production, and project management.

**Graduation Requirements**  
To receive a Bachelor of Science degree in Audio Production, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Audio Production by campus:

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**THEMATIC FOCUSED ELECTIVES**

**Industry of Focus: Broadcast Audio**
- AUDA301 Broadcast Audio
- AUDA404 Live Sound for Television
- AUDA413 Advanced Broadcast Audio

**Industry of Focus: Gaming & Interactive Audio**
- AUDA363 Audio for Video Games
- AUDA415 Composition & Scoring
- AUDA423 Audio for Emerging Media
- AUDA443 Field Recording I

**Industry of Focus: Post-Production (Film & Television)**
- AUDA332 Music Editing
- AUDA405 Audio for Advertising
- AUDA415 Composition & Scoring

**Industry of Focus: Audio Systems Technology**
- AUDA373 Advanced Electronics
- AUDA402 Advanced Acoustics
- AUDA433 Designing Circuitry for Audio Electronics

**Industry of Focus: Forensic Audio**
- AUDA342 Forensic Audio
- AUDA416 Internship II

**Industry of Focus: Music Technology**
- AUDA311 Mastering
- AUDA453 Acoustic Recording & Production
- AUDA463 Analog Systems

**Industry of Focus: Live Sound**
- AUDA383 Live Sound Reinforcement III
- AUDA402 Advanced Acoustics
- AUDA412 Sound System Design and Installation or
- AUDA416 Internship II

**Industry of Focus: Music**
- AUDA405 Audio for Advertising
- AUDA415 Composition & Scoring
- AUDA425 Songwriting

See Audio Production Course Descriptions starting on page 112.

♦ General Education: Courses designated with a diamond are General Education courses.
* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
BAKING & PASTRY
Diploma
Available at the Hollywood and San Diego Campuses

Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Program Description
Baking & Pastry diploma students have the opportunity to obtain foundational knowledge and skills in the fundamental techniques and theories of the baking and pastry arts and in industry practices. Through applied coursework and hands-on experiences students will have the opportunity to build the necessary skills and abilities meet the challenges of the baking, pastry and food service industry. The curriculum is based on classical principles emphasizing modern techniques and trends in both the classroom and the kitchen. Graduates are prepared to seek entry-level employment in the culinary industry such as entry-level pastry cooks, entry level bakers, entry prep cooks, and entry level line cooks.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Establish and maintain safety and sanitation procedures.
- Prepare standardized recipes using a variety of cooking, baking and pastry techniques as well as appropriate equipment and tools.
- Produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards.
- Design, produce, assemble and decorate display and wedding cakes using various finishing methods which meet industry quality standards.

Graduation Requirements
To receive a diploma in Baking & Pastry, students must: receive a passing grade or credit for all required coursework; earn a minimum of 55 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Baking & Pastry diploma program by campus:

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**TOTAL QUARTER CREDITS**  
55

*See Culinary Arts Course Descriptions starting on page 125.*

♦ General Education: Courses designated with a diamond are General Education courses.
BAKING & PASTRY
Associate of Science
Available at the Hollywood and San Diego Campuses

Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Program Description
The Associate of Science degree program in Baking & Pastry is a six-quarter program that is designed to provide students with culinary skills combined with a focus on baking and pastry skills. The combination of culinary, baking and pastry skills, as well as business courses enhances the students’ ability to meet the challenges of an increasingly demanding and rapidly changing field. Students have the opportunity to develop competencies in breads, plated and restaurant desserts, cake production, and buffet centerpieces. The program focuses on both production and individual skills necessary to gain entry-level employment in bakeries, restaurants, hotels, resorts, and other catering or foodservice institutional settings.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Demonstrate the ability to establish and maintain safety and sanitation procedures.
- Prepare standardized recipes using a variety of cooking, baking and pastry techniques as well as appropriate equipment and tools.
- Produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards.
- Design, produce, assemble and decorate display and wedding cakes using various finishing methods which meet industry quality standards.
- Describe and perform tasks related to common business practices within the foodservice industry including inventory, menu planning, cost control and food purchasing.

Graduation Requirements
To receive an Associate of Science degree in Baking & Pastry, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Baking & Pastry by campus:

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**QUARTER CREDITS**

90

See Culinary Arts Course Descriptions starting on page 125.

♦ General Education: Courses designated with a diamond are General Education courses.
CULINARY ARTS
Associate of Science
Available at the Hollywood and San Diego Campuses

Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Program Description
The Associate of Science degree program in Culinary Arts is a six quarter program that is designed to develop students’ skills through a variety of culinary courses designed to teach classical cuisine techniques and explore international cuisine. Students will be exposed to a variety of world cuisines and use ingredients and techniques from around the globe. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with a business acumen. The program focuses on both production and individual skills necessary to gain entry-level positions in restaurants, hotels, resorts, and other catering or foodservice institutional settings.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:
- Establish and maintain safety and sanitation procedures.
- Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
- Prepare a variety of international recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
- Describe and perform tasks related to common business practices in the culinary industry, including inventory, menu planning, cost control, and food purchasing.
- Describe the principles of food and beverage management.
- Define and articulate the core values of the culinary professional.

Graduation Requirements
To receive an Associate of Science degree in Culinary Arts, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Culinary Arts by campus:

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**TOTAL QUARTER CREDITS** 90

*See Culinary Arts Course Descriptions starting on page 125.*

♦ General Education: Courses designated with a diamond are General Education courses.
CULINARY MANAGEMENT

Bachelor of Science
Available at the Hollywood and San Diego Campuses

Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Program Description
The Culinary Management bachelor’s degree program blends theoretical and hands-on learning in the areas of culinary arts, management, human resources, finance, food and beverage operations and service. Students will be exposed to a variety of world cuisines and use ingredients and techniques from around the globe. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with business acumen. This degree takes an in-depth, comprehensive approach to culinary education. A management externship is an integral part of the curriculum as it provides an opportunity for application to real world situations. The program also includes a senior-level capstone class and senior practicum that require students to apply all of their learned managerial and leadership skills.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Identify, establish and maintain safety and sanitation procedures which meet industry quality standards.
- Demonstrate and articulate an awareness of the cross-cultural, moral, ethical and environmental issues in hospitality organizations and their relationship with all stakeholders.
- Analyze the food and beverage cost-control cycle and accounting practices, and implement controls to manage, maintain and ensure profitability.
- Prepare a variety of international recipes using a variety of cooking techniques which meet industry quality standards.
- Apply standard Human Resource principles in regards to recruiting, retaining, and developing staff.
- Create a business plan for a food service outlet or hospitality company.

Graduation Requirements
To receive a Bachelor of Science degree in Culinary Management, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Culinary Management by campus:

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**TOTAL QUARTER CREDITS** 180

See Culinary Management Course Descriptions starting on page 121 and Culinary Arts Courses on page 125.

♦ General Education: Courses designated with a diamond are General Education courses.
* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
DIGITAL CINEMA & VIDEO PRODUCTION

Bachelor of Science
Available at the Hollywood Campus

Program Description
The Bachelor of Science degree program in Digital Cinema & Video Production offers a balance of theory, history, and practical training to produce competent and literate graduates who are proficient in the technical, organizational, historical, and creative aspects of visual storytelling. This program is designed to integrate industry and education with internship programs and a student operated production company and television studios.

There is an emphasis on storytelling itself because good stories are in great demand in the industry. Storytelling is the basis for learning the technical aspects such as lighting, directing, editing, and sound.

The principles of digital film and video production are explored and applied. Students have the opportunity to script and produce screenplays, teleplays, sitcoms, commercials and music videos, and enter numerous writing and video industry-sponsored competitions.

Equally important is the production of the thesis video project, the centerpiece of the graduate’s demo reel. This is a graduate’s “visual calling card” for prospective employers in the industry.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Communication: Graduates integrate the elements of storytelling; collaborate with and direct participants in a project; and combine effective written, oral, and visual communication skills to communicate ideas to employers, colleagues, and clients.
- Critical Thinking: Graduates evaluate aesthetics and a wide range of stories in various genres and film history and develop research skills to support creative vision and outcome.
- Pre-Production: Graduates conceptualize and create scripts, storyboards, and production development plans.
- Production: Graduates direct and execute successful production plans; identify, anticipate and find solutions to technical, logistical, storytelling, and personnel problems; integrate theory, techniques, and terminology of the field; and apply cinematography, lighting, and audio as components of the storytelling process.
- Post-Production: Graduates integrate technical aptitude, aesthetic decision-making, and an awareness of intended audience through technical proficiency in editing, producing and assembling audio and video elements of a film.
- Professionalism: Graduates present and conduct themselves professionally; demonstrate mastery of knowledge of the film industry and industry expectations; and apply business principles and practices while maintaining legal and ethical standards.

Graduation Requirements
To receive a Bachelor of Science degree in Digital Cinema & Video Production, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Digital Cinema & Video Production by campus:

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**QUARTER CREDITS**

180

See Digital Cinema & Video Production Course Descriptions starting on page 133 and 226.

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
DIGITAL IMAGE MANAGEMENT
Diploma
Available at the Hollywood and San Diego Campuses

Program Description
The mission of the diploma program in Digital Image Management is to prepare students to seek positions in their chosen field and function as assistants for a professional photographer. Students are primarily focused on the creation of digital photographs and videos, the development of websites, publishing electronic images for print and the web and basic business principles.

Students will have the opportunity to gain knowledge in the key functions of digital photography and video. This involves the basics of how to produce digital photographs and videos that effectively communicate their ideas, the techniques of digital editing, asset management, and publishing and printing of digital files. Business principles including how to keep financial records, market their work, and the basic knowledge of licensing, copyright laws, contracts, and negotiation will be covered. Students will develop an online portfolio that demonstrates the skills learned.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- **Process Skills**: Demonstrate knowledge and control of the photographic process, including image manipulation, photo retouching, color management, printing, network use and digital asset management.
- **Business**: Demonstrate knowledge of the workings of a large, multi-functional commercial photographic studio, its business and operations, including key concepts of business plans, competitive business strategies, human resources, database management, and financial principles.
- **Marketing**: Create advanced market research including branding, competitive analysis, and direct marketing.

Graduation Requirements
To receive a Diploma in Digital Image Management, students must: receive a passing grade or credit for all required coursework; earn a minimum of 48 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Digital Image Management diploma program by campus:

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**TOTAL QUARTER CREDITS**  

48

*See Digital Photography Course Descriptions starting on page 138.*
DIGITAL PHOTOGRAPHY
Associate of Science
Available at the Hollywood and San Diego Campuses

Program Description
The associate’s degree program in Digital Photography reflects the continued impact of technology in the photography industry and the breadth of skills needed by graduates to maintain and increase marketability upon completion of their degree. Specifically, this program model contains courses focused on the increased level of skill in areas such as photographic design, lighting, studio photography, portraiture and image manipulation to provide a strong technical and creative foundation.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Professional Presentation: Graduates apply the industry standards for studio and portrait photography and photojournalism to produce a portfolio of photographic work across multiple platforms.
- Visual Communication: Graduates demonstrate a fundamental style and vision that solves basic photographic problems and integrates superior print quality and proficient judgment of aesthetic value.
- Business: Graduates apply the elements of marketing and promotion and follow a basic business model.
- Lighting: Graduates apply technical merit in lighting and demonstrate inclusion or exclusion of ambient light sources, placement of main light source, degree of diffusion, control of overall lighting contrast, and separation of subject and background.
- Post Production: Graduates apply technical merit in post-production and demonstrate the basic elements of retouching based on professional parameters; integrate multiple images together to illustrate a concept, demonstrating proficiency using image manipulation techniques.
- Workflow: Graduates apply technical merit in digital asset management and demonstrate how to process and manage images and time-based media, employ tools, menus, and keywords, manage and archive digital image files on external sources.

Graduation Requirements
To receive an Associate of Science degree in Digital Photography, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Digital Photography by campus:

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**TOTAL QUARTER CREDITS**                                      90

*See Digital Photography Course Descriptions starting on page 138.*

♦ General Education: Courses designated with a diamond are General Education courses.
DIGITAL PHOTOGRAPHY
Bachelor of Science
Available at the Hollywood and San Diego Campuses

Program Description
The bachelor’s degree program in Digital Photography reflects the continued impact of technology in the photography industry and the breadth of skills needed by graduates to maintain and increase marketability upon completion of their degree. Specifically, this program model contains:

- Courses focused on the increased level of skill and expertise required in areas such as digital color management, digital asset management, lighting, composition, and image manipulation to provide a strong technical and creative foundation.
- Courses that focus on a breadth of related skills in web, and time-based media that supplement and enhance photographic foundations.
- Courses in business fundamentals, business operations and marketing with competencies in communications skills, ethics and professional behavior needed by photographers, especially those who are self-employed.
- Courses that develop the ability to communicate a concept through the unique attributes of photography and visual design.
- An opportunity for an internship related to their chosen profession.
- Three elective courses on special topics related to students’ areas of interest such as documentary, fashion, food styling, and wedding and event photography.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Professional Presentation: Graduates produce a portfolio of original work for current media and multiple platforms, integrating industry standards, personal interest and career specialization.
- Critical Thinking: Graduates assess the historical and social impact of photography and evaluate how their photographs fit within this context.
- Visual Communication: Graduates develop a style and vision conveying a personal point of view using problem-solving processes to integrate extraordinary print quality and skillful judgment of aesthetic value.
- Business: Graduates conceptualize, plan and implement marketing strategies to create a successful business model.
- Lighting: Graduates exhibit technical excellence in lighting and demonstrate inclusion or exclusion of ambient light sources, placement of main light source, degree of diffusion, control of overall lighting contrast, and separation of subject and background.
- Post-Production: Graduates exhibit technical excellence in post-production and demonstrate retouching based on professional parameters; integrate multiple images together to illustrate a concept; and use selection techniques, alpha channels, layer masks, blending modes, and layer techniques demonstrating a mastery of image manipulation techniques.
- Workflow: Graduates exhibit technical excellence in digital asset management and demonstrate how to process and manage images and time-based media, employ tools, menus, and keywords, manage and archive digital image files on external sources.

Graduation Requirements
To receive a Bachelor of Science degree in Digital Photography, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Digital Photography by campus:
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**TOTAL QUARTER CREDITS**  
180

*See Digital Photography Course Descriptions starting on page 138.*

♦ *General Education: Courses designated with a diamond are General Education courses.*

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.*
FASHION DESIGN
Associate of Science
Available at the Hollywood Campus

Program Description
The Fashion Design program explores industry practices from concept to consumer. Coursework incorporates technical sketching and fashion illustration, flat patternmaking and draping, computer-aided design, garment construction and fit, industry software knowledge, and conceptual and critical thinking.

The Fashion Design associate’s program prepares students to seek entry-level positions within the fashion design industry by attaining a fundamental grounding in fashion design, technical illustration, and forecasting. The program includes an introduction to the theory and practice of creative design, draping, pattern drafting, construction and sewing. These skills are enhanced through industry-standard computerized hardware and software systems. Upon completion of the program, graduates will be prepared to seek a wide and increasing variety of positions in the fashion design field.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:
- Design: Graduates demonstrate illustration and technical drawing abilities and knowledge of textiles and historical fashion design.
- Production Skills: Graduates demonstrate skills in construction, draping, fitting, patternmaking, and textile selection.
- Technology: Graduates use industry software to develop technical drawings, specification packages, and patternmaking.
- Context and Critical Thinking: Graduates identify interrelationships between global events and the fashion industry.
- Professionalism: Graduates apply professional standards and business concepts related to apparel design.
- Communication: Graduates display the ability to professionally communicate their ideas visually and verbally.

Graduation Requirements
To receive an Associate of Science degree in Fashion Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Fashion Design by campus:

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**TOTAL QUARTER CREDITS** 90

*See Fashion Design Course Descriptions starting on page 143 and 148.*

♦ *General Education: Courses designated with a diamond are General Education courses.*
**FASHION DESIGN**

**Bachelor of Fine Arts**

*Available at Hollywood and San Diego Campuses*

**Program Description**

The Fashion Design program explores industry practices from concept to consumer. Coursework incorporates technical sketching and fashion illustration, flat patternmaking and draping, computer-aided design, garment construction and fit, industry software knowledge, and conceptual and critical thinking. The curriculum offers exposure to global fashion business practices, product development, entrepreneurship and professional presentations.

The Fashion Design bachelor’s program prepares students to seek entry-level positions within the fashion design industry by attaining a fundamental grounding in fashion design, technical illustration, design research and forecasting. The program includes an introduction to the theory and practice of creative design, draping, pattern drafting, construction and sewing. These skills are enhanced through industry-standard computerized hardware and software systems. Advanced courses provide students with the opportunity to focus on specific design areas. Upon completion of the program, graduates will be prepared to seek a wide and increasing variety of positions in the fashion design field.

**Student Learning Outcomes**

Upon successful completion of the program, graduates will have the opportunity to:

- **Design**: Graduates integrate the art of fashion design with the knowledge of materials and apparel production.
- **Production Skills**: Graduates integrate textile knowledge and process skills in the production of garments from concept development to finished product.
- **Technology**: Graduates effectively employ industry software and equipment to design and produce garments and produce garment technical packages.
- **Context and Critical Thinking**: Graduates evaluate interconnections of historical perspectives, global events, forecasting, design, and color to create products relevant to fashion industry business trends.
- **Professionalism**: Graduates exemplify professional standards, ethics, and business concepts.
- **Communication**: Graduates display the ability to professionally communicate their ideas visually and verbally.

**Graduation Requirements**

To receive a Bachelor of Fine Arts degree in Fashion Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Fine Arts degree program in Fashion Design by campus:

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TOTAL CREDIT HOURS 180

See Fashion Design Course Descriptions starting on page 143 and 148.

♦ General Education: Courses designated with a diamond are General Education courses.
* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
FASHION MARKETING
Associate of Science
Available at the Hollywood and San Diego Campuses

Program Description
The Fashion Marketing associate’s degree program introduces students to the use of textiles, color, and design to create visual merchandising campaigns. Students have the opportunity to explore how to develop, analyze, and implement effective sales strategies in business courses. Courses cover the use of computers for cost analysis, inventory control, and other store operations, and the basics of merchandise economics, leadership skills, manufacturing, and store planning. Many students combine the classroom experience with hands-on application through part-time jobs and internships. In addition, students have the opportunity to examine marketing promotion, buying techniques, and retail management.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Technology: Demonstrate proficiency in current industry technology and software related to business and marketing.
- Marketing: Graduates demonstrate knowledge of the four elements of marketing: product, place, promotion and price.
- Branding: Graduates demonstrate awareness of product attributes, benefits, and consumer beliefs and values.
- Visual Merchandising: Graduates demonstrate the knowledge of visual merchandising as a communication tool.
- Professionalism: Apply and articulate professional standards and business concepts related to retail and fashion industries.

Graduation Requirements
To receive an Associate of Science degree in Fashion Marketing, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Fashion Marketing by campus:

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**TOTAL QUARTER CREDITS** 90

See Fashion Marketing & Management Course Descriptions starting on page 143 and 148.

♦ General Education: Courses designated with a diamond are General Education courses.
FASHION MARKETING & MANAGEMENT
Bachelor of Science
Available at the Hollywood and San Diego Campuses

Program Description
The Bachelor's degree in Fashion Marketing & Management program is a twelve-quarter program that will offer experience across disciplines in business, fashion, and design, covering both soft and hard lines. This cross-functional focus is designed to assist students to expand beyond traditional fashion design positions and choose among options in manufacturing, design and retailing. The content of the curriculum includes fashion industry trends and manufacturing, general business, management, operations and compliance, retailing, marketing, advertising, and design. Students will have the opportunity to learn how to effectively bridge the gap between designers and the retail market. They will be required to both identify and anticipate fashion trends, as well as to develop the decision-making skills needed to insure that the preferred consumer goods are in stock at the appropriate time.

The mission of the bachelor's degree in Fashion Marketing & Management is to prepare students to seek entry level careers in store and mall management, event promotion, sales, product and sales development, and small business ownership.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Technology: Graduates utilize advanced business and design software for marketing, management, publications, social media, communication and visual merchandising.
- Marketing: Graduates analyze consumer behavior utilizing target markets, demographics, product development, psychographics, and cultural, social and individual variables to influence the buyer decision process.
- Management: Graduates apply the elements of management processes including personnel, operations, finance, and supply chain distribution.
- Visual Merchandising: Graduates design and critique visual merchandising as a communication tool to target-market merchandise to the consumer.
- Professionalism: Graduates demonstrate professional presentation skills through integrating and articulating appropriate communication skills; knowledge of fashion marketing and management and industry standards, professional practices, and ethics.
- Branding: Graduates evaluate and assess fashion branding, utilizing product trends, brand identity, and forecasting as related to creating a brand image.

Graduation Requirements
To receive a Bachelor of Science degree in Fashion Marketing & Management, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Fashion Marketing & Management by campus:

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**TOTAL QUARTER CREDITS**

180

*See Fashion Marketing & Marketing Course Descriptions starting on page 143 and 148.*

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
FASHION RETAILING
Diploma
Available at Hollywood and San Diego Campuses

Program Description
The Fashion Retailing Diploma program is designed to teach students how to use their combined creative and business skills to display, market, and sell fashion merchandise. Students will have the opportunity to learn to effectively understand and meet the customer’s needs, and ultimately encourage sales. This is accomplished by having a keen awareness to the changing needs of the consumer, learning how to identify and predict new style trends, and by being able to conceptualize and promote fashion displays and sales campaigns. Individuals in fashion retailing will have the opportunity to learn how to evaluate apparel construction, identify appropriate characteristics and uses of different textiles. They will also have the opportunity to gain knowledge of consumer behavior, retail operations, visual merchandising, the larger marketplace, and business skills.

The mission of the diploma program in Fashion Retailing is to prepare students to seek entry level positions in the field of fashion retailing. The program is intended for students who have a background in fashion and are interested in developing retail management and business skills, or who are preparing for a career in fashion retailing in boutiques, specialty stores, national department stores, and discount chains. Students primarily focus on retail sales, management, operations, fashion trends, and promotion.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Technology: Graduates demonstrate proficiency in current industry technology and software related to business and marketing.
- Marketing: Graduates demonstrate knowledge of the four elements of marketing: product, place, promotion, and price.
- Visual Merchandising: Graduates demonstrate knowledge of visual merchandising as a communication tool.
- Professionalism: Graduates apply and articulate professional standards and business concepts related to retail and fashion industries.

Graduation Requirements
To receive a Diploma in Fashion Retailing, students must: receive a passing grade or credit for all required coursework; earn a minimum of 48 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Fashion Retailing diploma program by campus:

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**TOTAL QUARTER CREDITS** 48

*See Fashion Marketing & Management Course Descriptions starting on page 143 and 148.*
GAME ART & DESIGN
Bachelor of Science
Available at the Hollywood and San Diego Campuses

Program Description
The bachelor’s degree program in Game Art & Design is designed to prepare graduates for careers in the game and other industries as 2D and 3D artists, texture mappers, and project managers; with experience and advancement some students may become game and level designers. Students will work as members of development teams to produce digital games, interactive entertainment, and educational and training software products.

The process of designing and producing digital games and other types of interactive multimedia involves a variety of people utilizing specialized skills. Some of these skills are conceptual: designing game concepts and interactions or creating stories. Some of these skills are artistic: drawing and sketching, creating 3D models, 3D animation, and texture mapping for 3D, using industry standard software; photo manipulation and original creation of 2D art for backgrounds, and characters, and props using imaging software. Some of these skills are managerial: determining budgets and schedules for project completion and assembling the right group of creative people. Game artists may be specialists in one or two aspects of the total game development process, but their value as participants in that process is enhanced by a comprehensive knowledge of the entire operation.

In pursing the bachelor’s degree in Game Art & Design, students are encouraged to master traditional skills through a rich variety of fundamental art courses while learning to use 2D and 3D design tools to create characters, backgrounds, animations, and textures used in producing digital games and related interactive media. In addition, they acquire a level of awareness and knowledge of the terminology used in programming and scripting to be able to converse intelligently with programmers. The bachelor’s degree program also provides a unique learning opportunity in the management of projects and game development teams. Anticipated assignments and projects include designing gameplay and back stories; creating characters and related environments; employing 3D modeling and animation software to create game art; employing 2D image software to create backgrounds and 3D textures; and applying knowledge of games to evaluate game products.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Basic Skills: Graduates demonstrate the ability to apply design and art skills, both traditional and digital, towards game related projects.
- Development Skills: Graduates employ the principles of gaming, to plan, design, and create environments, level play, background stories, and characters.
- Process Skills: Graduates demonstrate the requisite skills in presentation, interviewing, networking, resume-building and game business knowledge critical to seeking an entry-level artist and/or designer position in the industry.
- Technology & Production: Graduates demonstrate the ability to apply the skills necessary to create quality, game-ready assets using industry standard techniques and tools.
- Professional Practice: Graduates demonstrate knowledge of the managerial and developmental aspects of the game production pipeline and demonstrate knowledge of planning, budgeting, specifications, constraints, scope, teamwork, problem solving, and deadlines that go into making a market-ready game.

Graduation Requirements
To receive a Bachelor of Science Degree in Game Art & Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Game Art & Design by campus:

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**TOTAL QUARTER CREDITS** 180

See Game Art & Design Course Descriptions starting on page 153.

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
GAME PROGRAMMING
Bachelor of Science
Available at the Hollywood Campus

Program Description
From the creation of battle systems or destructible environments to virtual worlds where players interact online with each other around the globe, programmers are vital to the future of gaming. At The Art Institute - Hollywood campus, students are introduced not only to coding through theory and textbooks, but students can receive hands-on, real-time, real-life practice. Working closely with technical artists and game designers, game programming students have a testing ground for the incubation of new ideas, development of new techniques and experimentation with advanced concepts.

Intensely hands-on, this program exposes students to the process of game design from the germination of basic artistic concepts and game play strategies to the building of assets and characters, and is designed to provide the engineering tools necessary for creative problem solving and meeting the challenges of interactive play, artificial intelligence and evolving virtual worlds.

Student Learning Objectives
Upon successful completion of the program, graduates will have the opportunity to:

 Demonstrate the ability to use basic concepts and traditional art methods in the production of gaming projects.
 Demonstrate command of industry specific technical skills to the production of specific gaming projects.
 Demonstrate knowledge of the managerial and developmental aspects of the game production pipeline and demonstrate knowledge of planning, scope, soft skills, problem solving, deadlines and economics that go into making a market-ready game.
 Demonstrate the ability to present their work professionally and demonstrate their commitment to professionalism through effective self-marketing.
 Demonstrate clear verbal communication and critical thinking skills and work as a team member within the field.

Graduation Requirements
To receive a Bachelor of Science degree in Game Programming, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment link for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Game Programming by campus:

Location | Gainful Employment URL
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Hollywood | ge.artinstitutes.edu/programoffering/5374

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**TOTAL QUARTER CREDITS**

180

*See Game Programming Course Descriptions starting on page 160.*

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
GRAPHIC DESIGN
Associate of Science
Available at the Hollywood and San Diego Campuses

Program Description
The associate's degree program in Graphic Design is a six-quarter, 90-credit program, emphasizing hands-on learning and technical skills. Students in the Graphic Design degree program utilize industry-related technology and software to complete projects. Course topics include typography, illustration, interface design and web development. With a Graphic Design degree, graduates may pursue entry-level jobs such as graphic designer and production artist.

The Graphic Design program at the College of Creative Arts and Design is the first step toward a career in creativity. Initially, students have the opportunity to develop an understanding of color, composition, design and technology. As they progress through the program, students have the opportunity to obtain training in technical problem solving and to learn to offer solutions that are effective in the business world and applicable on various mediums.

Emphasis is placed on technical competency and creative problem solving as it relates to technology, design, and development. Skills and techniques of advanced technologies are often taught by industry professionals. Tools include scanners, digital cameras, mobile devices and various hardware and software.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Design: Graduates apply aesthetics and formal concepts of layout and design, including spatial relationships; communication effectiveness; interrelationships among imagery and text; balance; typography; and color theory.
- Concept: Graduates apply design concepts to produce successful visual solutions to assigned problems.
- Communication: Graduates articulate the vision behind their creative work and explain and defend their solutions.
- Professional Presentation: Graduates demonstrate an understanding of industry standards, professional practices and ethics in their work and self-presentation.
- Technical: Graduates apply skills in industry-specific computer software programs to produce concrete projects.

Graduation Requirements
To receive an Associate of Science degree in Graphic Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Graphic Design by campus:

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**TOTAL QUARTER CREDITS** 90

See Graphic & Web Design Course Descriptions starting on page 166.

♦ General Education: Courses designated with a diamond are General Education courses.
GRAPHIC & WEB DESIGN
Bachelor of Science
Available at the Hollywood and San Diego Campuses

Program Description
The bachelor’s degree program in Graphic & Web Design is a twelve-quarter, 180 quarter credit program. The Graphic & Web Design degree program teaches students how to express themselves creatively while visually communicating a message while not losing sight of the end user. The Graphic & Web Design degree program emphasizes hands-on learning. Students in the Graphic & Web Design degree program use industry-related technology and software. Course topics in the Graphic & Web Design degree program include typography, illustration, interface design and web development. With a Graphic & Web Design degree, graduates may pursue entry-level jobs such as graphic designer, production artist, web designer, and interactive designer.

The Graphic & Web Design program is the first step toward a career in creativity. Initially, students develop an understanding of color and composition, design and technology. As they progress through the program, students are trained in creative problem solving and learn to offer solutions that are effective in the business world and applicable on various mediums.

Emphasis is placed on concept development and creative problem solving as it relates to technology, design, and development. Skills and techniques of advanced technologies are often taught by industry professionals. Tools include scanners, digital cameras, handheld devices and various hardware and software. Advanced training includes the execution of assignments encountered during industry internships.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

Graphic & Web Outcomes
- Design: Graduates demonstrate versatile aesthetic layout and design solutions, including effective usage of space, line, color, shape, texture, form, balance and value; typographic and photographic hierarchy structures.
- Conceptual: Graduates demonstrate conceptual thinking through work that reflects historical and contemporary trends, answering design problems with creative visual and writing elements.
- Communication: Graduates demonstrate the interdependence of content and visual expression; evaluate and critique their design concept; articulate the vision behind their creative work, and defend their creative solutions.
- Professional Presentation: Graduates articulate their design direction by communicating mastery of graphic and web design, problem solving, ethics and industry standards in visual presentations.

Graphic Design Specific Outcomes
- Technical: Graduates demonstrate and apply competencies in industry-specific computer software. These include preparation and presentation of work, technical aspects of prepress, output, and quality reproduction as well as web design.

Web Design Specific Outcomes
- Technical: Graduates demonstrate knowledge of interactive design & development using industry software, authoring systems and/or web scripting.

Graduation Requirements
To receive a Bachelor of Science degree in Graphic & Web Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Graphic & Web Design by campus:

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*Students will choose one (1) concentration to fulfill program requirement:*

**Graphic Design Concentration Courses**

- GWDA102 Rapid Visualization 3
- GWDA203 Pre-Press and Print Production 3
- GWDA207 Design History 3
- GWDA212 Typography – Expressive & Experimental 3
- GWDA232 Form and Space 3
- GWDA242 Graphic Symbolism 3
- GWDA252 Advanced Layout Design 3
- GWDA262 Package Design 3
- GWDA282 Collateral Design 3
- GWDA302 Information Design 3
- GWDA305 Art Direction 3
- GWDA308 Business of Graphic Design 3
- GWDA409 Graphic Design Capstone 3
- PHOA101 Principles of Photography 3
- Elective 4* 3

**Graphic Design Concentration Courses**

- 45

**Web Design Concentration Courses**

- ADVA407 E-Commerce Strategies & Analytics 3
- GWDA123 Programming Logic 3
- GWDA132 Information Architecture 3
- GWDA201 Audio & Video 3
- GWDA204 Introduction to Writing for Interactive Media 3
- GWDA213 Timeline Animation & Interaction 3
- GWDA253 Authoring for Interaction 3
- GWDA263 Web Standards 3
- GWDA283 Advanced Web Design 3
- GWDA313 Emerging Technologies 3
- GWDA317 Interactive Communication: Planning & Research 3
- GWDA318 Interactive Industry & Business Operations 3
- GWDA372 Content Management Systems 3
- GWDA407 Interactive Communication: Usability & Prototyping 3
- GWDA453 Interactive Communication: Development & Delivery 3

**Web Design Concentration Courses**

- 45

**TOTAL CREDIT HOURS**

- 180

*See Graphic & Web Design Course Descriptions starting on page 166.*

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
HOSPITALITY FOOD & BEVERAGE MANAGEMENT
Bachelor of Science
Available at Hollywood and San Diego Campuses

Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Program Description
The Bachelor of Science degree in Food & Beverage Management provides a wide variety of specialized education to students planning to pursue a management career in the food and beverage industry. The program offers a comprehensive curriculum that covers all the important aspects of beverage management, marketing and sales, and culinary arts. Courses cover beverage laws and regulations, beverage management, professional selling of alcoholic beverages, marketing, and wine appreciation. Coursework covers catering management, ethnic and regional cuisine, wine and spirits, fine dining, and cost controls in food and beverage operations. The degree also includes a requirement to complete a beverage-management/marketing internship, which students can complete at a retail store, restaurant, hotel, distributor, vineyard, winery, or other sector of the beverage industry. Graduates of this program can seek career opportunities to include food and beverage management positions in restaurants, hotels, resorts, casinos, cruise ships, bars, pubs, supermarkets, wineries, gourmet and wine boutiques and other business’s providing food and beverage services.

Student Learning Outcomes:
Upon successful completion of the program, graduates will have the opportunity to:
- Demonstrate customer service skills and professional and ethical conduct meeting industry standards.
- Demonstrate customer service principles to marketing, merchandising, sales and beverage management.
- Demonstrate the ability to analyze the food and beverage cost-control cycle and accounting practices, and implement controls to manage, maintain and ensure profitability.
- Demonstrate the ability to utilize the principles of purchasing and inventory control.
- Demonstrate the ability to create a business plan for a food service outlet or hospitality company.
- Demonstrate the ability to apply standard Human Resource principles in regards to recruiting, retaining, and developing staff.

Graduation Requirements
To receive a Bachelor of Science degree in Hospitality Food & Beverage Management, students must:
receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Hospitality Food & Beverage Management by campus:

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**TOTAL QUARTER CREDITS** 180

See Hospitality Food & Beverage Management Course Descriptions starting on page 178 plus 121 and 125.

† General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
INDUSTRIAL DESIGN
Bachelor of Science
Available at the Hollywood Campus

Program Description
The Industrial Design program offers students an educational environment that fosters creativity, innovation, and critical thinking. These qualities define form and function of products and systems, balancing the needs of the user with the capabilities of industry. Industrial Design graduates have the opportunity to contribute to society through their design skills, technical knowledge, and aesthetic sensibilities. This program is designed to prepare students to seek entry level career opportunities in a versatile and dynamic profession, providing the tools to compete in a global economy.

The Industrial Design degree program begins with the fundamentals of drawing, designing, and fabricating. Design history provides a contextual understanding of the evolution of theories and principles of design. The science of ergonomics is emphasized to ensure that designs apply the proper fit, safety and efficient use by the intended population.

Students will have the opportunity to learn to apply a design process that addresses the full evolution of a project, from research, conception and design, development to manufacturing processes and presentation. Students will also have the opportunity to learn to use computers to develop, visualize and communicate concepts, make design decisions, detail design, and build physical models or prototypes.

Student Learning Outcomes:
Upon successful completion of the program, graduates will have the opportunity to:

- **Basic Skills**: Graduates demonstrate the ability to implement design principles that can be practically applied to current industry standards.
- **Process Skills**: Graduates demonstrate, how products work and how they are manufactured. Design products that accommodate the capabilities and the needs of the intended user population.
- **Technology and Production**: Graduates select and use appropriate industrial design tools, software, materials and techniques.
- **Communication**: Graduates will demonstrate the ability to articulate the vision behind their creative work and explain and promote their solutions, model the interdependence of content and visual expression and evaluate and critique their ideas.
- **Professional Practice**: Graduates will exhibit professionalism through their comprehension, and application of ergonomic research, intellectual property law, social responsibility, marketing strategies, project management and the team dynamic.

Graduation Requirements
To receive a Bachelor of Science degree in Industrial Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Industrial Design by campus:

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See Industrial Design Course Descriptions starting on page 180.

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
INSTRUCTIONAL TECHNOLOGY & DESIGN
Bachelor of Science
Available at the Hollywood Campus

Program Description
The Bachelor Degree Program in Instructional Technology & Design is an eleven-quarter, 180-credit, program designed to educate students in the creation of digital learning environments, merging digital design and curriculum development. Students will design effective and innovative learning solutions and environments intended to facilitate optimum learning opportunities for a range of audiences and purposes.

The Instructional Technology & Design degree program emphasizes hands-on learning and utilizes industry-related technology and software. Course topics in the Instructional Technology & Design degree program include learning theories, instructional strategies, curriculum development, learning management systems, typography, interface design, user experience design and web development.

The Instructional Technology & Design program at The Art Institutes is the first step toward a career in the creative development of learning and training resources. Initially, students develop an understanding of the elements of learning theory and its practical application, instructional design, curriculum development, learning management system design and emerging technology. As they progress through the program, students are trained in creative problem solving and learn to offer solutions that are effective in the instructional design field applicable on various mediums. Throughout the program students gain an understanding of the analysis, design, development, implementation, and evaluation of training and instructional materials.

With an Instructional Technology & Design degree, graduates can pursue entry-level jobs such as Instructional Technologist or Instructional Designer.

Program Mission
The mission of the Instructional Technology & Design degree program is to provide a focus on the design and creation of effective learning delivery systems while developing skills in curriculum development and web development. Graduates are prepared to grow their careers from entry-level positions in the instructional design and technology field through practice of lifelong learning. Instructional Technology & Design graduates are prepared to meet the challenges of the continually changing marketplace and profession.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Communication - Graduates demonstrate an ability to communicate concepts visually and verbally in interactive electronic media. They will possess oral, written, and listening skills needed to interpret the needs of clients and to present project concepts to multiple audiences.
- Design - Graduates demonstrate knowledge of information design and user experience design in online learning formats and frameworks that integrate multimedia components.
- Critical Thinking - Graduates efficiently analyze complex instructional design problems by analyzing technological possibilities and learner’s needs in relation to relevant learning theories and instructional strategies; then develop and implement appropriate design solutions that address specific audiences or learners.
- Technology and Production – Graduates demonstrate proficiency utilizing instructional design tools and emerging technologies to plan and implement production of technology-based learning environments for various clients.
- Professionalism - Graduates demonstrate effective skills in developing and managing project plans that reflect an understanding of industry standards, business practices, and ethics. They will consistently apply a thorough understanding of intellectual property rights related to producing educational materials.
Graduation Requirements
To receive a Bachelor of Science degree in Instructional Technology & Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Instructional Technology & Design by campus:

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**TOTAL CREDIT HOURS** 180

See Instructional Technology & Design Course Descriptions starting on page 185.

♦ General Education: Courses designated with a diamond are General Education courses.
* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
INTERIOR DESIGN
Bachelor of Science
Available at the Hollywood and San Diego Campuses

Program Description
The bachelor’s degree program in Interior Design is rich in theory and practice. The focus on theory at the beginning of the program articulates the guiding principles which provide the foundation for the hands-on application of design concepts. Students have the opportunity to develop abilities in all aspects of the design of three-dimensional space, residential and commercial, rooted in historical and cultural context. Students have the opportunity to learn to communicate design solutions through a variety of visual media, interface with professionals and manage the business of their profession. Students will have the opportunity to develop aesthetic and ethical sensitivities over the course of the program and will be prepared to seek entry into the entry level fields of commercial and/or residential interior design.

The mission of the bachelor’s degree program in Interior Design is to prepare students to obtain entry-level positions in their field and function as trained professionals. Students will have the opportunity to conceive and develop viable design solutions within the interior environment utilizing creative, critical and technical methodologies. The program is designed to prepare students for the purpose of improving the quality of life, increasing productivity and protecting the health, safety, and wellbeing of the public by incorporating function, aesthetics and environmentally sustainable products. By meeting the educational goals, students have the opportunity to develop an attitude of flexibility and a desire for life-long learning necessary to meet the changing demands of the interior design profession.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Design Theory: Graduates solve complex interior design problems using the design process and their knowledge of principles, theories and applications to analyze the client profile and project program, both individually and collaboratively.
- Communication: Graduates provide interior design services using effective oral, written, and visual communication employing a variety of means, methods and technologies, in both 2- and 3-dimensions.
- Building Systems: Graduates produce interior design solutions that constructively integrate with available building, environmental, and property management systems, as well as prevailing codes and standards of use, maintenance and sustainability.
- Interior Finish Materials: Graduates specify and apply to their interior design solutions finish materials that meet prevailing standards of use, maintenance, sustainability, regulatory compliance, and aesthetics.
- Professionalism: Graduates provide professional services based on their body of knowledge with a standard of care that meets both client needs and protects the health, safety, and welfare of the public in an ethical and legal manner.

Graduation Requirements
To receive a Bachelor of Science degree in Interior Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Interior Design by campus:

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**TOTAL CREDIT HOURS** 180

*See Interior Design Course Descriptions starting on page 189.*

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
MARKETING & ENTERTAINMENT MANAGEMENT
Bachelor of Science
Available at the Hollywood Campus

Program Description
The Bachelor Degree Program in Marketing & Entertainment Management is an eleven-quarter, 180-credit, program designed to provide students interested in careers in the entertainment industry with knowledge of the management of entertainment professionals, projects, and personnel as well as key skills in messaging, branding, and marketing of events and individuals. The program also incorporates key business management competencies.

The Marketing & Entertainment Management degree program emphasizes hands-on learning and utilizes industry-related technology and software. Course topics in the Marketing & Entertainment Management degree program include business communications and practices, marketing and public relations, event management, copywriting, networking and client management, online community management and brand strategy.

The Marketing & Entertainment Management program at The Art Institutes is the first step toward a career in the development of creative messaging, branding, and marketing solutions. Initially, students develop an understanding of fundamental business concepts and practices and begin to develop written and verbal communication skills. As they progress through the program, students learn aspects of consumer outreach and engagement and learn how to market to and target messages at specific audiences. Throughout the Marketing & Entertainment Management program students gain in-depth knowledge of industry-specific news, developments, trends, and key players and also gain strong knowledge of finances and logistics related to specific entertainment industries and events. Students also gain experience in working with and communicating effectively to the press and various media outlets.

With a Marketing & Entertainment Management degree, graduates can pursue entry-level jobs such as Communications Specialist, Marketing and Promotions Manager, Marketing Director, Marketing Manager, Promotions Director, or Project Manager.

Program Mission
The mission of Marketing & Entertainment Management degree program is to provide a focus on the development of creative messaging, branding, and marketing of institutions, individuals and events. Graduates are prepared to grow their careers from entry-level positions in the marketing and entertainment management field through practice of lifelong learning. Marketing & Entertainment Management graduates are prepared to meet the challenges of the continually changing marketplace and profession.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Business & Law- Graduates evaluate and integrate business and legal principles and practices, including intellectual property rights and copyright laws of the marketing and entertainment industries.
- Marketing & Promotion- Graduates analyze consumer behavior utilizing messaging, branding, target markets, demographics, psychographics, and cultural, social and individual variables to influence the buyer decision process.
- Writing & Communication- Graduates demonstrate an ability to communicate concepts both written and verbally. They will possess oral, written and listening skills needed to interpret the needs of clients and to present project concepts to multiple audiences.
- Critical Thinking- Graduates will demonstrate knowledge of the interdependence between marketing/marketing objectives and the event/promotion lifecycle and be able to evaluate and critique their ideas.
- Professionalism- Graduates will demonstrate professional presentation; articulation of knowledge of marketing and entertainment management; mastery of industry standards, professional practices and ethics.
Graduation Requirements
To receive a Bachelor of Science degree in Marketing & Entertainment Management, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Marketing & Entertainment Management by campus:

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See Marketing & Entertainment Management Course Descriptions starting on page 195.

♦ General Education: Courses designated with a diamond are General Education courses.
* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
MEDIA ARTS & ANIMATION
Bachelor of Science
Available at the Hollywood and San Diego Campuses

Program Description
The bachelor’s level Media Arts & Animation program provides graduates with the relevant career skills needed to obtain and develop careers in the animation industry. The goal is accomplished through a focused curriculum based on industry validated program exit competencies. Additionally, faculty who possess industry experience and content expertise as well as appropriate resources also support the curriculum.

The bachelor’s level program in Media Arts & Animation is a twelve quarter program. The program provides the graduate with art, design, technical, business, and life skills needed to seek a career in the fields of animation and related media arts.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Basic Skills: Graduates will demonstrate application of learned concepts from foundation level art courses. These would include: drawing, color, form, design, composition and foundation level digital art skills.
- Technical Skills: Graduates will demonstrate an applied technical knowledge of animation tools and software according to current industry standards.
- Application Skills: Graduates will demonstrate a practical understanding and application in the principles of animation, acting and movement and cinematic storytelling as it relates to 2D and 3D animation (as applicable).
- Professionalism: Graduates will demonstrate professionalism, through the creation and presentation of a portfolio and self-promotion package, according to current industry standards.
- Concept Skills: Graduates will demonstrate the ability to conceptualize, plan, execute, and deliver quality animation projects.
- Teamwork and Collaboration Skills: Graduates will demonstrate the ability to work on team-based projects.

Graduation Requirements
To receive a Bachelor of Science degree in Media Arts & Animation, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Media Arts & Animation by campus:

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**TOTAL QUARTER CREDITS** 180

See Media Arts & Animation Course Descriptions starting on page 199.

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
PROFESSIONAL WRITING FOR CREATIVE ARTS
Bachelor of Fine Arts
Available at the Hollywood Campus

Program Description
The Bachelor Degree Program in Professional Writing for Creative Arts is an eleven-quarter, 180-credit, program designed to cultivate in students the necessary skills and competencies for writing engaging and captivating content and narratives, ably identify target audiences and the specific message requirements needed to reach these audiences, and write and create messages in a way that captures the audience.

The Professional Writing for Creative Arts degree program emphasizes the development of content for advertisements, books, magazines, websites, performing arts scripts, and other publications. Course topics in the Professional Writing for Creative Arts degree program include business writing, technical writing, marketing and corporate communications, quantitative and qualitative research methods, copyediting, scriptwriting and social media management.

The Professional Writing for Creative Arts program at The Art Institutes is the first step toward a career in writing creativity. Initially, students will develop advanced competencies in English composition and learn the fundamentals of narrative and storytelling structure and technique. As they progress through the program, students are trained in the application of writing in various industries to meet specific needs and purposes of those industries. Students will focus on writing, editing, and critiquing content for specific purposes and will learn to write creatively in different styles and techniques to achieve different results, emotions, audience relations, etc.

With a Professional Writing for Creative Arts degree, graduates can pursue entry-level jobs such as Advertising Copy Writer, Advertising Writer, Communications Specialist, Copy Writer, Freelance Copy Writer, Narrative Writer, Technical Communicator, Technical Writer, or Web Content Writer.

Program Mission
The mission of the Professional Writing for Creative Arts degree program is to provide a focus on the development, strategy, marketing and curation of content and to enable students to successfully write narrative or informative content for multiple media platforms and purposes. Graduates are prepared to grow their careers from entry-level positions in the professional writing field through practice of lifelong learning. Professional Writing for Creative Arts graduates are prepared to meet the challenges of the continually changing marketplace and profession.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Communication - Graduates will demonstrate effective written creative and expository communication by considering various audiences and contexts, and providing sufficient, relevant information on a topic that is organized, complex, and employs successful rhetoric.
- Critical Thinking - Graduates will demonstrate, through research techniques, copy editing, and self-critique, knowledge of multimodal forms of expression.
- Design - Graduates will develop and apply concepts based on an understanding of appropriate media/technology as well as analyze and incorporate aesthetics and layout in the design process for various forms of communication outlets.
- Conceptual - Graduates will demonstrate proficiency in the conceptual thinking process through work that reflects current cultural, social, economic and, industry trends as well as emerging technologies.
- Professionalism - Graduates will demonstrate professional presentation skills, articulation of visual problem solving, and mastery knowledge of ethics, business practices and industry standards.
- Technology and Production – Graduates will demonstrate, through digital publications, a sound knowledge of content management, and media content creation utilizing industry software.
Graduation Requirements
To receive a Bachelor of Science degree in Professional Writing for Creative Arts, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Professional Writing for Creative Arts by campus:

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**TOTAL CREDIT HOURS** 180

See Professional Writing for Creative Arts Course Descriptions starting on page 210.

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
SET & EXHIBIT DESIGN
Bachelor of Science
Available at the Hollywood Campus

Program Description
The Set & Exhibit Design bachelor’s degree program offers students an educational environment that fosters creativity, innovation and critical thinking. These qualities define form and function of products and systems, balancing the needs of the user with the capabilities of industry. Set & Exhibit Design graduates have the opportunity to benefit society through their design skills, technical knowledge and aesthetic sensibilities.

The program is designed to prepare students to seek entry-level career opportunities in a versatile and dynamic profession, providing the tools to compete in a global economy. The individual interested in this field is one who feels comfortable with and challenged by construction tool use such as saws and drills, while also being challenged artistically with drawing, painting, and design. Additionally, the individual will be challenged to develop business and networking knowledge of the industries they may enter. As such, this individual will have the opportunity to develop both artistic and technical skills. The faculty specific to this program are industry professionals that have worked in the film, video, television, theme park, museum, and marketing fields such as trade show booth design, and retail display design.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Process Skills: Be able to apply knowledge of set design and exhibit design skills, theories of design, and design processes to develop creative and meaningful design solutions for temporal spaces.
- Critical Thinking: Be able to identify and solve complex space and design problems, as well as formulate design solutions that are functional, aesthetic, and in accordance with applicable codes and industry standards.
- Communication: Be able to demonstrate competence in written, oral and fundamental graphic communication as applied to the field of exhibit design utilizing a variety of presentation methods and media through individual and collaborative means.
- Technology and Production Skills: Be able to design individually and collaboratively within the context of buildings systems using appropriate materials and products, and understand how buildings and interior systems, structural conditions, materials, and intended audience affect design.
- Professionalism: Be able to utilize individually or collaboratively foundational knowledge of professional, legal, and ethical practices and principles to create design solutions that meet client expectations and that protect the health, welfare and safety of the public.

Graduation Requirements
To receive a Bachelor of Science degree in Set & Exhibit Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment link for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Set & Exhibit Design by campus:

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**TOTAL QUARTER CREDITS** 180

See Set & Exhibit Design Course Descriptions starting on page 214.

♦ General Education: Courses designated with a diamond are General Education courses.
* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
SOFTWARE DEVELOPMENT FOR CREATIVE TECHNOLOGIES

Bachelor of Science
Available at the Hollywood Campus

Program Description
The Bachelor Degree Program in Software Development for Creative Technologies is an eleven-quarter, 180-credit, program designed to educate students in skills necessary to create, modify, and test programming codes and scripts utilized in the functional operation of computer systems and applications as well as the implementation of these codes in the design and development of various software solutions. Specific emphasis will be applied to programming and development skills for creative media, technologies, and software.

The Software Development for Creative Technologies degree program emphasizes hands-on learning and utilizes industry-related technology and software. Course topics in the Software Development for Creative Technologies degree program include software design, user interface design, mobile device programming, computer networking, artificial intelligence, design patterns and data structures, e-commerce and operating and file systems.

The Software Development for Creative Technologies program at The Art Institutes is the first step toward a career in the creative development of unique software and programming solutions. Initially, students develop an understanding of numerous programming languages and their uses. As they progress through the program, students learn to apply programming and development abilities to various multimedia projects and learn about the uses of various software solutions for different creative industry goals. Throughout the Software Development for Creative Technologies program students gain an understanding of the scope of the software development process, including planning, design and development, programming and testing, and maintenance and develop strong knowledge of math and physics skills required to program code and algorithms for multimedia and digital design programming.

With a Software Development for Creative Technologies degree, graduates can pursue entry-level jobs such as Applications Developer, Computer Programmer, Java Developer, Programmer, Software Developer, Web Programmer, or Web Developer.

Program Mission
The mission of the Software Development for Creative Technologies degree program is to provide a focus on the development of unique software and programming solutions utilizing creative thinking skills. Graduates are prepared to grow their careers from entry-level positions in the software development field through practice of lifelong learning. Software Development for Creative Technologies graduates are prepared to meet the challenges of the continually changing marketplace and profession.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Problem Solving: Graduates demonstrate efficient troubleshooting skills and the ability to solve problems encountered by software development professionals.
- Design: Graduates will demonstrate the ability to use basic programming concepts, and traditional art methods in the production of software development projects.
- Programming: Graduates will demonstrate applied technical knowledge of computer programming languages and related software according to current industry standards.
- Software Development: Graduates will demonstrate the ability to conceptualize, plan, execute, manage and deliver quality software development projects.
- Technology & Production: Graduates demonstrate the ability to apply the skills necessary to create quality software applications using industry standard techniques and tools.
- Professional: Graduates present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry legal and ethical standards.
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Software Development for Creative Technologies by campus:

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**Graduation Requirements**

To receive a Bachelor of Science degree in Software Development for Creative Technologies, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

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**TOTAL CREDIT HOURS** 180

*Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.*
VIDEO PRODUCTION
Associate of Science
Available at the Hollywood Campus

Program Description
The Video Production associate’s degree program is designed to provide training for individuals who want to be successful in this fast-paced, creative industry. Whether it’s information or entertainment, the wide appeal of electronic media has created an increasing need for people skilled in video production. Employment opportunities may be found in broadcasting and cable, as well as the entertainment industry and corporations.

By working with a faculty that includes experienced professionals, students in the Video Production program can develop competence in the use of a video camera as a technical and imaginative tool for communications art. Preproduction, lighting, and various computer applications are covered in this program. The program also includes multi-camera production, postproduction techniques, nonlinear editing, and the creation of a video from initial idea to final, edited composition. By gaining competencies in camera operations, lighting, editing, electronic newsgathering, along with studio and location productions, students have the opportunity to establish a professional confidence to solve problems and to contribute as a member of an artistic team.

A compendium of the student’s best work is assembled in a portfolio videotape and can illustrate to prospective employers the student’s capabilities as camera operator, director, editor, and graphics operator.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Production: Graduates conceptualize, plan, execute, and deliver a production utilizing basic video techniques, and demonstrating technical proficiency that meets minimum industry standards.
- Critical Judgment: Graduates apply peer and professional critiques in the articulation and justification of aesthetic decisions in their own projects and in the evaluation of other media work.
- Professionalism: Graduates present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.
- Business Skills: Graduates apply basic business practices of the media industry while maintaining legal and ethical standards.
- Research: Graduates apply basic media-related research, writing, and verbal communication skills to their work.

Graduation Requirements
To receive an Associate of Science degree in Video Production, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment link for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Video Production by campus:

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<td>Narrative Short-Form</td>
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<td>VP2205</td>
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<td>VP2210</td>
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**TOTAL QUARTER CREDITS** 90

*See Video Production Course Descriptions starting on page 226.*

♦ General Education: Courses designated with a diamond are General Education courses.

*Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.*
VISUAL & GAME PROGRAMMING
Bachelor of Science
Available at the San Diego Campuses

Program Mission
To develop and design an animated three-dimensional game, it takes the work of both an artist and a technical programmer. The artist creates characters, backgrounds, and other graphics to make the game visually appealing and exciting while the technical programmer creates programs/scripts to enable the various movements and interactions of characters and objects. For both sides to work effectively as a team, it is critical to have a third party whom the industry professionals call “technical artist.” The technical artist must have the artistic talent and abilities, and more importantly, be well versed in the technical aspects of a game. The technical artist is capable of comprehending the intent of the artistic creator and the technical needs and challenges in achieving the intended results of the game designers. With that unique understanding, the technical artist can customize the programming tools in a computer software application to best meet the needs of an individual game.

The Visual & Game Programming bachelor's degree program is designed to offer education and training to individuals with a strong interest in games or films as well as creative and technical ability. The College of Creative Arts and Design offers students access to the learning needed to apply for entry-level positions in various areas of digital visual production.

Intensely hands-on, this program combines traditional animation skills with the technical skills necessary to create programs/scripts for three-dimensional graphics animation.

Student Learning Outcomes:
Upon successful completion of the program, graduates will have the opportunity to:

- Communication: Graduates demonstrate written and oral communication skills needed to present their work professionally, interactive communication skills essential to work as a team member, the skills to produce game design documents, and the ability to market themselves effectively.
- Critical Thinking & Problem Solving: Graduates demonstrate essential skills to solve technical and conceptual problems. They can evaluate games critically and analyze computer code for correctness.
- Technical Production: Graduates demonstrate the ability to use technical programming concepts, and digital art methods in the production of gaming projects; an understanding of concepts and terminology in object-oriented programming; an ability to choose appropriate data structures and algorithms.
- Quantitative Reasoning: Graduates demonstrate knowledge of industry-specific quantitative methods required for gaming projects. They can apply algorithmic reasoning and computational theory to game design.
- Context: Graduates demonstrate the ability to analyze games based on game theory, strategy, and historical context. They are familiar with the physics of motion, light, and sound, applying the laws of physics to game design. They can apply the mathematical representations of position, motion, interaction, and shape to the representation of motion, curves and surfaces.
- Professional Practice: Graduates demonstrate knowledge of the game production pipeline. They demonstrate knowledge of planning, scope, soft skills, deadlines and economics necessary to produce a market-ready interactive game from concept to final product.

Graduation Requirements
To receive a Bachelor of Science degree in Visual & Game Programming, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Visual & Game Programming by campus:

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**TOTAL CREDIT HOURS** 180

See Visual & Game Programming Course Descriptions starting on page 222.

♦ General Education: Courses designated with a diamond are General Education courses.

*Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.*
VISUAL EFFECTS & MOTION GRAPHICS
Bachelor of Science
Available at the Hollywood Campus

Program Description
The Visual Effects & Motion Graphics program is designed to emphasize motion graphics and visual effects compositing by providing skills drawn from the fields of photography, graphic design, compositing, video, film, audio and animation. With a curriculum that emphasizes actual job skills needed in the field, graduates of this program will be prepared to seek entry-level positions in feature film, corporate communication, television, video production, e-business, and other media outlets.

Student Learning Outcomes;
Upon successful completion of the program, graduates will have the opportunity to:
- Basic Skills: Graduates demonstrate the ability to use traditional design skills in the production of digital art projects.
- Technical Skills: Graduates demonstrate an applied technical knowledge of compositing, effects, animation tools and software according to current industry standards.
- Professionalism: Graduates demonstrate professionalism through the creation and presentation of a portfolio and self-promotion package, according to current industry standards.
- Communication Skills: Graduates apply visual effects and motion graphics skills to meet the needs of corporate communication, television, motion picture, video production, and other media outlets.
- Concept Skills: Graduates demonstrate the ability to conceptualize, plan, execute, and deliver quality visual effects and motion graphics projects.
- Teamwork and Collaboration: Graduates demonstrate the ability to work on team-based projects.

Graduation Requirements
To receive a Bachelor of Science degree in Visual Effects & Motion Graphics, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Bachelor of Science degree program in Visual Effects & Motion Graphics by campus:

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<td>Color Theory</td>
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**TOTAL QUARTER CREDITS**

180

See Visual Effects & Motion Graphics Course Descriptions starting on page 230.

♦ General Education: Courses designated with a diamond are General Education courses.

* Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.
WEB DESIGN & INTERACTIVE COMMUNICATIONS
Diploma
Available at the Hollywood and San Diego Campuses

Program Description:
The Web Design & Interactive Communications diploma program is designed to teach students how to
create the look, feel and functionality of World Wide Web pages for client Web sites with a specific
emphasis on professional standards and practical deployment. This course of study extends foundation
principles in visual communications and interactive media as related to dynamic delivery through multiple
channels including mobile technologies. Students will have the opportunity to develop abilities in
computer languages, usability principles and information architecture in a team oriented environment that
prepares them for the professional world. Students will also be trained in current web technologies and in
project management on assignments that will enhance their personal portfolio.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Design: Graduates demonstrate versatile aesthetic layout and design solutions, including
effective usage of space, line, color, shape, texture, form, balance and value; typographic and
photographic hierarchy structures.
- Professional Presentation: Graduates articulate their design direction by communicating mastery
of graphic and web design, problem solving, ethics and industry standards in visual
presentations.
- Technical: Graduates demonstrate knowledge of interactive design & development using industry
software, authoring systems and/or web scripting.

Graduation Requirements
To receive a Diploma in Web Design & Interactive Communications, students must: receive a passing
grade or credit for all required coursework; earn a minimum of 48 quarter credits; achieve a cumulative
GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all
financial obligations as related to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs,
median debt, alumni success, and other important info for the Web Design & Interactive Communications
diploma program by campus:

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**TOTAL QUARTER CREDITS**

48

*Electives: Elective may not be chosen from General Education courses. Prerequisites must be met.*
WEB DESIGN & INTERACTIVE MEDIA
Associate of Science
Available at the Hollywood and San Diego Campuses

Program Description
Interactive digital communications is an essential part of the business, education, and entertainment industries. This has led to entry-level employment opportunities for an individual designer who can create interactive information services through a combination of sound, graphic arts, text, and video. The Associate of Science degree program in Web Design & Interactive Media was created to prepare today’s students to seek entry-level careers in this field.

Coursework begins with drawing and design, digital image manipulation, interactive media design, scriptwriting, sound, video, and animation, then progresses to interactive information and Web design, all under the guidance of faculty members, many of whom were recruited from this fascinating industry. At graduation, students will have an individualized digital portfolio to showcase for prospective employers the practical skills and technical expertise they have acquired.

Student Learning Outcomes
Upon successful completion of the program, graduates will have the opportunity to:

- Design: Graduates apply the vocabulary and concepts of interactive design, including communication effectiveness, and interrelationships among imagery and text.
- Professional Presentation: Graduates demonstrate professional layout, integrating media elements and employing industry standards and professional practices.
- Technical - Graduates demonstrate competencies in interactive development using authoring systems and/or web scripting.

Graduation Requirements
To receive an Associate of Science degree in Web Design & Interactive Media, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations as to your program of study.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info for the Associate of Science degree program in Web Design & Interactive Media by campus:

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**TOTAL CREDIT HOURS** 90

*See Graphic & Web Design Course Descriptions starting on page 166.*

♦ *General Education: Courses designated with a diamond are General Education courses.*
COURSE DESCRIPTIONS

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student's responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

ADVERTISING

ADVA101
Fundamentals of Advertising
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Examines various methods, objectives and types of advertising and marketing communications in the context of current and emerging trends and cultural influences necessary to produce a variety of advertising campaigns. Prerequisite: None

ADVA201
Fundamentals of Marketing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The fundamental concepts and principles of marketing. The overview of marketing provided here will help students place their knowledge in a framework and understand how each component contributes to the strength and utility of a marketing plan. Students will also learn how to identify the ways in which world events and cultural assumptions influence marketing. Prerequisite: None

ADVA204
Consumer Behavior & Persuasive Sales Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Examine the cultural, social, psychological and individual variables involved in consumer behavior. Review marketing practices that influence buyer decisions. Focus on the essential skills and persuasive techniques to affect a sales cycle. Prerequisite: None

ADVA205
History of Advertising
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Examines the origins and evolution of advertising and how it has changed over time; its history, potential, limitations and impact on current culture and emerging trends. Prerequisite: None

ADVA207
Creative & Strategic Planning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Translate marketing objectives into advertising strategy. Take the business challenge the client has presented and translate it into a creative strategy with specific deliverables. Prerequisite: ADVA201 Fundamentals of Marketing

ADVA208
Principles of Marketing Research
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Marketing research as a tool for developing strategies. The source of data, sampling procedures, questionnaire design, data collection and analysis. Prerequisite: None
ADVA209
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Permission of Academic Director/Advisor

ADVA214
Advertising Copywriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Developing effective advertising strategies and copy executions that underlie and enable creative marketing and advertising campaigns and cultivate clear, logical, and creative copywriting skills. The unique characteristics of digital media and the creation of copy for digital media will be explored. Prerequisite: HU110 College English

ADVA215
Advertising Storyboarding & Scriptwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Basic storyboard layouts and techniques are examined and practiced. Students write scripts that convey messages in a clear, effective style that communicates to specific audiences. Emphasis is placed on developing concepts and researching, planning and writing scripts for broadcast commercials, public service announcements and interactive media communications. Prerequisite: ADVA214 Advertising Copywriting

ADVA302
Introduction to Ad Campaigns
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students create an integrated advertising campaign consisting of multiple media executions of a single, unified theme or concept. Prerequisite: GWDA222 Intermediate Layout Design

ADVA303
Interactive Advertising
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students compare and contrast traditional and interactive outlets in order to develop a clear understanding of the demand for advertising and marketing on-line. Students discover and apply new methodologies in developing and working with interactive e-commerce. Students learn the unique characteristics and techniques of media writing and apply them to interactive media production. Prerequisite: ADVA209 Portfolio I or MRKA204 Scriptwriting for Event Management

ADVA304
Writing for Interactive Media
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Interactive & Creative Development Track: Course Two
Social Media & Marketing Track: Course Two
This is a specialized writing course for interactive design production. Students identify the requirements of different types of writing and the unique characteristics and techniques of interactive media writing. Students examine how various forms of media work together to reach audiences. Students further explore how to use interactive media to express ideas. These techniques are then applied to various forms of media and creating an interactive resume. Prerequisite: HU110 College English
ADVA307
Brand Strategy
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The role of branding and brand identity. Examines brand value, framework and positioning and their importance to building strong, enduring brands. Prerequisite: GWDA308 Business of Graphic Design or FADA308 Fundamentals of Business

ADVA308
Account Planning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The account planner represents the consumer focus in an advertising agency. Inside the agency, an account planner helps choose and integrate research and considers proposed advertising decisions from the perspective of consumer behavior. The planner integrates the marketing research, creative and account management perspectives into the development of the creative brief as the foundation for advertising creative development. Prerequisite: ADVA101 Fundamentals of Advertising

ADVA312
Emerging Media in Advertising
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Interactive & Creative Development Track: Course One
Explore advanced industry concepts and practices in emerging media; discovering and applying these ideas to a campaign. Students prepare, present and defend a graduate project suitable for a professional audience. Prerequisite: ADVA303 Interactive Advertising or Permission of Academic Director/Advisor

ADVA318
Budgeting & Financial Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Account Planning & Management Track: Course Two
Examine budgeting, short-term and long-term financing, billing, and the economics of financial markets as they impact organizations. Prerequisite: GWDA308 Business of Graphic Design

ADVA322
Digital Media Campaigns
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students design and implement advanced marketing campaigns utilizing emerging digital media concepts, paradigms, and business models. Students combine and integrate interactive business models using both online and offline media. Students integrate knowledge of e-commerce and interactive media to include emerging technologies such as mobile marketing, social media marketing (SMM), viral advertising, and video and user generated content (UGC). Prerequisite: ADVA201 Fundamentals of Marketing

ADVA328
Public Relations
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Examines the role of public relations, showing the principles, methods and means of influencing public opinion. Prerequisite: None

ADVA332
Intermediate Ad Campaigns
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students create integrated advertising campaigns, each consisting of different media executions of a single unified theme or concept. Social media executions are included in these campaigns. Prerequisite: ADVA302 Introduction to Ad Campaign
ADVA338
Media Planning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Review of advertising channel options in delivery of the marketing message. Budgeting advertising buys, creating media proposals and articulating return on investment. Creating media sales opportunities. 
Prerequisite: ADVA101 Fundamentals of Advertising

ADVA348
Leadership & Organizational Behavior
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Account Planning & Management Track: Course One
Examine human relations theory and individual, group and organizational performance in relation to the structure of a business. Explore the dynamics of successfully leading a diverse workforce through organizational change. Prerequisite: GWDA308 Business of Graphic Design OR FADA308 Fundamentals of Business

ADVA402
Online Community Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Social Media & Marketing Track: Course Three
Focus on developing the knowledge and skills for how to design, create and manage online communities as a business model for relationship marketing. Build and maintain a fan base using social networking tools and engage participants in ongoing conversation around a brand or idea. Prerequisite: GWDA308 Business of Graphic Design or MRKA205 Marketing and Promotions in the Entertainment Industry

ADVA406
Internship
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

ADVA407
E-Commerce Strategies & Analytics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Explore various metrics and analytics tools for tracking the social and consumer behaviors of online visitors. Students will apply these tools by selecting appropriate key performance indicators (KPIs) for a campaign, identifying and responding to trends in real time, and generating and evaluating reports to determine campaign success. Students will formulate appropriate recommendations and data-driven decisions to optimize online activities. Prerequisite: FADA308 Fundamentals of Business OR GWDA308 Business of Graphic Design OR GWDA318 Interactive Industry & Business Operations

ADVA408
Advanced Account Planning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Account Planning & Management Track: Course Four
Analysis of account planning by further synthesizing the two principle methods for successful account planning-implementing the creative brief into an advertising campaign and analyzing concepts based on creative strategy. In this Management capstone students work with a real client to deliver a professional creative brief and support materials. Prerequisite: ADVA308 Account Planning
ADVA409
Portfolio Presentation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will demonstrate their conceptual, design, craftsmanship and other skills as they assemble and refine portfolio elements in preparation for the transition into the professional world. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects their personal style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources. Elements of the digital portfolio are developed. Prerequisite: Permission of Academic Director/Advisor

ADVA412
Advanced Advertising Campaigns
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students research and develop a fully integrated advertising/promotional campaign. Value is placed on the importance of deadline, budget, client relationship and presentation as they relate to the creative process. Final project should document, support and argue the rationale and effectiveness of the campaign. Students prepare, present and defend a graduate project suitable for a professional audience. Prerequisite: ADVA332 Intermediate Ad Campaigns

ADVA419
Portfolio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will guide students through the process of compiling their work into a final interactive portfolio. It will also stress the importance of professional development and help students complete their initial job search requirements including personal branding. Prerequisite: ADVA409 Portfolio Preparation

AUDIO PRODUCTION

AUDA101
Fundamentals of Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the principles of recording sound and study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. The role of sound in media production is explained and exemplified. Prerequisite: None

AUDA102
Music Theory for Audio Professionals I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the rudiments of music theory. Students learn to identify notes and common scales as well as the notation of notes, scales and simple rhythms. The concept and structure of the lead sheet will be introduced. An ear-training component will develop the students’ skill in identifying and transcribing simple chords, melodies, and rhythms. Prerequisite: None

AUDA103
Audio Technology I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the principles of audio signals and the equipment used to record, process, and distribute audio content. Students will begin to develop an understanding of signal flow of audio systems using block diagrams. A survey of audio transmission, manipulation, and delivery systems including cables, connectors, basic stereo mixers, microphones, amplifiers, and loudspeakers will be presented. Prerequisite: AUDA101 Fundamentals of Audio
AUDA111
Survey of the Audio Industry
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the audio industry and its constituent sectors. There will be special emphasis on strategies for networking and utilizing industry organization. Prerequisite: None

AUDA112
Music Theory for Audio Professionals II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is continues with the development of the rudiments of music theory and expands into an introduction to harmony, voice leading, modes and compound time signatures. Students will learn to create simple lead sheets. An ear-training component will extend the work from Music Theory I to include more complex chords and intervals. Prerequisite: AUDA102 Music Theory for Audio Professionals I

AUDA113
Digital Audio I – Introduction to the Interface
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the theories, practices, and tools used in digital audio production and techniques of non-linear digital audio editing, focusing on the fundamental theories and concepts behind various types of digital audio tools. Students develop knowledge and skills needed to operate non-linear audio workstations. Prerequisite: None

AUDA123
Video Production for Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the technical terms, equipment and techniques of video production. Prerequisite: None

AUDA133
Audio Recording I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers theoretical foundations presented in Audio Technology I are reinforced in this course through practical, hands-on applications. Students learn the operational techniques of basic audio systems with an emphasis on mixdown of prerecorded multitrack sessions. Prerequisite: AUDA103 Audio Technology I

AUDA143
Electronics I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to the fundamental concepts of electronics as they relate to audio production. Topics include Ohm's Law, AC and DC circuits, basic troubleshooting for audio equipment, AC line voltage and filtered DC voltage, etc. Prerequisite: AUDA103 Audio Technology I

AUDA202
Synthesis & Sound Design I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students develop advanced skills using synthesizers and samplers. Students study the elements of sound and how they apply to simple and complex waveforms, envelopes, LFOs, filters, and keyboard architecture. Theory and practice with sampling and subtractive synthesis using software and hardware sound sources. Prerequisite: AUDA223 MIDI Systems
AUD203
Production Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the science and art of production sound. Students learn how to use microphones, field mixers and digital sound equipment to record dialogue and sound effects in a variety of settings. The fundamentals of sound editing and mixing are introduced. Prerequisite: AUD213 Digital Audio I – Introduction to the Interface

AUD205
Listening & Analysis
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers ear-training and critical listening from the perspective of the audio engineer and contemporary production techniques. The student will learn to aurally analyze and identify typical contemporary popular song forms and the production techniques used to create them. Prerequisite: AUD213 Digital Audio I – Introduction to the Interface

AUD213
Audio Technology II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students continue to study the principles of audio signals and the equipment used to record, process, and distribute audio content in this course. Sound in acoustical form is discussed in relation to studio acoustics. Students expand their understanding of signal flow of advanced audio systems by creating and reading complex block diagrams. Prerequisite: AUD203 Audio Technology I

AUD215
Acoustics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the physical behavior of sound indoors and outdoors. Topics include human hearing and the principles of psychoacoustics, sound propagation, transmission, reflection, diffraction, diffusion, noise reduction, basic studio and room acoustics, and sound isolation. Prerequisite: AUD201 Fundamentals of Audio

AUD223
MIDI Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students develop a working theoretical and skills-based knowledge of the multi-timbral synthesizer and the sequencing environment within the context of the contemporary MIDI production studio. Prerequisite: AUD213 Digital Audio I – Introduction to the Interface

AUD233
Post-Production Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the artistic and technical problems of preparing sound in relation to picture. Students will learn the terminology and techniques of editing, mixing, and sound design. Prerequisite: AUD203 Production Sound

AUD243
Digital Audio II – Digital Audio Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students learn the concepts and production techniques used with Pro Tools integrated into a digital audio workstation. Topics include computer based digital audio workstations, sound design, field recording, digital audio transfer protocols, software-based effects plug-ins, and online automation. Prerequisite: AUD213 Digital Audio I Introduction to the Interface
AUDA253
Audio Recording II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students expand and develop the skills learned in Fundamentals of Audio Production through multi-track recording projects. The course focuses on recording techniques used in music production. Emphasis is placed on signal flow for basic tracks, mixdown, and overdubs. Other topics include close and distant microphone techniques, recording session management, analog tape recorders, studio documentation, signal processing, and moving fader automation systems. **Prerequisite: AUDA133 Audio Recording I**

AUDA263
Live Sound Reinforcement I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students learn to set up and operate various audio equipments for a typical live sound reinforcement. Topics include reading block diagrams of audio systems, wiring speakers, connecting powers, testing and adjusting microphones, troubleshooting sound systems, and fine-tune reinforcement effects. **Prerequisite: AUDA133 Audio Recording I**

AUDA273
Electronics II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students explore the concepts, building, and application of transformers and filters and learn to read, interpret, and utilize data from more advanced schematic circuit diagrams. Emphasis is placed upon applying these electronic devices to the operation and troubleshooting of audio equipment. **Prerequisite: AUDA143 Electronics I**

AUDA283
Audio Distribution Technologies
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course addresses the end part of media production–delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationships between delivery systems and distribution methods and evaluate the relative efficiency, cost and effectiveness of each. **Prerequisite: None**

AUDA301
Broadcast Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides the student with the fundamentals of audio production skills for Audio TV, Radio and New media. **Prerequisite: AUDA233 Post-Production Sound**

AUDA302
Synthesis & Sound Design II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students explore and implement available synthesis methods that enhance the narrative in various media. Analytical listening sessions will expose students to synthesis methods in various contexts. **Prerequisite: AUDA202 Synthesis & Sound Design I**

AUDA303
Advanced Post-Production Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on practical experience in advanced sound design and audio production for video. The course includes applied techniques used in Automated Dialog Replacement (ADR), and the creation of realistic, synchronized sound effects (Foley), and multi-track recording, editing, and mixing in the post-production story-telling process. **Prerequisite: AUDA233 Post-Production Sound**
AUDA308
Business Fundamentals
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students are introduced to the fundamentals of business. Topics of learning include forms of business ownership, starting a business, developing a business plan, business management principles and strategies, and marketing and promotion strategies for a business. Prerequisite: None

AUDA309
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate sound design, sound organization, presentation, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Completion of prerequisite courses and permission of Academic Director/Advisor

AUDA311
Mastering
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the equipment, techniques, protocols, and procedures used in premastering music and video for duplication in various media. Prerequisite: AUDA343 Advanced Recording Techniques II

AUDA312
Special Topics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics are based upon important artistic or technological trends and developments within the advertising, film, television or audio industry. Prerequisite: AUDA309 Portfolio I

AUDA313
Digital Audio III - Mixing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers digital audio theory and interacts with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include analog-to-digital/digital-to-analog conversion, dithering, error correction and concealment, digital storage media, encoding methods involving data compression, digital audio interface standards, DAW interchange standards and synchronization methods. Prerequisite: AUDA243 Digital Audio II – Digital Audio Systems

AUDA322
Senior Project I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course initiates a two-quarter long comprehensive project which will be integral to students' final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, multi-track digital audio work. Committee and/or faculty will approve the project content and type of the audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor. Prerequisite: Permission of Academic Director/Advisor
### AUDA323
**Advanced Recording Techniques I**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

This course covers the techniques and technology typical to professional music recording and mixing using advanced large format consoles. Topics include: studio procedures and professionalism, SSL Console operation, advanced signal flow, signal processing, analytical and critical listening skills, close, distant and stereo mic techniques for a variety of musical instruments, and basic mixdown strategies.  
**Prerequisite:** AUDA253 Audio Recording II

### AUDA332
**Music Editing**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

This course covers approaches to editing music in relation to television and film including matching, mood, and aesthetic. Areas of concentration may include commercials, narratives, and music videos.  
**Prerequisite:** Permission of Academic Director/Advisor

### AUDA333
**Sound for Interactive Media**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

Students learn the techniques of recording, mixing, and mastering for various interactive media such as CD-ROM, DVD, and the internet. The unique challenges of memory allocation and optimization are examined with a focus on quality differences between different formats. In addition, students examine coding and compression techniques.  
**Prerequisite:** AUDA233 Post-Production Sound

### AUDA342
**Forensic Audio**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

This course focuses on the enhancement, analysis and interpretation of recorded evidence and other elements of sound pertaining to court cases, both civil and criminal. Students explore rules of evidence and expert testimony with the test cases, procedures for chain of custody and proper documentation, transcription, and rules of the court. Case studies will be examined in areas including voiceprint identification using TFA spectrographic analysis, audibility analysis, gunshot analysis, authentication, and engine frequency analysis.  
**Prerequisite:** Permission of Academic Director/Advisor

### AUDA343
**Advanced Recording Techniques II**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

This course provides the student a greater understanding of SSL consoles and VCA automation systems. Students use SMPTE Time Code for synchronization to a variety of multitrack formats, use digital audio sampling for sound replacement, and integrate software and MIDI sequencers into the analog studio mixing environment. Critical listening skills and critical analysis of master tapes are emphasized. Students participate in in-class recording sessions and engineer recording projects during and out of class hours, which may be included in their portfolio.  
**Prerequisite:** AUDA323 Advanced Recording Techniques I

### AUDA353
**Live Sound Reinforcement II**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

This course presents students more sophisticated and complex situations for live sound reinforcement. Through studio settings or real world events, students learn to operate large format analogue and digital mixing consoles and solve signal manipulation problems with transformers. Students also learn professional protocols in live sound reinforcement settings.  
**Prerequisite:** AUDA263 Live Sound Reinforcement I
AUDA363
Audio for Video Games
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the theory, as well as practical applications, of audio and computer video techniques as used in the game industry. Emphasis will be placed on methods of sound integration and video effects and how they impact character development and enhance the game-playing experience. Additional audio topics covered include: sound perception, waveform editing, sound effects and an introduction to MIDI, music composition and voiceovers. Computer video topics include: image composition, virtual cameras, motion capture and video compression. Prerequisite: Permission of Academic Director/Advisor

AUDA373
Advanced Electronics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the theoretical principles, physical properties, design, and characteristics of various audio electronics such as microphones, loudspeakers, and consoles. They will learn system design of a standard studio and live sound setup, as well as troubleshoot and repair various devices and systems. Prerequisite: AUDA273 Electronics II

AUDA383
Live Sound Reinforcement III
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students work within the parameters of professional sound reinforcement companies to improve their audio skills and gain practical show experience by using hands-on, in the field, live sound reinforcement. Lighting, video, electrics, rigging, backline and remote recording are explored in both a classroom and lab setting. Students design sound systems using current industry software. Prerequisite: AUDA353 Live Sound Reinforcement II

AUDA402
Advanced Acoustics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on applied acoustics, advanced room acoustics, and special topics in acoustics and electroacoustics. Students apply the physical properties of sound waves and human perception of sound to the understanding and design of acoustic environments, the behavior and construction of acoustic transducers, and the exploration of divergent acoustic phenomenon. The class emphasizes application of acoustic theory commonly used by acousticians, engineers, architects and designers in real world, professional applications. Prerequisite: AUDA215 Acoustics

AUDA403
Senior Project II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues the two-quarter long comprehensive project begun in Senior Project I. Students will employ cumulative skills to produce a significant, sophisticated, multi-track digital audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor. Prerequisite: AUDA322 Senior Project I

AUDA404
Live Sound for Television
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers core knowledge and competency in digital audio, broadcast communication systems and multi-channel sound design and production, as well as promotes communication skills and team interaction which are required to complete production objectives and timelines. Prerequisite: AUDA301 Broadcast Audio
AUDIA405
Audio for Advertising
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students apply skills in dialog, music and effects (DME) to create and produce audio for broadcast and interactive advertising, and compare and contrast the goals of advertising with those of cinematic movies and artistic music. Prerequisite: AUDIA303 Advanced Post-Production Sound

AUDIA406
Internship
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

AUDIA408
Business & Culture of Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students look at the industry from a non-technical perspective and examine the business side of the production facility as well as its role in a changing market and the impact that emerging technologies have on them. Issues of personality and attitude as they relate to working in the culture of an audio environment will also be covered as this class serves as a prerequisite to the Internship process. Prerequisite: Permission of Academic Director/Advisor

AUDIA409
Portfolio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of an audio production portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, sound design, sound organization, presentation, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: AUDIA309 Portfolio I

AUDIA412
Sound System Design and Installation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides students with skills necessary for work in the audio and video installations field. Constant voltage amplifiers, intercoms, plasma TV, surround sound installations, and movie a/v systems will be discussed. Students will learn how to work with contractors, retailers, and installers to create and maintain audio and video environments. Prerequisite: Permission of Academic Director/Advisor

AUDIA413
Advanced Broadcast Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides students with the skills to analyze and support live broadcast scenarios. Prerequisite: Permission of Academic Director/Advisor
AUDA415
Composition & Scoring
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the special technical and artistic demands of composing music for film and television. Topics include instrumentation, orchestration, musical motif, notation, spotting sessions, midi mockups, scoring and tempo markers, and stems. Prerequisite: AUDA112 Music Theory for Audio Professionals II

AUDA416
Internship II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

AUDA418
Media Business Practices
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers basic business theory and practices for the media professional, as well as key legal requirements for artistic industries are addressed in this course. Prerequisite: None

AUDA423
Audio for Emerging Media
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students are introduced to the principles of creating audio for interactive and emerging media. Special emphasis is placed on internet and tablet computing technologies. Prerequisite: Permission of Academic Director/Advisor

AUDA425
Songwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students study song forms of pop, country, jazz and ethnic music in order to be able to compose melodies and chord cadences in various structures, tempos, meters and keys. Emphasis is on the symbiotic relationship of music and lyrics. Prerequisite: AUDA112 Music Theory for Audio Professionals II

AUDA433
Designing Circuitry for Audio Electronics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the applied principles of audio electronics. Students apply electronics theory, physical properties, design, and component level knowledge to common audio electronics. Emphasis is placed on system design as well as troubleshooting, maintenance and repair of various devices and systems. Prerequisite: Permission of Academic Director/Advisor
AUD443
Field Recording I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to the equipment, techniques, protocols, and procedures used in on-site recording for radio, film, and TV. Students participate in a location film/video shoot. Topics include power requirements and electrical noise, acoustic isolation and location mixing, audio post-production tools and processes, field and post synchronization, sampling sounds and environments, microphone placement, wireless microphones, communication, and audio processing in the field. Prerequisite: AUD203 Production Sound

AUD453
Acoustic Recording & Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students study recording and editing of classical music and jazz. The scope of the course will include studio and location digital recording of music in real time. Computer based waveform editing will be taught using music scores and recording notes to create a seamless master from multiple takes. Prerequisite: Permission of Academic Director/Advisor

AUD463
Analog Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the history of analog audio production and application in today's industry. Analog tape machine alignment procedures and test equipment are featured as well as mixing techniques on an analog console. Prerequisite: Permission of Academic Director/Advisor

CULINARY MANAGEMENT

CM3305
Facilities Management & Design
3 Quarter Credits (33 Hrs Lecture)
This course provides students with information related to hospitality facility design and maintenance. Food service layout and design is related to operating issues, new building construction, and renovations. Planning and design of facilities including equipment, space and functional relationships, cost and operating efficiencies; emphasis on maintenance programs, safety regulations, building code requirements and energy conservation. Prerequisite: None

CM3306
Foodservice Technology & Information
3 Quarter Credits (33 Hrs Lecture)
This course is a survey course in foodservice information systems and technology (IS&T) designed to introduce students to the many diverse facets of IS&T in the foodservice industry. Current systems and issues of major importance in the field of IS&T are considered as they relate to the foodservice industry. Emphasis is placed on the managerial and business aspects of IS&T, rather than the technical perspectives. Core topics include key foodservice systems (e.g., accounting and property management systems, point-of-sale, sales and catering, etc.), guest service and customer relationship management (CRM), knowledge management, and IS&T strategy. Prerequisite: None
CM3315  
Hospitality Marketing  
3 Quarter Credits (33 Hrs Lecture) 
This course is an introduction to service marketing as applied to the Hospitality industry. This course covers application of basic marketing concepts and research methods. Design and delivery of marketing components for a hospitality business are covered. Topics included but are not limited to: unique attributes of service marketing; consumer orientation; consumer behavior; market segmentation principles; target marketing; product planning; promotion planning; market research; and competitor analysis. Prerequisite: None

CM3316  
Legal Issues & Ethics for Culinarians  
3 Quarter Credits (33 Hrs Lecture)  
The course is designed to give the student an overview of legal issues arising in the foodservice environment. Students examine laws pertinent to the hospitality/food service industry and investigate the relationship of these laws to the administration of a service organization. This course also identifies common ethical dilemmas encountered by Culinarians; introduces the student to the foundations, purpose, and content of ethical codes and approaches to ethical decision making. Prerequisite: CUL1124 Management, Supervision & Career Development

CM3317  
Introduction to Accounting  
3 Quarter Credits (33 Hrs Lecture)  
This course introduces the basic concepts of financial accounting, including the principles upon which the determination of a company's net income and financial position are based. The course presents the accounting cycle, recording process, financial statements, budgetary planning, and performance evaluation. Basic financial statements are introduced, the items included in these reports and the economic events and accounting related to them. The course provides information to facilitate how to use and interpret accounting information. Prerequisite: Any lower division Mathematics course

CM3319  
Leadership & Organizational Development  
3 Quarter Credits (33 Hrs Lecture)  
Students examine leadership, organizational management and culture, focuses on the role of the managers as facilitators of change within the organizations. The course emphasizes the concepts of motivation, interpersonal relationships, group dynamics, leadership, and organization culture. Examination of leadership styles, development of strategic plans, and critical problem solving in the hospitality industry are covered in the course. Prerequisite: CUL1124 Management, Supervision & Career Development

CM3320  
Foodservice Financial Management  
3 Quarter Credits (33 Hrs Lecture)  
In this course students develop a working knowledge of the current theories, issues and challenges involved with financial management. Students are introduced to the tools and skills that financial managers use in effective decision making. Topics include budgeting, cash management, cost concepts and behavior, investment analysis, borrowing funds, and financial forecasting. Prerequisite: Any Lower-Division Mathematics Course
CM3322  
Human Resource Management  
3 Quarter Credits (33 Hrs Lecture)  
This course introduces the principles and practices of human resources management relevant to hospitality organizations, with emphasis on the entry-level manager’s role. Topics covered include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity and ethics. **Prerequisite:** CUL1124 Management, Supervision & Career Development

CM3324  
Catering & Event Management  
3 Quarter Credits (33 Hrs Lecture)  
This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the catering’s role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven which requires significant creative and independent work. **Prerequisite:** None

CM4400  
Management Externship  
3 Quarter Credits (99 Hrs Externship)  
Students observe and participate in the supervisory operation of a successful foodservice business. They apply their professional skills to gain experience in order to enter and become successful in the foodservice business. Emphasis is placed on developing hospitality management skills. **Prerequisite:** Permission of Academic Director/Advisor

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CM4404  
Quality Service Management & Training  
3 Quarter Credits (33 Hrs Lecture)  
This course examines the role of service in the food service industry and explores how to give quality customer service. Service systems and training programs in quality operations are examined through the use of case studies and hypothetical scenarios. The course covers employee training and development from both a strategic and operational perspective. This course culminates by examining service standards in some of the best-rated restaurants in the United States. **Prerequisite:** CUL2227 Food & Beverage Operations Management

CM4405  
Senior Culinary Practicum  
4 Quarter Credits (22 Hrs Lecture/44 Hrs Lab)  
This course is intended to be a practical capstone for the culinary management curriculum, drawing on the majority of disciplines presented earlier in the program. In this course students plan, organize, and execute functions that will be booked and/or sold to the public. Students in effect experience the necessary functions of opening their own restaurant. **Prerequisite:** Permission of Academic Director/Advisor

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CM4410  
**Innovation & Entrepreneurship**  
*3 Quarter Credits (33 Hrs Lecture)*

This course provides an introductory overview to the knowledge and skills needed for entrepreneurship. The course offers a chance to gain new knowledge and skills about how to identify and pursue entrepreneurial opportunities that can be applied to a student’s own interests. Topics include: how entrepreneurs find, screen, and evaluate ideas and new business opportunities. *Prerequisite: Permission of Academic Director/Advisor*

CM4412  
**Senior Project — Capstone**  
*3 Quarter Credits (33 hrs Lecture)*

Through competencies developed with previous related studies course work, students will develop a business plan for a minimum one hundred-seat restaurant. The project will include: market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardized recipes and costing for all standardized recipes, menu and facilities design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. Business related competencies are reviewed and tutored as necessary for completion of the project. *Prerequisite: By Permission of Academic Director*

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CM4415  
**Global Management & Operations in the Hospitality Industry**  
*3 Quarter Credits (33 Hrs Lecture)*

This course provides students with an introduction to the dimensions and nature of the international hospitality industry. It is designed to review the principles of management and to apply management theory to the global marketplace. Students examine the social, cultural, political and economic environments within which international hospitality operators compete for survival and growth. Topics emphasized include cultural dimensions of management, international management strategy, international marketing and international human resource management. *Prerequisite: Permission of Academic Director/Advisor*

CM4420  
**Exploring Wines & the Culinary Arts**  
*3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)*

This course provides an introduction to the production of wine from vineyard to bottle, as well as a review of the basic grape varieties that are used to make wine. Through lectures, research and tasting, students are exposed to different types, styles and quality levels of wine. Students become familiar with the world’s most important wine regions and learn the common criteria by which wines from these different regions are evaluated. This course is designed to teach students the applied approach to matching wine and food, using flavors, textures, and components present in food and wine as complementing strategies. The course emphasizes menu planning, preparation of foods, cooking methods, and tasting wines with food. *Prerequisite: CUL2227 Food & Beverage Operations Management*

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CM4500
Senior Project — Capstone
3 Quarter Credits (33 Hrs Lecture)
Through competencies developed with previous related studies course work, students develop a business plan for a minimum one hundred-seat restaurant. The project includes a market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardized recipes and costing for all standardized recipes, menu and facilities design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. **Prerequisite: Permission of Academic Director/Advisor**

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CULINARY ARTS

CUL1105
Concepts & Theories of Culinary Techniques
3 Quarter Credits (33 Hrs Lecture)
The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. The focus is on ingredients, cooking theories, organization skills in the kitchen and work coordination. The basics of stocks, soups, sauces, vegetable cookery, starch cookery, meat, and poultry are covered. Emphasis is on basic cooking techniques such as sautéing, roasting, poaching, braising and frying. **Prerequisite: None; Corequisite: Completion of MyServSafeLab or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.**

CUL1108
Fundamentals of Classical Techniques
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
This hands-on course covers the concepts, skills and techniques involved in basic cookery. Students prepare stocks, broth, glazes, soups, thickening agents, grand sauces and emulsion sauces. The basics of vegetable cookery, starch cookery, meat, and poultry are covered. The course focuses on organization skills in the kitchen, work coordination, and knife skills. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques. **Prerequisite: None; Corequisites: CUL1105 Concepts & Theories of Culinary Techniques (*Must be taken and successfully completed either prior to, or must be completed concurrently with this course.*)**

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CUL1116
American Regional Cuisine
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
This course explores the use of indigenous ingredients and cooking techniques in the preparation of traditional and contemporary American cuisine. The concepts of mise en place, timelines, organization skills, plate presentation, and teamwork in a production setting are emphasized. Prerequisite: CUL1108 Fundamentals of Classical Techniques and completion of MyServSafeLab or current certificate.
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CUL1124
Management, Supervision & Career Development
3 Quarter Credits (33 Hrs Lecture)
This course focuses on managing people with an emphasis on foodservice industries. Topics include techniques for increasing productivity, controlling labor costs, time management, and managing change. The course stresses effective communication and the responsibilities of a supervisor in a food service operation. Students explore techniques and strategies for marketing themselves in their chosen fields. Students assess their more marketable skills, developing a network of contacts, generating interviews, writing cover letters and resumes, preparing for their employment interview, developing a professional appearance, closing and follow-up. Prerequisite: None

CUL1126
Introduction to Pastry Techniques & Artistry
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
This is an introduction to pastry techniques for use in a commercial kitchen. Students prepare a variety of dough, batters, fillings, and glazes with an emphasis on formulas. Topics include the preparation of basic cakes and icings, roll-in dough, preparations of pastry cream and finishing techniques. Selection and proper use and handling of various chocolates used in baking and decorating are introduced. Emphasis is placed on dessert plating and presentation. Students must pass a practical exam. Prerequisite: None; Corequisite: CUL1105 Concepts & Theories of Culinary Techniques and completion of MyServSafeLab or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL1143
World Cuisine
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This course emphasizes both the influences and ingredients that create the unique character of selected world cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Spain, Middle East, Turkey, Greece, Africa and India. The focus is on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Prerequisite: CUL1108 Fundamentals of Classical Techniques and completion of MyServSafeLab or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL1145
Management by Menu
3 Quarter Credits (33 Hrs Lecture)
This course prepares future food service managers by giving a clear picture of the important role menu planning plays in operations. Topics include menu writing, pricing, evaluation, and facilities design and layout. Because a good menu is a planning tool, a source of operational information and a merchandising method for reaching patrons, menu development is emphasized. Prerequisite: None

CUL1146
Garde Manger
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
This course introduces the skills, organization, equipment and responsibilities of the "cold kitchen". Students are introduced to and prepare cold hors d’oeuvres, sandwiches, salads, as well as basic charcuterie items while focusing on the total utilization of product. Reception foods and buffet arrangements are explored. Students must pass a written and practical exam. Prerequisite: CUL1108 Fundamentals of Classical Techniques, and completion of MyServSafeLab or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL1200
Sustainable Purchasing & Controlling Costs
3 Quarter Credits (33 Hrs Lecture)
This course introduces the student to the methodologies and tools used to control costs, purchase supplies, and help the student value the purchasing, planning, and control process in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an emphasis placed on the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, food, beverage, and labor cost controls. Prerequisite: None

CUL1201
Artisan Breads & Baking Production
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
Students are introduced to the fundamental concepts, skills, and techniques of hearth breads and the production of a working bakery. Special significance is placed on ingredient functions, product identification and weights and measures as applied to artisan breads. Topics include yeast-raised dough mixing methods, pre-fermentation, sponges, and sourdoughs. Students produce and deliver various bread products to the schools various food outlets. Prerequisite: CUL1126 Introduction to Pastry Techniques & Artistry, Completion of MyServSafeLab or a current certificate – Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL1202
European Cakes & Tortes
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
Students are introduced to the fundamental concepts, skills, and techniques of European cakes and tortes. Special significance is placed on ingredient functions, product identification and weights and measures as applied to pastry. Topics include cake mixing methods, filling, and techniques on finishing classical tortes with various ingredients such as marzipan, ganache, and glazes. Prerequisite: CUL1126 Introduction to Pastry Techniques & Artistry, Completion of MyServSafeLab or a current certificate – Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL1204
Advanced Patisserie & Display Cakes
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
This course covers the techniques of plated desserts and the theory behind building edible art for à la carte service, competition, and banquet functions. Students are introduced to decorating techniques to produce a variety of specialty-decorated cakes as well as the design, assembly, and decorating of wedding cakes. The proper use of a pastry bag with various shape tips to produce shells, stars, rosettes, and butter cream roses is emphasized. Prerequisite: CUL1126 Introduction to Pastry Techniques & Artistry, Completion of MyServSafeLab or a current certificate – Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL1260
Chocolate, Confections & Centerpieces
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
Students are introduced to the fundamental concepts, skills, and techniques for chocolates and confections. Special significance is placed on ingredient functions, product identification and weights and measures as applied to confections. Topics include chocolate tempering, candy production, and the rules that apply when creating centerpieces. Prerequisite: CUL1126 Introduction to Pastry Techniques & Artistry, Completion of MyServSafeLab or a current certificate – Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL2214
Asian Cuisine
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the four regions of China, Japan, Korea, Vietnam, Thailand, and Indonesia. The focus is on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Prerequisite: CUL1108 Fundamentals of Classical Techniques, and completion of MyServSafeLab or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL2216
Classical European Cuisines
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This course emphasizes both the influences and ingredients that create the unique character of selected Classical European Cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of British Isles, Italy, France, and Germany, Austria, Switzerland, and Scandinavia countries. The focus is on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Prerequisite: CUL1108 Fundamentals of Classical Techniques, and completion of MyServSafeLab or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL2225
Latin Cuisine
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This course emphasizes both the influences and ingredients that create the unique character of selected Latin cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Mexico, South America and the Caribbean Islands. The focus is on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Prerequisite: CUL1108 Fundamentals of Classical Techniques, and completion of MyServSafeLab or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.

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CUL2227  
**Food & Beverage Operations Management**  
3 Quarter Credits (33 Hrs Lecture)  
This course introduces the front-of-the-house operations with a managerial perspective of providing exceptional service to increasingly sophisticated and demanding guests. This course includes a survey of the world’s leading wines classified by type, as well as other distilled beverages. Topics include the management and training of personnel, professional alcohol servers, product knowledge, the income statement, job descriptions, sales forecasting and cost control. The students produce a complete dining room and bar operation manual. This operation manual will be used during the Capstone or the development of a business plan. **Prerequisite:** None  

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CUL2239  
**Physiology of Taste & Smell**  
3 Quarter Credits (33 Hrs Lecture)  
This course develops the participant’s ability to perceive the basic gustatory sensations. The course focuses on the intricate relationship between taste and smell. The “blind” mystery item sensory evaluation module is an essential component of the course. **Prerequisite:** CUL2301 Á La Carte  

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CUL2301  
Á La Carte  
6 Quarter Credits (33 Hrs Lecture/132 Hrs Lab)  
Introduces students to the A La Carte kitchen, emphasis is on “a la minute” method of food preparation, plus dining room service standards. Industry terminology, correct application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and a la carte menu are stressed. The principles of dining room service are practiced and emphasized. The philosophy of food is further explored and examined in light of today’s understanding of food, nutrition and presentation. Prior work experience or field study experience requires supervised, verifiable experience in the culinary field with a minimum of 90 work hours in food production. Students are responsible for securing the field experience site and may seek assistance through The Institute. Field Experience is a semi-structured and supervised situation in which students receive basic training and directed work experience in selected entry-level positions consistent with career preference. Emphasis is on job competence, performance, and professionalism and work relations. Documentation must be completed during the course. **Prerequisites:** A Current CA (and local if required) Food Handlers Card, completion of MyServSafeLab or a current certificate, CUL1108 Fundamentals of Classical Techniques, CUL1116 American Regional Cuisine, CUL1126 Introduction to Pastry Techniques & Artistry, CUL2227 Food & Beverage Operations Management, and CUL1146 Garde Manger or CUL1201 Artisan Breads & Baking Production, and Academic Director Approval. Certificate must be current and must verify/document the completion of at least 15 hours of instruction in food sanitation and safety.  

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CUL2303
Capstone
3 Quarter Credits (33 Hrs Lecture)
Students develop a business plan for a minimum one hundred-seat restaurant. The project includes a market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardized recipes and costing for all standardized recipes, menu and facilities design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. **Prerequisite: Permission of Academic Director/Advisor**

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CUL2304
Art Culinaire
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
This course celebrates the culinary styles, restaurants, restaurateur and chefs who are in the current industry spotlight. Their style, substance and quality are discussed and examined. During the hands-on production aspect of the class, students are exposed to specialty produce and products. **Prerequisite:** CUL1108 Fundamentals of Classical Techniques, CUL1116 American Regional Cuisine, CUL1126 Introduction to Pastry Techniques & Artistry, CUL1146 Garde Manger, CUL2227 Food & Beverage Operations Management, and completion of MyServSafeLab or a current certificate, and Academic Director Approval.

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CUL2400
Religion, Diet & New Food Trends
3 Quarter Credits (33 Hrs Lecture)
Students investigate the diets of world cultures and the affect religion brings to that diet. The Jewish and Christian laws of the Old and New Testament, the Koran, the Buddhist & Hindu philosophies regarding vegetarianism and other sects affecting diet are examined and compared. Fads and food trends that affect eating styles and philosophies are discussed. Diets fads from the Atkins Diet to the all protein diet, to the four blood types are also explored. The future of diet fads and food allergies in this country and the world are linked to the past in order to glimpse into the future. **Prerequisite: None**

CUL2401
Food in Literature & Film
3 Quarter Credits (33 Hrs Lecture)
From the Bible to “Under the Tuscan Sun” and from Fellini’s “Satyricon” to “Eat Drink Man Woman” and “Big Night”, our culture has manifested itself in literary works and motion pictures that depict life’s struggles and hope. Students critique aspects of several novels and movies that use food as the medium to express several emotions, wants and desires, tragedies and accomplishments. The style of authors and directors are compared and analysis of the two mediums are compared and contrasted. **Prerequisite:** HU110 College English
CUL2402
Food Styling & Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students are introduced to how to make food look beautiful under hot lights. Veterans in food photography introduce students to food manipulation and how the camera views such pieces of art. Students explore balance, harmony and special techniques used with these types of props and photography. **Prerequisite: Permission of Academic Director/Advisor**

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CUL2403
Specialty Cake Decorating
3 Quarter Credits (11 Hrs Lecture/55 Hrs Lab)
Students are introduced to the fundamental skills, concepts, and techniques of cake decorating, while following HACCP procedures. Students prepare various icings, create flowers, and work with marzipan, fondant and buttercream. This course emphasizes piping skills and wedding cake design and assembly. **Prerequisites: CUL1126 Introduction to Pastry Techniques & Artistry**

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CUL2404
Food Journalism
3 Quarter Credits (33 Hrs Lecture)
Students prepare and present professional documents, formal presentations, and graphics to express ideas and information to others. **Prerequisite: HU110 College English**

CUL2500
Personal Chef
3 Quarter Credits (11 Hrs Lecture/55 Hrs Lab)
This course introduces the fundamentals of being a personal chef including the writing of menus, shopping lists, equipment lists, and preparation in limited space. There is an emphasis on oral presentation, the marketing of oneself, and the preservation of good will. The interview process is covered and practiced via mock interviews. Portfolios are developed and used for the final interview. Menus are researched, planned, and cooked based on hypothetical scenarios. **Prerequisites: CUL1200 Sustainable Purchasing & Controlling Costs; CUL2301 À La Carte**

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CUL2505
Storeroom Procedures
3 Quarter Credits (11 Hrs Lecture/55 Hrs Lab)
This is a hands-on lab course that explores the daily workings of a food purchasing operation. Emphasis is on food systems and handling practices, as well as inventory management techniques and cost control. Safety, sanitation, proper ordering systems, receiving, inventory, and vendor relations are stressed. Students work on inventory counts, ordering, receiving product deliveries, managing par levels, and maintaining proper rotation and organization of food inventory. **Prerequisites: CUL1108 Fundamentals of Classical Techniques; CUL1200 Sustainable Purchasing & Controlling Costs**
DIGITAL CINEMA & VIDEO PRODUCTION

DCVP4413
Cinematography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to the major responsibilities and skills of the Cinematographer. Prerequisite: DFVP3313 Lighting Techniques 2

DFVP3300
Television History & Analysis
3 Quarter Credits (33 Hrs Lecture)
This course allows students to explore video as an expressive medium. Students examine and critically analyze the creative process of video. Prerequisites: VP2200 Film History & Analysis

DFVP3301
The Moving Camera: Methods & Styles
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students gain practical experience in planning and shooting short form videos such as commercials, trailers, promotional, and music videos. Prerequisite: VP2252 Portfolio Post-Production

DFVP3303
ADR/Foley
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students gain practical experience in advanced sound design and audio production. This course includes Automated Dialogue Replacement (ADR), creation of realistic synchronized sound effects (Foley), and multi-track recording, editing, and mixing in the post-production storytelling process. Prerequisites: VP2203 Post-Production Sound

DFVP3305
Production Planning & Financing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study the techniques of planning a motion picture or television production. Topics include the breakdown and budgeting of a narrative project as well as the various avenues available for financing. In this course students prepare the preproduction of their thesis project. Prerequisite: DFVP3310 Advanced Screenwriting

DFVP3310
Advanced Screenwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students develop and prepare for the production of their thesis project. Prerequisite: VP2252 Portfolio Post-Production

DFVP3311
Advanced Directing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course concentrates on the creation of believable dramatic scenes with an emphasis on the various visual styles. Prerequisite: DFVP3301 The Moving Camera: Methods & Styles

DFVP3313
Lighting Techniques 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students gain practical experience in creating a unified mood for a scene by controlling light, color, set design, costume, lens selection, and camera movement. Prerequisites: VP1113 Lighting Techniques 1
DFVP3314
TV Studio 3
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students create segments in a TV newsmagazine format. Prerequisites: VP2214 TV Studio 2

DFVP3321
The Documentary
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students gain practical experience in documentary video production. Topics include subject selection, production planning, crew considerations, interviewing techniques, cultural sensitivity, and social responsibility. Prerequisite: VP2252 Portfolio Post-Production

DFVP3322
Documentary Editing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Unlike scripted fictional films, the story structure of documentaries usually emerges in the edit room. This course focuses on identifying narrative threads, cohesive themes, and emotional nuance within the often unwieldy raw footage of real life and creating a streamlined, coherent short film. Prerequisite: DFVP3321 The Documentary

DFVP3332
The Music Video
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will develop and produce a professional grade music video, learning to maintain creative integrity whilst answering to the needs of an outside client/artist. The class will cover all stages of production, from development of a unique and highly visual concept through the planning, production and post-production phases. Projects will be assigned to groups, with different group members responsible for individual aspects of the production. Prerequisite: DFVP3301 The Moving Camera: Methods & Styles

DFVP4050
Producing the Sitcom
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an honors course focusing on the producing of a situation comedy. Students demonstrate their ability in the other television production courses to be considered for this course. Students are chosen by the Department Chair and the course instructor. Students produce a half hour speculative sitcom episode. Students create a professional level production for their resume and reel. Prerequisites: VP2210 Intermediate Screenwriting; VP2214 TV Studio 2

DFVP4110
Writing the Sitcom
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an honors course focusing on the writing of a situation comedy. Students demonstrate their ability in the other scriptwriting courses to be considered for this course. Students are chosen by the Department Chair and the course instructor. They create a half hour speculative sitcom script for a currently running network sitcom. Prerequisite: VP2210 Intermediate Screenwriting

DFVP4200
Independent Cinema
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students investigate the history of alternative cinema. Prerequisite: VP2200 Film History & Analysis
DFVP4250
Visual Effects for Digital Filmmakers
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students explore the techniques and craft of special effects for film and video from the Director’s perspective. Topics include mechanical and CGI effects, stunts, makeup and prosthetic effects, miniatures, green screen, rigging, compositing, and much more. The course emphasizes approaching special effects from a director’s perspective: how to prepare a script, how to choose a team, how to run meetings, and how to supervise the entire special effects production process in order to help tell the story of a film. **Prerequisite:** Permission of Academic Director/Advisor

DFVP4300
World Cinema
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course investigates national cinemas and how global trends in our progressively shrinking planet impact both American and foreign cinemas. Students explore how the fading and blurring of the concept of national cinema has both good and bad consequences for the state of cinema. **Prerequisite:** VP2200 Film History & Analysis

DFVP4400
Film History: Masters & Genres
3 Quarter Credits (33 Hrs Lecture)
This course introduces students to the various styles of acknowledged master directors of film, television, and video. Students examine and critically analyze the creative process of these master directors. **Prerequisite:** VP2200 Film History & Analysis

DFVP4403
The Art of Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the application of sound in film and video from the end of the silent film era through current 21st century works. The student critically analyze how sound is used as a creative tool to enhance picture and manipulate interpretation. **Prerequisite:** VP1103 Production Sound

DFVP4405
Navigating the Industry
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students investigate the infrastructure that makes up the film and television industries. Students examine studios, equipment vendors and other vital film and television companies and organizations. **Prerequisite:** VP2205 The Commercial

DFVP4411
Advanced Production Seminar
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students work in an actual production environment and study techniques for short form non-narrative films or videos. Students work on deadlines as producers, writers, editors, directors of photography, and directors. **Prerequisites:** VP1121 Narrative Short-Form; Permission of Academic Director/Advisor

DFVP4413
Advanced Lighting Seminar
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students move beyond the fundamentals of craft, to devise lighting schemes and structures to enhance the director’s vision. This is a course in discovering new ways of cinematic seeing. **Prerequisite:** DFVP3313 Lighting Techniques 2
DFVP4445
Broadcast TV Production 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students gain practical experience working in a simulated video production company, and come to understand the many facets of video production. Prerequisite: DFVP3314 TV Studio 3

DFVP4450
Thesis Production 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Taken concurrently with DFVP 4451 Thesis Production 2, this course covers the preproduction and production phases of the video-making process. Particular emphasis is placed on the development of the moviemaker as “auteur,” as a maker of videos that express an individual style. Prerequisites: DFVP3305 Production Planning & Financing; DFVP3311 Advanced Directing; Must be taken concurrently with DFVP4451 Thesis Production 2

DFVP4451
Thesis Production 2
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
Taken concurrently with DFVP4450 Thesis Production 1, this course reviews in detail and emphasizes sound business and management practices in the production environment. The student examines the process involved in working from a script, creating a shot list, timing scenes, and working with production managers and talent. Prerequisites: DFVP3305 Production Planning & Financing; DFVP3311 Advanced Directing. Must be taken concurrently with DFVP4450 Thesis Production 1

DFVP4452
Thesis Post-Production
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
This course provides the opportunity for students to complete their advanced thesis projects. This course emphasizes the artistic importance of all elements of postproduction: editing, sound design, ADR, special FX, and opening and end titles. Prerequisites: DFVP4450 Thesis Production 1; DFVP4451 Thesis Production 2

DFVP4455
Broadcast TV Production 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students investigate the varied aspects of creating a television production. Students work with scripts to produce single camera and multi-camera productions, linear and nonlinear post-production, and a finished product that would simulate broadcast readiness. Prerequisite: DFVP4445 Broadcast TV Production 1

DFVP4600
Writing the Feature
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The only way to break in as a screenwriter is to have a great writing sample. In this course the structure of the feature movie screen play is analyzed. Analysis is employed by each student in choosing a genre, writing an outline, and beginning a first draft of a feature film script. Emphasis is placed on writing ten pages per week. Concurrently, students explore the business of writing for the movies—from getting an agent, to “going out” with the script, to getting “rewrite” or “polish” work in the industry. Prerequisite: VP2210 Intermediate Screenwriting
DIGITAL FILMMAKING & VIDEO PRODUCTION

DFVA201
Fundamentals of Scriptwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students explore the writing and creative elements needed to create scripts. They will also acquire knowledge of all elements from research to proposal to treatment to script. Prerequisite: DFVA105 Conceptual Storytelling OR PRWA212 Story Writing

DFVA204
Acting & Directing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Develops students’ understanding of the role and responsibilities of a director and their role in helping actors bring characters to life. Prerequisite: DFVA107 Fundamentals of Producing & Directing

DFVA205
History of Film & Media
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Focuses on the history of film and media, with the goal of delivering a clear outline and analysis of its key developments and innovations. Prerequisite: None

DFVA208
Media Business Practices
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Addresses basic business theory and practices for the media professional, as well as key legal requirements for artistic industries. Prerequisite: None

DFVA212
Broadcast Graphics I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study the nature and attributes of motion and broadcast graphics and learn to generate, select, and manipulate still and motion graphics for broadcast and other media delivery. Prerequisite: DFVA113 Fundamentals of Editing

DFVA214
Scriptwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
A presentation of the professional scriptwriting process, from pitching, through treatment, and the development process to final draft. Prerequisite: DFVA201 Fundamentals of Scriptwriting

DFVA222
Broadcast Graphics II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Reinforces compositing concepts, techniques and vocabulary acquired in Broadcast Graphics I and introduces more sophisticated tools and techniques. Prerequisite: DFVA212 Broadcast Graphics I

DFVA307
Media Theory & Criticism
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduce students to the major theories used to analyze various media, including film, television and audio. Prerequisite: DFVA205 History of Film & Media
DFVA308  
**Media Delivery Systems and Distribution**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Addresses the end part of digital filmmaking and video production—delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each. **Prerequisite:** DFVA353 Compositing for Digital Film

DFVA353  
**Compositing for Digital Film**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscoping, match moving, keying, layering to finalize their multiple-source projects. **Prerequisite:** Permission of Academic Director/Advisor

### DIGITAL PHOTOGRAPHY

**PHOA101**  
**Principles of Photography**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will identify basic photographic tools and their intended purposes, including the proper use of aperture, shutter speed, ISO, focal length, and light metering. Students will analyze photographs and produce their own visually compelling images by employing professional photographic techniques and digital workflow. **Prerequisite:** None

**PHOA102**  
**Introduction to Photography Applications**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Introduces the student to an overview of vector, raster and time-based software tools used in the digital media industry. It sets expectations for future classes regarding standards for files, their construction and delivery within the classroom and professional studio. **Prerequisite:** None

**PHOA103**  
**Digital Image Management**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Introduces digital photographic workflow and asset management. Students become acquainted with the terms, concepts and processes of photographic editing. Areas of instruction include image acquisition, management, global and local adjustments and modes for output. **Prerequisite:** None

**PHOA105**  
**Photojournalism**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Addresses the photography as a narrative or illustrative medium used in support of the text content of publications. Students are shown examples of photojournalism and will be required to produce their own renditions. **Prerequisite:** None

**PHOA112**  
**Photographic Design**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students demonstrate their ability to define and solve advanced design problems. Students will analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each. The students are expected to communicate ideas using symbolism appropriately. **Prerequisite:** PHOA101 Principles of Photography
PHOA113
Lighting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will be introduced to the basic concepts and principles of lighting for photography. Fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image. Prerequisite: PHOA101 Principles of Photography

PHOA115
History of Photography I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The history of photography through the discussion of recognized photographers and their influences on society and provides a framework for critically considering photographs through describing, interpreting, evaluating and theorizing. Students are expected to write papers and review exhibitions. Prerequisite: HU110 College English

PHOA122
View Camera Theory
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Working individually and in teams, students will utilize large format cameras both in the studio and on location, working with various light sources. Students will develop a frame of reference for their own work by examining the effective and ineffective characteristics in various examples of art and design. Prerequisite: PHOA101 Principles of Photography

PHOA123
Color Management & Printing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students learn and apply the techniques of digital color management including building and applying color profiles. The course covers the calibration of devices to produce consistent, predictable color. Students will refine printing skills and theory to create a benchmark for quality digital output. Students will develop proficiencies in file preparation, resolution selection, print-profiling, paper selection and soft-proofing techniques. Prerequisite: FND135 Image Manipulation

PHOA202
Studio Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will develop the ability to solve visual communication problems through assignments designed to challenge their skills in lighting, camera operation, and commercial applications. All aspects of studio photography are discussed from lenses to lighting and people to products. This course emphasizes in-camera image production and problem solving. Prerequisite: PHOA113 Lighting

PHOA205
Advertising / Art Direction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn photographic techniques directed toward contemporary advertising. In this production-driven class students will explore various client scenarios to produce studio and on-location images. Prerequisite: PHOA233 Advanced Photographic Post-Production
PHOA207
Editorial Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Editorial photography is an exploration of the fiction and non-fiction narrative delivered through a variety of media. The class is devoted to subject research and creative photography. Emphasis is placed on storytelling, the production process and contemporary media output methods. Prerequisite: PHOA223 Advanced Lighting

PHOA208
Business of Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An overview of current trends and an assessment of the skills and materials necessary for a student to comprehend small business operations and/or make themselves a productive member of a commercially viable team. Prerequisite: None

PHOA209
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Completion of prerequisite courses and Permission of Academic Department Director/Advisor

PHOA213
Time-Based Media I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduces students to the technical components integral to time-based media and its relationship to photography. Students expand their knowledge of capturing, downloading, editing, and outputting digital audio and image files using time-based media software. Prerequisite: PHOA102 Introduction to Photography Applications

PHOA218
Marketing for Photographers
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Explores professional development tools, including resumes, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals. Prerequisite: PHOA208 Business of Photography

PHOA222
Web Design for Non-Majors
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduces some of the techniques, tools, software applications, and technologies associated with web development and interactive design for web. Students learn how to build a basic website using current HTML standards while incorporating an object-oriented programming language, various multimedia, or other interactive solutions. Prerequisite: PHOA102 Introduction to Photography Applications or DFVA102 Introduction to Filmmaking Applications & Design or GWDA101 Applications & Industry
PHOA223  
Advanced Lighting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Synthesizes previously introduced lighting skills for products and people in both the studio and on location. Emphasis is placed on the creative application of lighting technique and style. **Prerequisite:** PHOA113 Lighting

PHOA232  
Portraiture  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Emphasis is placed on creating the visual narrative through the effective use of portraiture techniques. **Prerequisite:** PHOA202 Studio Photography

PHOA233  
Advanced Photographic Post-Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students continue to develop and refine concepts to create images using advanced digital montage methods. Through planning and research students will apply advanced compositing techniques in order to create a series of digital illustrations exemplary of contemporary creative photography. **Prerequisite:** PHOA203 Photographic Post-Production

PHOA302  
Location Photography  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Explores the special needs of location photography. The tools and logistics of shooting on location are covered. Students develop photographic problem solving skills. **Prerequisite:** PHOA205 Advertising/Art Direction

PHOA303  
Time-Based Media II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Focuses on conceptual development, visual communication and storytelling through the use of time-based media. **Prerequisite:** PHOA213 Time-Based Media I

PHOA305  
History of Photography II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students examine emerging photographic styles and perspectives of a newer generation of photographers reacting to the cultural revolution of the 60’s and 70’s; the eruption in the 80’s of Post-Modernism and Critical Theory; and the digital revolution of the 90’s. Students will further examine contemporary issues focusing on the theoretical swing from Post-Modernism back to Modernist practices; and lastly a look at the popular trend of using alternative processes from the nineteenth century. **Prerequisite:** PHOA115 History of Photography I

PHOA307  
Photographic Essay  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Emphasis is placed on digital technologies and sound and video for inclusion into a multimedia package. Students will look at the importance of content and composition in their photography and multimedia projects and how it plays into the structure of a successful story. **Prerequisite:** PHOA303 Time-Based Media II
PHOA312
Applied Portraiture
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn a variety of advanced portrait techniques including an examination of the professional production process. Marketing and business aspects are also discussed. Prerequisite: PHOA232 Portraiture

PHOA317
Photography Criticism
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Offers an in depth study into photographic criticism. To assist students in developing a vocabulary for critically analyzing photographs, they will look carefully at contemporary critical thought. Further study will examine how personal beliefs and cultural values are expressed and represented in photography. Prerequisite: PHOA305 History of Photography II

PHOA332
Special Topics I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics are based upon important artistic or technological trends and developments within the photo or design industry. Prerequisite: PHOA209 Portfolio I

PHOA405
Creative Concepts
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Explores image concepts, content, symbolism, and narrative potential of photography. Emphasis will be placed upon experimenting with alternatives to the single "documentary style" traditional approach to photography. Students will be challenged to develop a wider understanding of possible photographic solutions to problems of communication and self-expression. Prerequisite: PHOA209 Portfolio I

PHOA406
Internship
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

PHOA408
Photography Marketing & Portfolio Package
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will finalize a complete self-promotional and marketing package incorporating the knowledge acquired during the program. The developed materials will target a specific market in alignment with their career goals. Prerequisite: PHOA209 Portfolio I

PHOA409
E-Portfolio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn the basic tools for placing their photographs on the Internet and for archiving their portfolio on CD. Students will acquire the skills needed to develop, design and produce basic web pages. Prerequisite: PHOA209 Portfolio I
PHOA412
Special Topics II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course addresses emerging technologies and techniques in the field of Digital Photography. The course will also provide an intense examination of issues relevant to the Photography industry in a specific geographic region or sector of the Photography industry. Prerequisite: PHOA209 Portfolio I

PHOA419
Portfolio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: PHOA409 E-Portfolio

FASHION DESIGN

FADA101
Elements of Garment Construction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the student to the basic concepts of garment construction. The student will have an overview of the industrial equipment, the processes of measuring, cutting, sewing, and sequence of assembly. Prerequisite: None

FADA102
Fashion Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers rendering the fashion figure, garments, details, and textiles using various media. Prerequisite: FND110 Observational Drawing

FADA103
Textile Fundamentals
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study textiles exploring natural and manufactured fibers, structure, production, uses, and characteristics. Prerequisite: None

FADA108
Textile Applications
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the regulations and laws that apply to the apparel industry. They will research and source textile manufacturers and mills relevant to product development. Students will develop a further understanding of the end uses and applications of textiles. Prerequisite: FADA103 Textile Fundamentals

FADA111
Survey of the Fashion Design Industry
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an overview of the fashion industry, examining how garments are designed, created, produced and marketed. Prerequisite: None
FADA113
Fundamentals of Patternmaking
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the principles of patternmaking through drafting basic block and pattern manipulation. Working from the flat pattern students will apply these techniques to the creation of a garment design. Prerequisite: FADA101 Elements of Garment Construction

FADA121
Fundamentals of Construction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students continue their introduction to apparel industry sewing standards and techniques. Through the completion of samples and the construction of basic garments, students apply fundamental garment construction skills utilizing industrial equipment. Prerequisite: FADA101 Elements of Garment Construction

FADA131
Intermediate Construction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students study the application of intermediate and industrial construction techniques to further refine construction skills. Prerequisite: FADA121 Fundamentals of Construction

FADA201
Advanced Construction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students study advanced construction techniques applied to structured garments. Prerequisite: FADA131 Intermediate Construction

FADA202
Technical Drawing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Development of presentation boards and technical illustrations manually and by computer aided design technology. Prerequisite: GWDA103 Digital Illustration

FADA203
Intermediate Patternmaking
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Flat pattern techniques in accordance with garment trade practices. Emphasis will be on the manipulation of patterns for more complex designs. Prerequisite: FADA113 Fundamentals of Patternmaking

FADA207
Early History of Fashion
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study evolution of garments and accessories from the ancient Egyptians through the French Revolution. Prerequisite: None

FADA208
Trends & Forecasting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The course focuses on the study of trends, trend forecasting, demographics and social issues that affect fashion. Prerequisite: None
FADA209
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Permission of Academic Director/Advisor

FADA212
Advanced Fashion Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Student utilize advanced techniques in rendering the fashion figure, garments, details, and textiles using various media with a focus on application of color and texture. Students will begin to develop a personal illustrative style. Prerequisite: FADA102 Fashion Illustration

FADA213
Advanced Patternmaking
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study advanced patternmaking and construction techniques including stretch fabric blocks for garment creation. Prerequisite: FADA203 Intermediate Patternmaking

FADA217
Modern History of Fashion
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study evolution of garments and accessories from the French Revolution to the present. Prerequisite: None

FADA222
Collections
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students implement design concepts to product completion. Specific target markets, industry standards, and manufacturing sources are analyzed by means of development of a collection. Students will plan a professional presentation of their collections. Prerequisite: Permission of Academic Director/Advisor

FADA223
Computer Patternmaking
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students will utilize industry standard software to further their patternmaking skills. Prerequisite: FADA203 Intermediate Patternmaking

FADA233
Draping
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The course is an introduction to the principles and techniques of draping. Proportion, line, grain and fit are analyzed. Prerequisite: FADA203 Intermediate Patternmaking
FADA243
Specialized Sewing Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores tailoring, advanced sewing, and finishing techniques. Students learn appropriate fabric selection, proper cutting and marking, and inner construction methods. **Prerequisite: FADA201 Advanced Construction**

FADA302
Fit Analysis
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides the foundation for defining fit by applying techniques for accurately fitting garments on a body. Students will demonstrate understanding by translating changes back to a flat pattern. **Prerequisite: FADA233 Draping**

FADA303
Advanced Computer Patternmaking
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will focus on the advanced use of Computer Aided Design in patternmaking. Students will utilize industry software and hardware to engineer patterns from original designs in a laboratory setting. Work will be initiated for presentation in the final portfolio of student work. **Prerequisite: FADA223 Computer Patternmaking**

FADA308
Fundamentals of Business
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed. **Prerequisite: None**

FADA312
Sourcing & Technical Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Through a variety of in-depth research and analysis, students create computer generated production package consisting of costing analysis, size specification, construction standards, sourcing materials and production methods, detailed front and back flats. **Prerequisite: GWDA103 Digital Illustration**

FADA313
Computer Production Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers industrial application of patternmaking through the creation of production ready patterns including grading and marker making. **Prerequisite: FADA303 Advanced Computer Patternmaking**

FADA322
Senior Collection Concept
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students develop a final collection beginning with market research, development of concepts, illustrations, and the sourcing of materials. **Prerequisite: Permission of Academic Director/Advisor**
FADA332  
Surface Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students utilize manual surface design applications of colors, prints, and motifs on a variety of fabrications. **Prerequisite: FADA108 Textile Applications**

FADA402  
Digital Textile Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
A comprehensive introduction to digital textile design concepts and methods; this course will explore the creative thought and implementation processes of the professional textile design industry while building on basic design elements and the principles of design. Textile design theory and communication will also be studied through various readings, practical applications, and the use of industry standard technology. **Prerequisite: FADA303 Advanced Computer Patternmaking**

FADA403  
Senior Collection Technical  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students continue developing final collection through completion of technical drawings, specifications, patternmaking and fit. **Prerequisite: FADA322 Senior Collection Concept**

FADA406  
Internship  
3 Quarter Credits (99 Hrs Internship)  
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. **Prerequisite: Permission of Academic Director/Advisor**

FADA413  
Senior Collection Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students complete the final development phase of their senior collection including specification package. Emphasis placed on finished construction and presentation of original line. **Prerequisite: FADA403 Senior Collection Technical**

FADA419  
Portfolio II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a digital publishing portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. **Prerequisite: Permission of Academic Director/Advisor**

FD2243  
Concept Development  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students create marketable concepts and designs based on research and practices in the fashion industry. **Prerequisite: Permission of Academic Director/Advisor**
FD3307
Design Studio Menswear
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students design and construct apparel for the men’s fashion market. Prerequisite: FADA201 Advanced Construction

FD3345
Fashion Illustration Studio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students develop their individual illustrative skills in the field of fashion. Different ways of drawing and seeing the figure are explored. Students study movement and expression and how to communicate the essential elements of clothing from textiles to drape. Students produce designs from concept to finalized presentation drawings. Prerequisite: FD1135 Advanced Fashion Illustration

FD3375
Children’s-wear Clothing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students design and construct a line of clothing for children. Draping, pattern drafting and sizing requirements along with grading differences of children’s clothing are emphasized. Prerequisites: FADA201 Advanced Construction

FD4403
Design Studio Women’s Wear
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students design and construct apparel for the women’s fashion market. Prerequisite: FADA201 Advanced Construction

FD4421
Costume Specialties
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course concentrates on costume design and production costuming. The student will be challenged to develop creative forms while maintaining the ability to move, dance and perform. This course will include masks and headdresses as well as full body costumes. An examination of various theatrical costume construction materials will be covered such as fiberglass, foam, leatherwork, thermo-plastics, basic millinery techniques, wire frame, felt hats, and finishing techniques. Prerequisite: FADA201 Advanced Construction

FD4440
Special Topics for Fashion
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics are based on important artistic or technological trends and developments in fashion. Topics are addressed as they arise. Prerequisite: Permission of Academic Director/Advisor

FD4445
Fashion Illustration Studio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students work on completing projects assigned by an instructor or outside client. Students produce a clothing line to the specifications and style as required by the instructor or client. Prerequisite: Permission of Academic Director/Advisor
FASHION MARKETING & MANAGEMENT

FM2260
Business Communications
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students examine how to effectively communicate through various written formats, including emails, memos, letters, proposals, and copy writing for marketing. Students identify the requirements of different types of writing and prepare material to communicate clearly and effectively. Prerequisite: HU110 College English

FM3310
In-House Promotions
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study retail special events by planning and implementing an actual event. Prerequisites: FMMA104 Sales Promotion

FM3320
Retail Store Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines many aspects of starting and running a retail store. Prerequisite: FMMA301 Elements of Retail Logistics & Distribution

FM3337
Current Designers
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
This is a study of the design characteristics, contemporary markets and lifestyles of leading designers. Prerequisite: None

FM4400
Catalog Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is designed to introduce students to different types of direct marketing tools and techniques that can be applied to products and services within the retail environment. Emphasis is on applying computer publication skills with different direct marketing tools. There is a major emphasis in catalogs. Students apply the steps of creating a catalog using different computer application programs. Prerequisites: ADVA204 Consumer Behavior & Persuasive Sales Techniques; FND135 Image Manipulation

FM4411
Senior Project I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students prepare, present and defend a project suitable for professional presentation. Prerequisite: FMMA209 Portfolio I

FM4415
Collateral Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The role of graphic design in collateral materials is introduced and explored with a focus on brochures, billboards, posters, transit cards, point of sale materials, mail pieces, sales promotion materials, etc. The process of developing unified advertising collateral materials involving multiple presentations is emphasized. Prerequisite: ADVA307 Brand Strategy
FM4423
Senior Project II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course follows FM4411 Senior Project I in which students prepare, present and defend a project suitable for professional presentation. In this course students expand their fashion concept and line presenting sample garments to demonstrate their ideas. **Prerequisite: Permission of Academic Director/Advisor**

FM4440
Special Topics for Fashion Marketing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics in this course are based upon important artistic or technological trends and developments in fashion marketing. Topics are addressed as they arise. **Prerequisite: Permission of Academic Director/Advisor**

FMMA101
Introduction to Retailing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will be introduced to all major retailing topics involving both large and small retailers, brick and mortar retailers, E-commerce, direct marketers and their combinations. Topics to be discussed will include consumer behavior, information systems, store locations, operations, human resource management, customer communications, computerization and integrating and controlling the retail strategy in the twenty-first century. Careers in retailing will also be discussed. **Prerequisite: None**

FMMA103
Survey of Manufacturing & Product Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to manufacturing processes. Students develop a working knowledge of terms, methods, and an understanding of production operations. By the end of the course, students are able to apply these concepts to their own uses. Students study various production-time and quality-assurance methods. Participation facilitates students in generating decisions in production operations. **Prerequisite: None**

FMMA104
Sales Promotion
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a workshop in which students design and prepare a sales and promotion package. Students will thoroughly explore the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. Students will explore various presentation methods including multi-media formats, and practice techniques for overcoming objections to achieve targeted results. **Prerequisite: None**

FMMA201
Merchandising Math
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
A survey of quantitative skills necessary for merchandise planning in the wholesale and retail business environment. **Prerequisite: None**
FMMA202
3D Visual Merchandising I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will provide you with an introduction to concepts relating to basic space planning. Through a combination of lectures, real world case study analysis, and hand-on exercises using virtual 3D space planning software, you will complete the course having a solid foundation of space planning fundamentals. Prerequisite: FND135 Image Manipulation

FMMA203
Event & Fashion Show Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The student will be introduced to a range of skills, needed to produce a successful store event or fashion show. During this course, the student will gain insight into the role of creative and technical experts involved with the runway, backdrop, special effects and lighting, music, models and choreography, hair and make-up and video teams. Prerequisite: FND135 Image Manipulation

FMMA208
Finance Principles
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the nature and purpose of financial principles, presents the accounting cycle, and explains how to comprehend and analyze year end income statements. Prerequisite: None

FMMA209
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Permission of Academic Director/Advisor

FMMA211
Retail Buying
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides a foundation for the study of retail buying. Theories are analyzed through the study of merchandise classifications and the calculation of open-to-buys. Prerequisite: FMMA201 Merchandising Math

FMMA212
3D Visual Merchandising II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course you will study principles of store design with an emphasis on psychological motivation. Using 3D visual merchandising software you will practice store simulations, lighting scenarios, strategic product placement, and use of scenery and special effects to support merchandise. Prerequisite: FMMA202 3D Visual Merchandising I
FMMA218
Human Resource Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is designed to provide an overview and foundation for all facets of human resource management. Topics will include job design, labor relations, recruitment, selection and development of employees, compensation administration, employee appraisal, and government regulations involved with equal employment opportunity, affirmative action, accommodations, Fair Labor Standards Act, and workplace safety. The strategic aspect of human resource management will be explored in depth. 
Prerequisite: None

FMMA221
Merchandising Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An advanced course in the study of stock control and managing open-to-buys which provides a practicum in buying, utilizing computer spreadsheets for data analysis. Prerequisite: FMMA211 Retail Buying

FMMA301
Elements of Retail Logistics & Distribution
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will explore the process of strategically managing the procurement, movement and storage of materials, parts and finished inventory (and the related information flows) through the organization and its marketing channels with the goal of balancing cost and service requirements in anticipation of demand. Prerequisite: FMMA201 Merchandising Math

FMMA302
Global Marketing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will gain an understanding of global marketing opportunities, problems and strategies that impact the international environment. In addition, students will become knowledgeable about international marketing concepts; cross-cultural sensitivities, political and legal influences, and economic considerations and how these concepts relate to decision making in an international environment. Prerequisite: ADVA307 Brand Strategy

FMMA303
Apparel Fit & Construction Evaluation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is designed for fashion management students to evaluate the equation between quality and cost in garments as well as understanding body measurement points, fit and silhouette analysis. Students should be able to measure garments and identify components and textiles as well as analyze quality of trims, fabrics and construction in relationship to price point. Prerequisite: None

FMMA308
Fashion Business Law
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course includes issues such as: intellectual property, licensing, counterfeiting, commercial operation/ Expansion (corporation, partnerships, and sole proprietorship), selling and buying, employment law, marketing, advertising and promotion, retail leasing, and international aspects. Prerequisite: FADA308 Fundamentals of Business
FMMA312  
Fundamentals of Fashion Styling  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Through visual examples, assignments, and critiques this course introduces students to the field of fashion styling and its relationship to the fashion industry. Through completion of location and studio projects students develop basic requirements to produce contemporary fashion imagery. Students gain experience in how to source clothing and accessories necessary for styling, and they learn to create, to manipulate, and to rework concepts in order to communicate through images. Prerequisite: FADA111 Survey of the Fashion Industry

FMMA406  
Internship  
3 Quarter Credits (99 Hrs Internship)  
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

FMMA408  
Entrepreneurship  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Studies explore innovation and rapid change as they relate to the entrepreneur. Discussion includes issues regarding financial, behavioral, organizational, and marketing challenges facing emerging enterprises. Students create a business plan for the start-up of a new fashion-related company, product, or service. Special emphasis is placed on the disciplines of planning that are vital to entrepreneurial success. Prerequisite: ADVA348 Leadership & Organizational Behavior

FMMA419  
Portfolio & Professional Development  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will guide students through the process of compiling their work into a final interactive portfolio. It will also stress the importance of professional development and help students complete their initial job search requirements including personal branding. Prerequisite: Permission of Academic Director/Advisor

GAME ART & DESIGN

GA1121  
Survey of the Game Industry  
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)  
This course presents a survey of the game industry. Specifically, it focuses on entry-level jobs and responsibilities, career paths, characteristics and necessary skills for success, regional differences in employment, types of projects and products, and an introduction of the path from concept to product in the industry. Prerequisite: None

GA2000  
Special Topics in Game Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Topics are based upon important artistic or technological trends and developments in the Game Design industry. Topics are addressed as they arise. Prerequisite: Permission of Academic Director/Advisor
GA2201
Game Design & Game Play
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
A well-designed game is an integration of artistic and technological component that must have a clearly defined goal, set of game criteria, and rules for game play. Students learn the fundamentals of what makes a game enjoyable, playable, challenging, and marketable. Prerequisite: None

GA2211
Hard Surface & Organic Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers advanced modeling techniques used for building organic and hard surface objects and environments. Prerequisite: MA1134 Principles of 3-D Modeling

GA2212
Game Modeling & Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Real time 3-D animation requires a thorough understanding and ability to create scenes and characters in such a way as to minimize the time it takes for a computer to redraw the scene as it moves in a game. Students learn low-polygon creation techniques using industry standard 3-D modeling software and computers. Prerequisite: MA1134 Principles of 3-D Modeling

GA2502
Game Assets Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the art of producing high quality 3-D environment art assets for next generation video games. The course explores in-game asset development from concept to model to texture with an emphasis on the production pipeline for current game modeling and texturing processes. Basic understanding of a 3-D modeling program and Photoshop are required. Prerequisite: MAAA213 3D Modeling

GA2504
Comparative Anatomy
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a concentrated course focusing on comparative anatomy, form and gesture of both humans and animals. Students study anatomical structure learning to apply comparative anatomy systems using geometric shapes to understand action, analysis of form, construction, and expressive drawing. Students learn how to simplify muscle shapes and how to spot boney landmarks by doing extensive study and comparison of the structures to understand bones and muscles in movement for both quadrupeds and bipeds. Prerequisite: MAAA223 Hard Surface & Organic Modeling

GA3099
Game Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students work in a studio environment and focus on the production pipeline of creating a game. Prerequisite: Permission of Academic Director/Advisor

GA3311
Material & Lighting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students are introduced to materials, textures, and lighting strategies to add detail and realism to objects without adding complexity to the model. Students simulate real-world surfaces containing reflection radiosity and other effects. Prerequisite: MA1134 Principles of 3-D Modeling or MAAA213 3D Modeling
GA3312
Level Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students learn to analyze the game-play needs of the overall game project and create specific-level designs accordingly. After a brief introduction of the game development process, the course turns to processes of determining game-level needs and creating content for the predetermined levels. *Prerequisites: GA2201 Game Design & Game Play*

GA3314
3-D Character Rigging
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The purpose of this course is to demystify character setup. After reviewing the basics, advanced topics such as modeling and animation will be covered. The character setup is tested by animation assignments. Upon completion, each student will have created, set up, and tested a character. *Prerequisite: MA2204 3-D Animation or MA2205 Beginning 3-D Animation*

GA3324
Character Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers advanced modeling techniques used for building a 3-D character. Students explore techniques of character modeling to include various approaches to figure construction. *Prerequisite: MA1134 3-D Modeling*

GA3332
Interface Design for Games
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the pre-planning aspects of the design process. Students formulate design projects specifically for delivery media such as video game consoles, mobile devices, and PC CDROM/DVD. Parameters relating to color, resolution, access speed, key choice/layout, and composition will mediate the design process. Students explore principles of interactive design appropriate for the game type and/or target audience. *Prerequisite: GADA212 Level Design*

GA3505
Motion Capture
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the acquisition, refinement and application of performance capture in 3-D space. Students learn different uses, approaches to motion capture as well as its limitations. *Prerequisite: MAAA233 Motion Graphics or Permission of Academic Director/Advisor*

GA3514
Modeling & Architecture
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers modeling for architectural applications. The history, design, construction, and materials of the various styles are covered while students develop their own projects based on research. The unique needs of the architectural industry as they apply to modeling, light, texture, pre-visualization and other issues are covered. *Prerequisite: MAAA223 Hard Surface & Organic Modeling*

GA4099
Game Post Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students work in a studio environment and focus on the post production aspects of creating a game. *Prerequisite: Permission of Academic Director/Advisor*
GA4402
Senior Project Planning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on pre-planning and beginning development of the student’s senior project. Students prepare a project plan and time line for their senior project. Prerequisite: Permission of Academic Director/Advisor

GA4412
Senior Project I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students select an area to research and develop their portfolio projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results. Additionally, students prepare, present, and defend a project suitable for professional presentation. Prerequisite: GA4402 Senior Project Planning

GA4424
Advanced Character Rigging
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students continue to explore character setup. Work on advanced topics such as facial expressions and quadruped is covered. The character setup is be tested by animation assignments. Upon completion, each student will have created, setup, and tested a character with a custom graphical user interface. Prerequisite: MAAA303 3D Character Rigging

GADA101
Introduction to Game Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the game industries. Specifically, it will focus on entry-level employment opportunities and responsibilities, career paths, industry products, and their characteristics. Students explore the production pipeline and industry standard software associated with game development. Prerequisite: None

GADA102
Interactive Storytelling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will focus on storytelling including multi-threaded stories with fully realized characters and well developed plots, while considering the audience and thematic elements. Narrative scripting techniques will be used to emphasize characterization and plot. Students will utilize decision trees to create interactive content that supports the storyline. Prerequisite: HU110 College English

GADA202
Game Design & Game Play
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on creating a game design document. Emphasis is on research, brainstorming techniques, critical thinking, drafting and the revision of design documentation. Prerequisite: None

GADA203
Texture Mapping for Games
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this class students will be introduced to the process of creating and working with all applicable textures for game models. Advanced texture creation techniques will be taught and applied. Introduction to a shading network in a 3D Software package and game engine will be explored. Prerequisite: FND135 Image Manipulation
GADA205
Concept Design & Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on concept art for games. Students explore the concept design and development process to create several drawings from thumbnail sketches to fully rendered images. Prerequisite: MAAA202 Character & Object Design

GADA212
Level Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Building on concepts from previous courses, students analyze and extract level design needs. Students develop early stage block tests through finished level. Prerequisite: GADA202 Game Design & Game Play

GADA213
Game Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students will create 3D models for use in a real time environment, emphasizing game specific techniques using industry-standard 3D software. Prerequisite: MAAA213 3D Modeling

GADA222
Advanced Level Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students create advanced level designs using complex assets including: scripts, environments, characters, audio, artificial intelligence, flow, interaction, and game optimization techniques. Prerequisite: GADA212 Level Design

GADA223
Advanced Hard Surface & Organic Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores advanced modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects. Prerequisite: MAAA223 Hard Surface & Organic Modeling

GADA233
Material & Lighting for Games
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students will apply a variety of engine based lighting and texturing techniques. Lighting for characters and environments will be explored. Prerequisite: MAAA243 Material & Lighting

GADA243
Programming for Artists
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces basic scripting to extend the capabilities of the artist working in a game engine. Students will be introduced to data structures, constructs, methods, classes, and high level scripting languages as it relates to game development. Functional video game components will be produced utilizing a scripting language. Prerequisite: MAAA232 3D Animation

GADA253
Environmental Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students will create 3D environments for game integration. Topics in this course will include principles of lighting, architectural elements and using industry standard techniques for asset creation. Prerequisite: MAAA243 Material & Lighting
GADA302  
Mobile & Social Game Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will learn to create custom solutions for content delivery on mobile devices by developing web  
application and device application user interface tools optimized for delivery on mobile devices. Students  
will work in class with mobile devices to learn needs and restrictions of designing for mobile devices as  
well as test student-designed interfaces. **Prerequisite: GADA243 Programming for Artists or VGPA213 3D  
Scripting or INSA305 Foundations of Game-Based Learning**

GADA303  
Game Prototyping  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course, students will perform individually or as members of a team to create functional game  
projects within an existing engine. Industry standard tools will be used for rapid prototyping of various  
electronic game genres. **Prerequisite: GADA212 Level Design**

GADA312  
Game Animation  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students explore game specific animation and how it is applied in interactive environments. This course  
will also evaluate creative solutions to handle limitations unique to individual game engines. **Prerequisite:  
MAAA232 3D Animation**

GADA313  
Advanced Game Prototyping  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course, students will perform as members of a team to create a game level within an existing  
engine. Students will continue to develop a project that began in the Game Prototyping class. The course  
will conclude with the delivery of a complete project. Students will present game and associated  
marketing materials. **Prerequisite: GADA303 Game Prototyping**

GADA314  
Team Production Planning  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students research a Game Art & Design topic and begin the pre-production process for  
their game projects. The emphasis is on quantitative and qualitative research, scheduling of the project  
using milestones, methods of presentation, and qualitative results. Students will gather reference,  
generate concept art, grey box models and game document. **Prerequisite: GADA222 Advanced Level  
Design**

GADA322  
Introduction to Mixed Reality  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will introduce students to the hardware and software required to create and explore virtual  
environments as well as examine the capabilities and limitations of augmented and virtual reality.  
Emphasis will be placed on proper implementation of design that supports the user experience.  
**Prerequisite: Permission of Academic Director/Advisor**
GADA323
Team Production I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will build upon the Team Project Planning course. Students will assume a specific role on the production team and, acting in a professional capacity, ensure that the game project is completed by deadline. Teams of students will create and refine the game production document, level designs, basic 2D art and 3D models to be combined into a playable Game Demo in Production Team II. Prerequisite: GADA314 Team Production Planning

GADA332
Advanced Concepts in Mixed Reality
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores advanced techniques for developing augmented and virtual reality games and environments. Emphasis will be placed on user experience, principles of perspective, composition, design basics, staging, mood, texture, audio and lighting. Prerequisite: Permission of Academic Director/Advisor

GADA343
Motion Capture
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the acquisition, refinement and application of performance capture in 3D space. Students will learn different uses, approaches to motion capture as well as its limitations. Prerequisite: MAAA303 3D Character Rigging

GADA403
Team Production II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will build upon the Team Production I course. Students will maintain their role on the production team and, acting in a professional capacity, ensure that the game project is completed. Teams of students will complete the game and all ancillary materials. Post-mortem will be presented upon conclusion of the course and students will create a personal archive of assets. Prerequisite: GADA323 Team Production I

GADA406
Internship
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

GADA409
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. Students will demonstrate their conceptual, design and technical skills as they assemble and refine their assets. Working individually with an instructor, each student will select representative work that reflects their unique style. Students will learn the basic tools for designing a website and placing their work on the Internet. Emphasis is also placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Permission of Academic Director/Advisor
GADA413
Mixed Reality Team Production I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In a team setting, students will create a complex visual environment or game utilizing advanced behaviors, real-time modeling concepts, programming, data management, and production processes. Emphasis will be placed on user experience. Prerequisite: Permission of Academic Director/Advisor

GADA419
Portfolio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues to prepare students for the transition to the professional world. Working individually with an instructor, each student will continue to refine their selected assets to reflect their unique style. Students will also continue to enhance their web presence and professional resources. Prerequisite: GADA409 Portfolio I

GADA423
Mixed Reality Team Production II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In a team setting, students will continue to create a complex visual environment or game utilizing advanced behaviors, real-time modeling concepts, programming, data management, and production processes. Emphasis will be placed on user experience, game design and game play. Prerequisite: Permission of Academic Director/Advisor

GAME PROGRAMMING

GP1101
Principles of Game Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
By successfully completing this course, students gain an appreciation of the process of game design. Students design a game that meets the limitations of a "target platform". A game design document is created that illustrates all aspects of game production including game description, game mechanics, and identifying problem areas. The game design documents will include a cost/profit analysis. Prerequisite: None

GP1103
Introduction to Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction to Graphics prepares the student for all aspects of computer-based 3-D graphics. Students learn how to design and implement systems for capturing and dealing with user input. Sprite programming, backgrounds and tiles are dealt with. Students learn how to program interaction between the user and 2-D/3-D elements. Prerequisite: GP1126 Object-Oriented Programming

GP1105
Fundamentals of Programming I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This class introduces the fundamentals of games programming using an industry standard language. Corequisite: MS111 College Algebra or MS114 Traditional Geometr
GP1110  
Fundamentals of Programming II  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
This class builds on Fundamentals of Programming I. Students will learn to apply standard programming techniques. By the conclusion of the class, students will create one or more working programs that demonstrate use of the techniques outlined in the course competencies. Prerequisite: GP1105 Fundamentals of Programming I

GP1111  
Coding for Games I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces a games industry standard programming. An industry-standard language is used to provide a good environment for creating entry level code. The fundamental concepts of programming are learned by creating simple applications. Toward the end of the course, students design and create their own “stand alone” application. Prerequisite: GP1105 Fundamentals of Programming I

GP1114  
Console Programming I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Console Programming I introduces console specific programming alongside standard programming. Students create a game on the Windows platform that can be compiled for consoles. Prerequisite: GP1126 Object-Oriented Programming

GP1115  
Introduction to Scripting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course exposes students to different kinds of scripts and programs and enables them to understand how such scripts and programs are executed. Students learn to write simple scripts and programs to implement design specifications. Trouble shooting and problem-solving skills as related to scripts and programs are also addressed. Prerequisite: GP1111 Coding for Games I

GP1120  
Math for Developers I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This class introduces basic mathematics concepts for game developers. Prerequisite: MS111 College Algebra or MS114 Traditional Geometry

GP1126  
Object-Oriented Programming  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course covers the concepts and principles in writing object-oriented programs, addressing such key aspects as classes and hierarchies, input/output constructs, data structures, exception handling features, and graphical user interface (GUI). Prerequisite: None

GP1128  
Continuous Mathematics for Applications  
3 Quarter Credits (33 Hrs Lecture)  
This course covers topics in real analysis that have wide application in game-related fields. With the concept of functions and their properties as the foundation, students study concepts from trigonometry, differential and integral calculus, and analytic geometry and how to apply them. Objectives are a clear understanding of the principles and facility with the calculations, rather than mathematical rigor. Prerequisite: MS111 College Algebra
GP1140
Geometry for Computer Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Focused on geometrical concepts and operations as related to computer graphics, this course covers mathematical representations of position, motion, and shape, matrices and matrix operations, calculation of perspective and projective transformations, and methods to model curves and surfaces. Principles of differential and integral calculus will also be addressed. Prerequisite: GP1120 Math for Game Developers I

GP2099
Game Preproduction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
By successfully completing this course, students will know how to create a pre-production plan for a complete game. Prerequisite: Permission of Academic Director/Advisor

GP2101
2-D Programming
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces 2-D games programming. Students learn about the different types of 2-D games and how they function. Students create a complete 2-D game either from an original design or based upon an existing game. Students incorporate the topics learned each week into their final project. Prerequisite: GP1110 Fundamentals of Programming II

GP2103
Introduction to Graphics II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the current standard 3-D practices used in the game industry. Students experiment with basic 3-D techniques and gain a broader understanding of strengths, differences and versatility of various 3-D packages. Prerequisite: GP1103 Introduction to Graphics

GP2111
Coding for Games II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues from Coding for Games I. In the second of the Coding for Games courses, students will learn how to create a 2-D game. Essential techniques such as the display of 2-D graphical elements will be learned. This course also deals with the interaction between the player and the game, along with collision detection and camera control. This course will prepare students for 3-D games coding. Prerequisite: GP1111 Coding for Games I

GP2114
Console Programming II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Console Programming II furthers the student’s knowledge of programming game consoles. Students learn how to package a self-contained game. Prerequisite: GP1114 Console Programming I

GP2120
Math for Game Developers II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This class reinforces the student’s knowledge of the Mathematics introduced in the first Math for Developers course. New and more advanced topics are introduced. Prerequisite: GP1120 Math for Developers I
GP2201  
Alternative Programming Languages  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
By the end of this course, students will learn programming for alternative media and delivery method. Programming is conducted via a high-level language. Prerequisite: GP1101 Principles of Game Design

GP2215  
Programming for Shading I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Proper shading enhances the visual effects of a model, a character, and/or an environment in animation and game. This course enables the student to learn how to apply programming features to create effects of shading in a 3-D animation or game work. Prerequisite: GP2111 Coding for Games II

GP2221  
Design Patterns & Data Structures  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Organizing, storing, and efficiently accessing large amounts of data are integral to software applications. It is important to keep the software source code manageable as the projects increase in size and power. In this course students learn the fundamental toolset for software structure as they build simple programs and more complicated applications. Prerequisite: GP1126 Object-Oriented Programming

GP2230  
Physics of Motion, Light & Sound  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This is an applied physics course that focuses on the concepts and laws of physics as applied to game and animation design. Students learn to recognize the principles of physics in game and animation design and apply them for the desired visual effects. Prerequisite: GP2120 Math for Game Developers II

GP3099  
Game Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
By successfully completing this course, students will gain an appreciation of the process of game design. Students will design a game that meets the limitation of a 'target platform'. A game design document will be created that illustrates all aspects of game production, which will include game description, game mechanics, and identifying problem areas. Prerequisite: GP2099 Game Preproduction

GP3111  
Coding for Games III  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This is the first of two parts in the 3-D pipeline within the Coding for Games series. Techniques learned in Coding for Games I and II are extended. By the successful completion of this course students will learn the underlying tools necessary to implement a playable 3-D PC game. Prerequisite: GP2111 Coding for Games II

GP3112  
Advanced Concepts in Programming I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course addresses advanced topics not covered in the foundation programming courses. The course has a variety of topics that are supplementary to the main pipeline of creating a game. These topics include support software for the games production pipeline, core algorithms and rendering engine features. Prerequisite: Permission of Academic Director/Advisor
GP3212
Advanced Concepts in Programming II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course addresses advanced topics not covered in Advanced Concepts in Programming I. A variety of topics are covered that add to the main game creation pipeline. Experimental ideas, resources, strategies will be explored. Prerequisite: GP3112 Advanced Concepts in Programming I

GP3302
Software Development for Game & Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students learn to develop scripts and plug-ins used for game and animation. Such scripts and plug-ins are intended to enhance the modeling, animation, and other game features in 3-D software packages. Students also learn to use standard graphics libraries. Prerequisite: GP2230 Physics of Motion, Light & Sound

GP3310
Game Tools Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students learn to develop game development scripts and plug-ins. These tools may be independent of a game or work within an engine. Prerequisite: GP1126 Object-Oriented Programming

GP3315
Programming for Shading II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course teaches advanced shading and rendering technical concepts. The course builds upon the foundation of programming for shading. Students continue to develop a technical knowledge of shading and rendering as applicable with Pixar’s Renderman toolset, or like package, Renderman’s RIB interface and in-depth SL shading language programming in conjunction with the practice of high level applications (MtoR, SLIM). By the end of the course, students should not only be proficient users of the software but also capable of extending the capabilities of the toolset with the programming of custom shader templates. Prerequisite: GP2215 Programming for Shading I or VGPA313 Programming for Shading I

GP3321
Artificial Intelligence in Game Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course enables the student to employ ways to represent knowledge and state in Artificial Intelligence (A.I.) and to incorporate A.I. elements in the development and design of games. Prerequisite: GP2111 Coding for Games II

GP3323
Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn how to create and implement scripts that work with a game engine. Prerequisite: GA3312 Level Design

GP3327
Games for the Net
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Rapid development of Internet technologies allow more and more complex games to be delivered over the net. This course addresses the design and delivery constraints of games for the net and provides an opportunity for students to design a multiplayer game that can be accessed and played on the net. Prerequisite: GP2230 Physics of Motion, Light & Sound
GP3599  
Programming Multiplayer Games  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course addresses the design and delivery constraints of games played over a network and provides an opportunity for students to design a multiplayer game that can be accessed and played on a network.  
Prerequisite: GP4111 Coding for Games IV

GP4099  
Game Post-Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students who complete this course successfully will understand the rigors of preparing a game to publishing standard. During the course, students will experience the process of creating a completed game.  
Prerequisite: GP3099 Game Production

GP4101  
Advanced Artificial Intelligence in Game Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course builds upon GP3321 Artificial Intelligence in Game Design, extending the students’ knowledge. Students create and integrate the subjects that they learn into one final project which will be demonstrated in week 11. Upon the successful completion of this course students will understand the methods used in state of the art game AI.  
Prerequisite: GP3321 Artificial Intelligence in Game Design

GP4111  
Coding for Games IV  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This is the second of two parts in the 3-D pipeline within the Coding for Games series. Topics include interactions between artificial intelligence and players. By the successful completion of this course students will understand how to code a playable 3-D PC game. Techniques learned in Coding for Games I and II are extended.  
Prerequisite: GP3111 Coding for Games III

GP4422  
Senior Project II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students continue work on their game prototype, incorporating all elements that they have acquired through the program.  
Prerequisite: GA4412 Senior Project I

GP4425  
Programming for Computer Graphics  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course enables students to write scripts that can enable, customize or develop specific features in computer graphics.  
Prerequisite: GP3302 Software Development for Game & Animation

GP4430  
Game Engine Scripting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students develop and refine basic programming skills. The student acquires skills needed to design, develop, and produce practical applications in a specific scripting or programming language.  
Prerequisite: GA3312 Level Design
GP4440  
Game Engine Scripting II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students learn about the framework of a game and how to change it. They acquire programming knowledge required to change game play within an existing game engine. They also learn how to design and implement self-contained code that interfaces to existing code. **Prerequisite: GP4430 Game Engine Scripting**

**GRAPHIC & WEB DESIGN**

GD1123  
Electronic Layout  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course explores various means of indicating, placing, and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type is developed using page composition software. **Prerequisite: None**

GD1124  
Form & Space  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Form & Space involves the formal understanding and manipulation of the basic organizing principles of the 3-D worlds. Point, line, plane, mass, volume, density, and form are discussed. Students learn to create and discuss 3-D situations using basic hand tools and readily available materials. Form & Space also involves the relationship of perceptual issues to manipulate the 3-D situation. **Prerequisite: None**

GD1125  
Introduction to Photography  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Photography is a fundamental component of graphic design. This course introduces the elements of photography and explores its impact and various applications as a vehicle to convey a visual message. Students learn the operation of cameras such as 35-millimeter and digital, and the principles of composition, lighting, and depth of field. The student is introduced to the concepts of portraiture, narrative, and documentary issues. **Prerequisite: None**

GD1133  
Digital Grid Systems  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces the student to the electronic preparation of simple and complex designs. Typesetting, pagination, image reproduction, color specification, trapping procedures, and binding and finishing techniques is explored. **Prerequisite: GD1123 Electronic Layout**

GD1134  
Digital Illustration  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student demonstrates an understanding of electronic illustration. The course explores vector-based graphic applications that are considered to be industry standard. **Prerequisite: None**
GD2223
Hands-on Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In today's highly digital design environment, hands-on layout techniques and the physical, tactile aspects of design are often overlooked. This course covers important design principles such as the golden section, root rectangles and sacred geometry, and develops student awareness of the relationship between space and design through hands-on work with the tactile, textural and 3-D aspects of design. Prerequisite: GD2241 Concept Design

GD2224
Concept Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course emphasizes the conceptualization process of art and its function in solving given problems. The student uses creative problem solving and research techniques, specifically, problem identification, analysis, brainstorming, and idea refinement. Prerequisite: GD1134 Digital Illustration

GD2243
Typography II — Hierarchy
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a continuation of the study of the fundamentals of typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem-solving solutions is examined with an emphasis on creative techniques. Industry-standard software is used in the development of digital typography and hierarchal skills. Prerequisite: FS131 Typography I — Traditional

GD2244
Advanced Image Manipulation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course builds upon the Image Manipulation class to integrate raster and vector graphics with concerns for varied formats, including Web and print graphics. Students create visual messages and focused visual statements and gain an understanding of the differences in Web and print graphics. Prerequisite: FND135 Image Manipulation

GD2334
Advanced Digital Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course helps students to further advance their skill in vector format to communicate and design with the computer as a professional tool. Using different software applications, students demonstrate an understanding of advanced techniques in composition and learn the nuances of electronic illustration. The course pushes the exploration previously studied in vector-based graphic applications that are considered to be industry standard. Prerequisite: GD1134 Digital Illustration or FND135 Image Manipulation

GD4400
Special Topics in Graphic Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics are based upon important artistic or technological trends and developments within the design industry. Topics are addressed as they arise. Prerequisite: Permission of Academic Director/Advisor

GD4403
Environmental Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study a range of examples of exhibition/environmental design measured against conventions of 2-D display/informational systems. Prerequisite: GWDA305 Art Direction
GD4406
Advanced Study
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course offers students the opportunity to pursue advanced study within the area of graphic design.
Prerequisite: GWDA305 Art Direction

GD4409
Design Driven
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course offers students the opportunity to solve social and humanitarian problems through the methodology of design. Students have a hands-on approach to the extensive system and broad aspect that design can offer as a communication outlet, the design of paradigms and systems. Students collaborate in a group environment. Prerequisites: Must be in 3rd year of program, have a 3.25 GPA, have advanced level of computer/design skills, and must provide a writing sample explaining why the student wants to enroll in class

GWDA101
Applications & Industry
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Web design and graphic design applications, tools, and industry practices. Includes file management practices, basics of markup language and styling. Introduction to illustration and image manipulation software relevant to the web design and graphic design industries. Prerequisite: None

GWDA102
Rapid Visualization
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses if illustration in the graphic design and advertising industries. Assignments will focus on black and white and color techniques, using contrast, values, composition and function. Prerequisite: None

GWDA103
Digital Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course advances the students understanding of the computer as an artist tool. Building on previous courses in drawing, concept development and introductory computer aided design; students will be asked to generate a number of expressive solutions that address specific illustrative problems, both technical and creative. As part of this course, students will be given the opportunity to develop their digital illustration skills by exploring numerous tools and techniques to obtain desired results. Prerequisite: None

GWDA105
Concept Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course emphasizes the conceptualization process of art and its function in solving given problems. The student uses creative problem solving and research techniques, specifically, problem identification, analysis, brainstorming, and idea refinement. Prerequisite: FND105 Design Fundamentals

GWDA111
Introduction to Layout Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from thumbnails to comprehensives, layout, and the use of grid systems for multi-component layouts. Prerequisite: None
GWDA112
Typography — Traditional
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction of lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms, are also studied. Students will work in a traditional context of hand-rendering type and also be introduced to contemporary typesetting technology. Prerequisite: None

GWDA122
Typography — Hierarchy
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a continuation of the study of traditional typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills. Prerequisite: GWDA112 Typography — Traditional

GWDA123
Programming Logic
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Fundamentals of programming logic. Introductory concepts, structure, decision-making, looping, array manipulation, calling methods, and an introduction to object-oriented programming. Prerequisite: GWDA133 Fundamentals of Web Design

GWDA132
Information Architecture
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An examination of content structures, navigation paths, and asset organization. Prerequisite: GWDA133 Fundamentals of Web Design

GWDA133
Fundamentals of Web Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An introduction to the terms, technologies, trends, and best practices of the interactive design industry. Students design, develop, and upload a simple web site using HTML and basic CSS. The importance of writing valid and semantic code is emphasized. Basic web site production stages and requirements such as naming conventions, file organization, project development life cycle, and image optimization are also covered. Prerequisite: None

GWDA201
Audio & Video
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Develop editing skills while communicating messages and telling stories through the introduction of various media and technology. Prerequisite: GWDA101 Applications & Industry

GWDA202
Interface Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An exploration of the synthesis of visual and information design principles. This course will examine the conceptual and practical design of interfaces. Prerequisite: GWDA103 Digital Illustration
GWDA203
Pre-press and Print Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students in the electronic preparation of simple designs. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques will be explored. Discussion of various printing processes and paper selections are covered in this class. Prerequisites: GWDA111 Introduction to Layout Design

GWDA204
Introduction to Writing for Interactive Media
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the process of copywriting for interactive media. Students explore the role of the writer as an individual or as a member of the creative team. Prerequisite: None

GWDA207
Design History
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Examines the places, people, events; historical and cultural factors; and technological innovations that have influenced the development of graphic design as practiced in the 21st Century. Prerequisite: None

GWDA209
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: GWDA273 Intermediate Web Design

GWDA212
Typography – Expressive & Experimental
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Emphasis is placed on the expressive potential of typography. How the form of the written letter affects meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools. Prerequisite: GWDA122 Typography - Hierarchy

GWDA213
Timeline Animation & Interaction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Use timeline animation in the development of interactive interfaces and experiences. Concept development and storyboarding. Prerequisite: FND135 Image Manipulation

GWDA222
Intermediate Layout Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects will be developed as part of this process. Prerequisite: GWDA111 Introduction to Layout Design
GWDA232
Form and Space
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Form and Space involves the formal understanding and manipulation of the basic-organizing principals of the 3 dimensional worlds. Point, line, plane, mass, volume, density and form are discussed. Students learn to create and discuss 3-D situations using basic hand tools and readily available materials. Form and Space also involves the relationship of perceptual issues to manipulate the 3-D situation.
Prerequisite: FND105 Design Fundamentals

GWDA242
Graphic Symbolism
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images. Prerequisite: GWDA101 Applications & Industry

GWDA243
Object Oriented Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction to JavaScript utilizing the Document Object Model. Prerequisite: GWDA273 Intermediate Web Design

GWDA252
Advanced Layout Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will explore various means of indicating, placing and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type will be developed using page composition software. Prerequisite: GWDA222 Intermediate Layout Design

GWDA253
Authoring for Interaction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students combine experience design concepts with advanced programming solutions. Emphasis placed on learning object-oriented approaches to developing dynamic/reusable rich media modules combined with data applications. Prerequisite: GWDA283 Advanced Web Design

GWDA262
Package Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Exploration of the design process in package design and the challenges of adapting 2D designs to 3D forms, both simple and complex. Projects will explore materials, structure, aesthetics, production methods, marketing objectives and budgetary constraints. Prerequisite: GWDA203 Pre-Press & Print Production

GWDA263
Web Standards
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Web Standards and Web Accessibility for coding standards and separation of content from design. Emphasis on identifying cross-browser compatibility issues with Web Standards. Prerequisite: GWDA243 Object Oriented Scripting
GWDA272
Corporate Identity
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Development of comprehensive corporate identity systems as well as additional business collateral. 
Prerequisite: GWDA222 Intermediate Layout Design

GWDA273
Intermediate Web Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students expand their prior knowledge of HTML and CSS by learning additional methods for structuring and styling web page content. The ability to style multi-column layouts and various interface components is explored. Students participate in visual design critiques, evaluate the designs and code of existing websites, and use CSS to visually design the presentation of HTML content. Prerequisite: GWDA133 Fundamentals of Web Design

GWDA282
Collateral Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The role of graphic design in collateral materials will be introduced and explored; such as brochures, billboards, posters, point of sale materials, direct mail pieces, sales promotion materials, etc. Prerequisite: GWDA252 Advanced Layout Design

GWDA283
Advanced Web Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An exploration of advanced methods for styling websites and creating page layouts. This course will examine the practical application of styling web page content, understanding cross-browser compatibility, and creating designs that display effectively on various devices. Prerequisite: GWDA273 Intermediate Web Design

GWDA292
Experience Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An examination of user-centered experience and its relationship to information architecture, interface design, and usability. Prerequisite: GWDA202 Interface Design

GWDA302
Information Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course we will explore the role of visual communication design (graphic design) in communicating information in visual form. Emphasis is placed on competency in research, production, and presentation of advanced-level projects that encompass the use of information design in graphic visual communication. Prerequisite: GWDA222 Intermediate Layout Design

GWDA303
Interactive Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An introduction to the narrative structure in a time based environment. Prerequisite: GWDA273 Intermediate Web Design
GWDA305
Art Direction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will examine the role of the art director in producing multi-faceted design projects. Working in teams, students will coordinate their creative efforts, from concept to finished output. By encouraging a team approach, the course will further enhance students' leadership, communications and negotiation skills. **Prerequisite:** None

GWDA307
User Experience Design: Research
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An examination of user design research, concept development and planning techniques for the design of multi-platform interactive experiences. **Prerequisite:** Permission of Academic Director/Advisor

GWDA308
Business of Graphic Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed. **Prerequisite:** None

GWDA313
Emerging Technologies
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An examination of concepts and methodologies used in emerging technology. In depth focus on one current emerging technology. **Prerequisite:** GWDA213 Timeline Animation & Interaction

GWDA315
Contemporary Typography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The use of typographic techniques inspired by contemporary type designers will also be explored. Students will define multiple typographic styles found in history. Development of type centered visual communications will be implemented to create marketable pieces. **Prerequisite:** GWDA212 Typography – Expressive & Experiment

GWDA317
Interactive Communication: Planning & Research
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers real-world pre-production methods and research for interactive media. Emphasis is on content research, assessing client needs, pre-production assets, and planning of advanced interactive communication publications. **Prerequisite:** GWDA204 Introduction to Writing for Interactive Media

GWDA318
Interactive Industry & Business Operations
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into an interactive media and design profession. **Prerequisite:** GWDA101 Applications & Industry
GWDA322
Sequential Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will focus on developing familiarity with the various forms of narrative and sequential illustration to include basic storyboarding, single and multi-panel comic strips, comic books, graphic novels, and web comics. Coursework will explore the design process, working methods, and creation of sequential and narrative illustrations. Discussions will focus on the historical development and current trends of visual storytelling as well as touch upon professional practices for cartoonists. Prerequisite: GWDA102 Rapid Visualization

GWDA323
Design Team: Pre-Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Real-world web pre-production through small teams is examined. Assessing client needs, pre-production assets, project management, and communication will be emphasized. Students will work in production groups to examine business problems and must determine the source problem, ascertain a working solution and implement a functional model complete with proposals, design, technical, and quality assurance documentation. Prerequisite: GWDA209 Portfolio I

GWDA332
Life Drawing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an advanced drawing class that builds on the basic drawing skills and concepts. Anatomical and proportional relationships as well as figure drawing will be covered. Prerequisite: GWDA102 Rapid Visualization

GWDA342
Editorial Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students translate narrative content into visual conceptual imagery though illustrative solutions. These illustrations are then incorporated into page layouts, and other publication design formats. Students research visual solutions and explore appropriate media, imagery, and style—to interpret the author’s point-of-view. Prerequisite: None

GWDA343
User Experience Design: Project Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
A continuation of User Experience Design: Prototyping, this course examines the methodologies and techniques of developing multi-platform interactive experiences. Previous user experience research, prototyping, and testing culminate into an engaging, interactive, multi-platform user experience. Students demonstrate an advanced understanding of the User Experience design industry. Prerequisite: GWDA392 User Experience Design: Prototyping

GWDA352
History of Typography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will explore the history of typographic styles from the historical through the present day. The study of type, type faces and the evolution of printed letters from hand type to metal type to digital type will be discussed. The difference between typographers and printers of type will be investigated. Prerequisite: GWDA212 Typography – Expressive & Experimental
GWDA353  
Server-Side Scripting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Through this course students learn advanced programming skills. Students will gain experience developing web applications using specific computer languages. Application in fundamentals of Interactive Web development will be explored. Students will be introduced to concepts related to data-driven dynamic web site creation based on Server Side processing. Emphasis is placed on forms and content management. Prerequisite: GWDA273 Intermediate Web Design

GWDA362  
Font Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will explore the creation of typographic form. The discussion of type nuances, legibility and reader comprehension will be researched. Development of a personalized typeface will be implemented. Prerequisite: GWDA212 Typography – Expressive & Experimental

GWDA363  
Client-Side Scripting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course provides a further exploration to designing dynamic sites. Students explore the components of software that makes up a web server, the differences between server-sided and client-sided authoring and basic scripting that uses this information to help design more dynamic sites. Client-side scripting, as a method to develop advanced dynamic web applications will be developed. Prerequisite: GWDA243 Object Oriented Scripting

GWDA372  
Content Management Systems  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Using an open source database program (MySQL), students practice the theory of database design by normalizing data, defining integrity relationships, and creating tables. Students also develop forms, reports, and search queries (MySQL) as they learn how to manage and manipulate data within a database. Prerequisite: GWDA243 Object Oriented Scripting

GWDA373  
Advanced Server-Side Scripting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Through this course students learn advanced programming skills. Students will gain experience developing web applications using specific computer languages. Application in advanced Interactive Web development will be explored. Students will further explore concepts related to data-driven dynamic web site creation based on Server Side processing. Advanced server-side scripting skills and CMS utilization will be developed. Prerequisite: GWDA353 Server-Side Scripting

GWDA382  
Design for Mobile Devices  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs, restrictions of designing for mobile devices as well as test student-designed interfaces. Prerequisite: Permission of Academic Director/Advisor
GWDA392  
User Experience Design: Prototyping  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
An examination of methodologies and techniques of prototyping and usability testing for the design of multi-device interactive experiences. Prerequisite: Permission of Academic Director/Advisor

GWDA402  
Book Illustration  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students research illustrative trends and explore media for creating appropriate imagery that interprets an author’s point-of-view. In this course, students translate narrative content into visually consistent imagery used to tell a story. Character studies are created to give the student a three-dimensional understanding of each of the various subjects—allowing each character to be drawn at any angle. Character consistency is required. Illustrative solutions are produced to be consistent throughout the book. These illustrative solutions are combined with the narrative into a page layout—book design—format. Prerequisite: None

GWDA403  
Motion Graphics  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
An examination of advanced typographic structures and their relation to time based media. Prerequisite: GWDA112 Typography – Traditional

GWDA406  
Internship  
3 Quarter Credits (99 Hrs Internship)  
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

GWDA407  
Interactive Communication: Usability & Prototyping  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students design, prototype, and analyze effectiveness and usability of interactive projects. Prerequisite: GWDA317 Interactive Communication Planning & Research

GWDA409  
Graphic Design Capstone  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students in this course present a comprehensive understanding of their academic experience. Proficiency will be demonstrated in both studio and general education courses through a written, oral, and visual presentation. Prerequisite: GWDA252 Advanced Layout Design

GWDA412  
Mixed Media Illustration  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course, students translate narrative content into visual imagery though illustrative and graphical solutions that explore mixed media. Further development into digital media will be initiated to create a tradigital (traditional and digital design) composition conveying a message to a designated target audience. Prerequisite: GWDA102 Rapid Visualization
GWDA413
Design Team: Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
A continuation of Design Team: Pre-Production. Real-world web production and delivery through small teams is further explored. Emphasis on assessing client needs, utilizing pre-production assets, production scripting, as well as, project management, and communication. The application and implementation of business, design and programming skills students have acquired will be demonstrated. Design solutions appropriate to a targeted market will be emphasized. Critical analysis, problem identification, and idea refinement/implementation will be the focus in producing a portfolio quality project. Prerequisite: GWDA323 Design Team: Pre-Production

GWDA419
Portfolio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: GWDA413 Design Team: Production

GWDA422
Hand Lettering
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Various media will be utilized to create market-specific hand-drawn word mark families. Students will learn to create visual messages through the use of hand lettering. Prerequisite: GWDA212 Typography – Expressive & Experimental

GWDA432
Digital Typography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Beginning with an introduction to the history of letterforms and the function of typography, this course examines the construction and application of digital typographic text and headline display. Emphasis is placed on advanced concepts of typography as an essential element of design. Prerequisite: None

GWDA433
Advanced Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Advanced motion graphics as a design solution and story-telling technique. This is an advanced course that applies motion graphics as an integrated interactive solution; students script interaction, sequencing, and motion for interactive projects. Optimization is a critical consideration in the creation of the user-centered experience. Prerequisite: GWDA303 Interactive Motion Graphics

GWDA443
Advanced Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students develop and design advanced client- and server-side interactive media presentations to be delivered over multiple platforms. Students further explore the expectations of the business community in areas such as server implementations and security implications. Students gain experience in advanced scripting. Prerequisite: GWDA363 Client-Side Scripting
GWDA453
Interactive Communication: Development & Delivery
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students individually develop, market, and present an advanced interactive digital publication. 
Prerequisite: GWDA407 Interactive Communication Usability & Prototyping

MM1134
Introduction to Video
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the techniques of video for multimedia designers. Students explore design and lighting techniques for video production. Prerequisite: GD1125 Introduction to Photography

MM1141
Digital Typography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an examination of typographic structures for digital communication. Students learn principles of typographic composition with an emphasis on effective use of type in screen-based media. 
Prerequisite: MM1111 Design Layout or FS131 Typography I — Traditional

HOSPITALITY FOOD & BEVERAGE MANAGEMENT

FB1102
Introduction to Hospitality
3 Quarter Credits (33 Hrs Lecture)
This course represents an introduction to the organization and structure of hotel, restaurants, and clubs. Students will also be introduced to the importance of industry contacts, resume writing, time management, and will perform a hospitality occupational interview. The student will receive an overview pertaining to forces that shape the hospitality industry, tourism, destinations, and how they interact with the hospitality industry, related businesses that serve the traveler, how services affect the industry, managing and working in the international market, and what the future holds for the industry. Prerequisite: None

FB2200
Beverage Purchasing, Inventory, Control & Menu Authoring
3 Quarter Credits (33 Hrs Lecture)
In this course, students acquire an understanding of the planning and control processes in the beverage industry. Principles covered include purchasing procedures for beverage operations, the culture between purveyor and client, tailoring buying decisions based on concept, pricing negotiations and payment terms. The basics of inventory management, including manual and automated loss prevention measures, will be given particular focus. 
Prerequisite: None

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

FB2212
Merchandising in Foodservice
3 Quarter Credits (33 Hrs Lecture)
This course will focus on the study of visual merchandising in varied foodservice settings. Students will apply merchandising theory, principles, and practices to solve industry case studies and emerging trends. Merchandising formats will consist of traditional, nontraditional and virtual. Prerequisite: None
FB3300
Fundamentals of Professional Service
3 Quarter Credits (33 Hrs Lecture)
This introductory course will provide the student with the basic skills required to serve guests within various types of hospitality environments. These skills will include technology, service styles, organization skills, handling and storage procedures for food and beverages and other supplies. Communication methods between the front and back of the house will also be addressed. Emphasis will be placed on classic service techniques and how they have evolved in the modern context. Prerequisite: None

FB3315
Hospitality Law
3 Quarter Credits (33 Hrs Lecture)
This course covers the legal rules that apply to the hospitality industry. It is designed to give the student an excellent overview of operations, particularly of law, combined with a historical perspective and present-day application. The course will also address pertinent key industry issues with a critical eye towards those laws that may hinder the industry’s growth, as well as those laws that strengthen our rights as hospitality professionals. Prerequisite: None

FB3318
Sales & Public Relations
3 Quarter Credits (33 Hrs Lecture)
This course will focus on the sales function in varied hospitality settings. The relationship of sales to marketing will be explored, and the process of the actual personal sales call will be emphasized. The role of a successful public relations plan will also be examined, as well as the benefits of favorable public impression on a hospitality operation
Prerequisite: None

FB4407
Club Operations Management
3 Quarter Credits (33 Hrs Lecture)
This course is designed to give students the basic understanding of the organization and management of various types of private clubs including city, country, and other recreational and social clubs. It will provide students with the unique sensitivities required in managing and operating the increasingly lucrative club management market.
Prerequisite: None

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

FB4409
New World & Emerging Wines
3 Quarter Credits (33 Hrs Lecture)
This class provides comprehensive information pertaining to the New World’s wine regions and the varietals, vineyard conditions, and cellar practices essential to their production. Economic, political and sociological conditions, as well as historical context are explored. Particular attention will be given to developing the student’s sensory evaluation skills and their application to wine selection and food pairing.
Prerequisite: None

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.
INDUSTRIAL DESIGN

IT1111
Fabrication Techniques
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
This is an introductory course in which students are taught the fundamentals of hand and power tool operation and applications. Various projects are assigned along with written and practical tests to verify student’s course competency. Prerequisite: None

IT1113
Introduction to Industrial Design
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
This course introduces the student to the variety of career options, job titles, and professions possible within the design field. The core elements of problem solving, experimentation, and communication are introduced. Effective critiquing techniques are outlined as a way to show the student how to maximize his/her design education. Related professions that work with industrial designers are researched and discussed. Prerequisite: None

IT1121
Model Making
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
This course provides the foundation that gives students the capability to represent their concepts three-dimensionally. The course includes an introduction to fabrication skills and techniques necessary to produce 3-D models. Prerequisite: IT1111 Fabrication Techniques

IT1123
Mechanical Drawing
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
In this course students are introduced to basic drafting using mechanical drawing instruments to apply elementary drafting skills and perception of scale and dimension. This study is the foundation upon which product design and subsequent manufacturing are based. Prerequisite: None

IT1124
Form Theory
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course teaches the basic principles of design, such as balance, rhythm, contrast, and harmony, tactile stimulation, visual movement, symmetry, asymmetry, and transition of form are taught in this course. Students develop forms using 2-D drawing methods, and 3-D form studies using sculpted foam and clay. 3-D forms, compositions, aesthetics, and criteria for reaching an achieved aesthetic are discussed. The final focus of the class is how a tactile and visual form affects the user. Prerequisite: None

IT1131
Scale Model Making
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
In this course students are introduced to the process of mathematical interpolation and how it is applied to the model making process. Projects in this course are completed with accurate, true to scale specifications. Prerequisite: IT1121 Model Making
IT1132
Concept Drawing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students apply drawing techniques to investigate design concepts and represent manufactured objects. One-point and two-point perspective methods are enhanced. Students use a variety of media such as pencil, ink, and markers to simulate a variety of natural and man-made materials in their drawings. Prerequisite: None

IT1134
Rapid Visualization
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course promotes the skill of drawing quickly by emphasizing visual note taking, generating visual ideas, working from non-visual sources, and establishing a method for accurate freehand and perspective drawing. Prerequisite: None

IT2241
Human Factors
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students address human response through interaction with manufactured objects, environments, and systems. The student studies the ergonomic, practical, informational, and aesthetic and safety provisions confronted in the design of these products. The student studies the relationship of human dimensions, user activities, and cognitive decisions on product designs and their applications. Prerequisite: None

IT2244
History of Industrial Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to industrial design. As such, it presents an overview of the profession within a historical context. From the Industrial Revolution through the modern age, students research and study various trends, schools of thought, and celebrated industrial designers and their works. Prerequisite: None

IT2251
Product Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students in this course begin to integrate their knowledge, skills, and understanding of the design process to develop designs for simple consumer products. Students use concept sketches, mechanical drawings, and product models to refine form, color, and design detail. Manufacturing and user interface issues are also taken into account. Students prepare and present well-annotated drawings explaining features of proposed design concepts. Layouts are developed capturing design intent and providing the basis for constructing product models. Prerequisite: IT1132 Concept Drawing

IT2252
Presentation Drawing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course develops drawing skills as a communication tool for making industrial design presentations. Students compose their drawings to explain features of proposed design concepts. Composition and various drawing types are incorporated into effective illustrations. Prerequisite: IT1132 Concept Drawing
IT2253
Introduction to AutoCAD
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
In this course basic concepts of mechanical drawing are reviewed and then applied to computer software applications. Orthographic layout, line types, and dimensioning techniques are utilized for capturing the design intent of product concepts and produce drawings used to construct product models. Prerequisite: None

IT2254
Manufacturing Techniques
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
This course allows students to link conceptualism and reality. Through lecture and demonstration students examine properties of materials and processes used by manufacturers during mass production. Prerequisite: None

IT2261
Intermediate Product Design
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
This course focuses on the design of moderately complex products and systems. Students learn to apply appropriate design tools at the proper point in the design process to advance projects to completion. User behavior is investigated through observational techniques. Students distinguish between the different manufacturing techniques and choose the appropriate process for the application at hand. Prerequisite: IT2251 Product Design

IT2264
Product Psychology
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
This course introduces students to the visual and functional characteristics that form a product. Students explore the designer’s ability to create designs that are appropriate to a variety of markets. Prerequisite: None

IT2362
Toy Design
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
Design and detail of toy concepts address user groups in regard to age, safety, ability, and marketing needs. Prerequisite: IT2251 Product Design

IT3371
Trade Show & Exhibit Design
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
Design work is developed for commercial trade show and exhibit projects using structural systems that reflect portability and human use. Concepts, working drawings, and presentation models show attention to marketing needs. Prerequisite: IT2261 Intermediate Product Design

IT3372
Transportation Design
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)
In this course descriptive studio experiences expose students to the scope of transportation issues. Evaluation of viability in design concept addresses function, human factors, and appearance of a given project. Prerequisite: IT2261 Intermediate Product Design
IT3373  
Computer Graphics  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course students explore and apply 2-D graphic design techniques through the utilization of the computer, scanner, and various software programs. Prerequisite: IT2253 Introduction to AutoCAD

IT3381  
Furniture Design  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
Projects intended for human use such as work, sleep, rest, and storage are used to experience furniture design. Prerequisite: IT2261 Intermediate Product Design

IT3382  
Design Studio I  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course descriptive studio experiences expose students to the scope of a specific area of design issues. Students focus attention on concepts, issues, manufacturability, and craftsmanship to create design concepts based on those issues. Evaluation of viability in design concept addresses function, human factors, and appearance of a given project. Prerequisite: IT2261 Intermediate Product Design

IT3383  
Computer-Aided Modeling  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course solid modeling and 3-D coordinate systems are introduced. By demonstrating basic concepts, the students manipulate forms and create realistic representations of 3-D objects in the computer environment. Prerequisite: IT2253 Introduction to AutoCAD or INTA103 CAD I

IT3384  
Principles of Mechanical Engineering  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course students are introduced to fundamental mechanical engineering principles that are important to the design of functional, manufacturable products. An exploration of engineering concepts includes engineering properties of materials, simple machines, principles of mechanical advantage, manufacturing tolerances, and basic structural design. Prerequisite: None

IT3391  
Advanced Product Design  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course, students research, define, and validate the design for a complex product or system addressing aesthetic, functional, marketing, manufacturing, and user interface issues on a detailed level. Brainstorming techniques are used to generate innovative concepts. Detailed specifications are prepared regarding manufacturing materials and processes. Prerequisite: IT2261 Intermediate Product Design

IT3392  
Design Studio II  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course descriptive studio experiences expose students to the scope of a specific area of design issues. The student focuses attention on concepts, issues, manufacturability, and craftsmanship to create design concepts based on those issues. Evaluation of viability in design concept addresses function, human factors, and appearance of a given project. Prerequisite: IT3382 Design Studio I
IT3393  
Computer-Aided Rendering  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course students create color images and computer-generated presentations of products, packages, and environments. This course also explores the utilization of computer-rendering tools to compose computer models using lights, backgrounds, and simulated materials. Prerequisite: IT3383 Computer-Aided Modeling

IT4401  
Package & Point of Purchase Design  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course packaging techniques for product protection and presentation are explored in studio projects. Graphics are applied to finished presentations with regard to marketing considerations. Prerequisite: FS297 Portfolio I

IT4403  
Design Studio III  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course descriptive studio experiences expose students to the scope of a specific area of design issues. The student focuses attention on concepts, issues, manufacturability, and craftsmanship to create design concepts based on those issues. Evaluation of viability in design concept addresses function, human factors, and appearance of a given project. Prerequisite: IT3383 Computer-Aided Modeling

IT4404  
Environmental Design  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course students undertake projects which focus on use and exposure to exterior elements. Emphasis is based on research and concept with indication of construction needs included with models for presentation. Prerequisite: IT3391 Advanced Product Design

IT4411  
Graduate Project Concept Development  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
Based on their graduate project research, students develop a range of alternative concepts using the design process techniques they have learned in the program. Brainstorming is applied to generate innovative concepts and resolve conflicting requirements to achieve balanced design tradeoffs. Concept sketches and study models are used to evaluate concepts and select the most appropriate direction for further development. Prerequisite: IT3382 Design Studio I

IT4412  
Graduate Project Design Development  
3 Quarter Credits (22 Hrs Lecture/22Hrs Lab)  
In this course the selected concept is systematically developed into a final design. All aspects of the design are considered in detail, including aesthetic, functional, marketing, manufacturing, and user interface issues. Detailed mechanical drawings are prepared for all components that are critical to the selected design, including all essential dimensions and tolerances. Prerequisite: IT4411 Graduate Project Concept Development
IT4413
Computer Portfolio
2 Quarter Credits (11 Hrs Lecture/22Hrs Lab)
This course enhances the student’s knowledge of computers in design. Utilizing the computer studio, the student uses computer presentation technology to analyze the best formats for presentations. The student implements several types of computer portfolio presentations. The course addresses how computer technology can be applied to enhance, capture, and refine portfolio work. Prerequisite: IT3383

IT4425
Graduate Presentation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students employ professional practices and oral, written and visual presentation techniques. Students develop effective presentations and create strong visual samples to illustrate knowledge of required skills. A major goal of the course is the development of the graduate project presentation designed to present the student’s project work in a professional and visually attractive style. This course concludes with the public presentation of the graduate project. Prerequisite: Permission of Academic Director/Advisor

IT4450
Light Metal & Jewelry Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Appropriate techniques are used in studio projects with emphasis on traditional skills such as sawing, filing, soldering, and casting. Students gain ability in working with jewelry concepts. Prerequisite: None

IT4451
Lighting Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The design of lighting is studied through the execution of assignments involving the analysis, selection, and specification of a wide variety of fixtures. Designs are created to incorporate the effects and control of light. Studio projects address selection of materials and pertinent code issues. Prerequisite: None

IT4452
Soft Goods Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course the study and operation of industrial equipment and applications is used in the creation of a set of garments or sewn objects. Prerequisite: None

IT4453
Theatrical Effects and Props
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students create masks, props, and support devices for stage, cinematic, and advertising needs. Construction details are prepared to support the designs. Prerequisite: None

INSTRUCTIONAL TECHNOLOGY & DESIGN

INSA103
Instructional Technology Integration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the application of technology in education and training and covers strategies for effective integration of technology into curriculum to meet the needs of the audience or learner. Students focus on the study of learning theories and how they relate to the role of technology in learning. Students learn to integrate software, hardware, and a variety of technologies in instruction. Prerequisite: GWDA101

Applications & Industry
INSA105
Psychology of Learning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students are introduced to the psychological principles of human learning: memory, conceptual processes, motivation, and individual differences. Current psychological and educational models supporting learning goals, retention, and mastery are discussed. Prerequisite: None

INSA115
Learning Theories & Strategies
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students explore the main principles, concepts, research findings, and practical applications of key learning theories. Topics include historical perspectives and contemporary influences relevant to developing technology-based learning environments for diverse learners. Prerequisite: None

INSA125
Foundations of Instructional Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores instructional design history, methods, models, and terminology. Students learn to apply instructional design principles to the development of instruction appropriate to a specific audience. This project-oriented course culminates in a proposal for an instructional product including prototype development and testing methods. Prerequisite: INSA115 Learning Theories & Strategies

INSA202
Curriculum Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the development of skills essential for curriculum design, planning, and implementation. Emphasis is placed on instructional strategies, learning styles, instructional delivery methods, and curriculum assessment. Students analyze, develop, assess, and evaluate existing curriculum with respect to relevant theory, research, and practices. Prerequisite: INSA125 Foundations of Instructional Design

INSA205
Developing Instructional Materials I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course identifies and describes effective instructional materials used for the delivery of curriculum in a variety of educational settings. Students examine the relationship between quality materials and instructional goals and objectives. Students create effective materials designed to facilitate learning using a variety of digital media to achieve instructional goals. Prerequisite: GWDA101 Applications & Industry

INSA207
Evaluation, Assessment & Analysis of Learning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the basic principles of assessment and evaluation of instruction. Students develop conceptual frameworks for authentic learning assessment, and assess and evaluate knowledge and problem solving strategies and tools. Students employ formative and summative evaluations for different learning environments. They learn to determine reliable and informative assessments of student learning outcomes. Prerequisite: INSA212 Advanced Instructional Design
INSA212
Advanced Instructional Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a continuation of principles and practices of instructional design. Students learn to select, design, develop, and manage online and multimedia based instruction to meet the learning needs of specific audiences. Disciplined approaches incorporating learning theories, emerging technologies, and instructional strategies are covered. Prerequisite: INSA125 Foundations of Instructional Design

INSA215
Developing Instructional Materials II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students further explore and create instructional materials used in the delivery of curriculum for a variety of instructional settings. This course uses a variety of digital media and delivery methods to provide engaging and interactive experiences designed to achieve specific goals and objectives. Students focus on interaction design and communicating effectively with specific audiences. Prerequisite: INSA205 Developing Instructional Materials I

INSA217
Interaction Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course compares and evaluates techniques used to keep learners engaged in curriculum delivered through online, hybrid, and on-ground instructional models. Students identify and discuss strategies that address the management of learning environments for diverse learners. Students examine solutions for optimal interaction and leaning outcomes. Prerequisite: INSA105 Psychology of Learning

INSA302
User Experience Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An exploration of user experience design focused on creating user-centered experiences and developing products that demonstrate current industry standards and principles for experience design. Students learn how to create user flow documentation, wireframes for feedback loops, and interface systems for multi-platform delivery. Students explore best practices for user testing techniques. Prerequisite: GWDA202 Interface Design

INSA303
Digital Media Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the process of using various media and technology to communicate messages and tell stories. Students apply the concepts of design, audio, video, motion graphics, and still photography for instructional purposes. Prerequisite: GWDA101 Applications & Industry

INSA305
Foundations of Game-Based Learning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the theory and the design process of creating educational games and explores the social and cultural implications of using educational games. Students learn to apply pedagogical elements into the narrative as well as understand the other key elements such as mechanics, technology, and aesthetics in the game design process. Prerequisite: INSA302 User Experience Design
INSA307
Introduction to Research Methods
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This introductory course to research methods and practices provides students with an overview of research terminology, data collection, data analysis, and ethics. Focus is placed on an introduction to various research designs including experimental, non-experimental, quantitative, and qualitative research methods. Emphasis is placed on research methods and instruments of measurement. Prerequisite: HU110 College English

INSA313
Learning Management Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an overview of learning management systems. Students work in a learning management system to plan, implement, and assess a specific learning process, as well as create and deliver content, monitor user participation, and assess user performance. Prerequisite: GWDA353 Server-Side Scripting

INSA317
Instructional Technology & Design Project Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an examination of the key components of instructional design project management; project needs analysis, implementation, integration, timeline, and cost management of instructional design projects. Students study initial project planning through development, implementation, and reassessment. Prerequisite: INSA313 Learning Management Systems

INSA327
Instructional Technology & Design Capstone I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This capstone course focuses on the application and integration of skills and knowledge learned in courses within the Instructional Technology & Design program to real world situations. Students create a formal capstone project which includes a creative brief, objectives, strategies, and assessments for learning. This course allows students to apply the theories/principles of learning, instructional strategies, learner characteristics, and appropriate technology to extend learning. Prerequisite: INSA317 Instructional Technology & Design Project Management

INSA402
Instructional Technology & Design Capstone II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students develop and evaluate the capstone project prototype designed in Instructional Technology & Design Capstone I. Execute a sessional presentation of the prototype through a panel of faculty and industry professional committee defense, public presentation of the capstone project. Proficiency demonstrated in both core and general education courses through a written, oral, and visual presentation. Prerequisite: INSA327 Instructional Technology & Design Capstone I

INSA406
Internship
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor
INSA409
Portfolio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world by helping them compile a professional portfolio, apply marketing techniques, strategies, and creativity to showcase conceptual abilities and technical competencies in their chosen fields. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on the assessment of marketable skills, designing storyboards, creating professional design layouts, creating interfaces, audio/video elements, resumes, and print materials to support their interactive portfolios. Prerequisite: INSA402 Instructional Technology & Design Capstone II

INSA412
Special Topics in Instructional Technology & Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines emerging concepts and methodologies used in instructional design. Students will research and discuss the potential impact on technological, social, and cultural change. Students will research differences in demands in instructional design by geographic market. Prerequisite: Permission of Academic Director/Advisor

INTERIOR DESIGN

ID1117
Basic Drafting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students are introduced to basic drafting techniques, terminology, and symbology used in design. Course includes the use of equipment, lettering, and orthographic drawing. Prerequisite: None

ID1127
Architectural Drafting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students build on skills learned in Basic Drafting. Students expand their knowledge of drafting methods, terminology, and symbology and will produce detailed architectural drawings. Prerequisite: ID1117 Basic Drafting

ID1129
Introduction to AutoCAD
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the student to the use of AutoCAD software to set up drawings using lines, circles, arcs and other shapes, geometric constructions, layering, and text. Students use display and editing techniques to obtain information about their drawings and work with drawing files. Prerequisites: ID1117 Basic Drafting

ID1139
Intermediate AutoCAD
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction to the process of producing and using a set of contract documents for interior spaces. Content includes formatting and cross-referencing drawings. This course focuses on the creation of 3-D representations of interior and architectural features. Prerequisite: ID1129 Introduction to AutoCAD
ID2215
Perspective & Rendering
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Utilizing skills learned in previous drawing and drafting courses, students visually communicate their design concepts through rendered perspective drawings. Students convert concepts from 2-D drawings such as floor plans and elevations into accurate 3-D perspective renderings. One-point and two-point perspective drawn to scale are covered. Drawings are rendered using a variety of color media. *Prerequisites: FS111 Drawing, Proportion, & Perspective; ID1117 Basic Drafting*

ID2217
Architecture, Interiors & Furniture — 1830 to Present
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the evolution of contemporary furniture, interiors, and architectural design from industrialization (1830) to present. Discussion includes the history of the profession of interior design and contributions of individual designers. *Prerequisite: None*

ID4413
Senior Design — Studio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students or instructor select an area from interior design the students have not yet been exposed to. Students then research and program their senior design projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation and qualitative results. *Prerequisite: Permission of Academic Director/Advisor*

ID4423
Portfolio Preparation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students focus on the preparation and complete of portfolio pieces. They organize them for presentation, and focus on works that reflect and enhance their individual strengths. *Prerequisite: Permission of Academic Director/Advisor*

INTA101
Architectural Drafting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the basic drafting techniques, terminology, and symbols used on drawings, including use of drafting equipment, lettering, plan and elevation construction with an emphasis on proper line weight, quality, and scale. *Prerequisite: None*

INTA102
Introduction to Interior Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course begins the design series by introducing the interior design process including programming, schematics, design development, space planning and alternate design solutions. *Prerequisite: None*

INTA103
CAD I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the principles and operation of computer-aided drafting to produce floor plans, elevations and other components of construction drawings. *Prerequisite: INTA101 Architectural Drafting*
INTA105
Sketching & Ideation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students visually conceptualize design solutions through rapid sketching in this course. Prerequisite: FND120 Perspective Drawing

INTA107
History of Architecture, Interiors & Furniture I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the evolution of architecture, interiors, furniture, and design from the ancient world to the mid 19th Century. The cultural, political, social, and/or economic conditions of the times are included. Prerequisite: None

INTA111
Space Planning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course begins the design series by introducing the interior design process including programming, schematics, design development, space planning and alternate design solutions. Prerequisite: INTA101 Architectural Drafting

INTA112
Design Basics 3D
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the basic elements and principles of three-dimensional design. Students will use traditional and/or digital tools to help them visualize their designs volumetrically and apply 3D design elements to the spatial envelope. Prerequisite: INTA101 Architectural Drafting

INTA122
Textiles
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the nature of man-made and natural materials used to produce textiles for use in interior design. Content includes discussion of fibers, yarn, fabrics, finishes, design methods, construction, and proper application of these materials from technical, environmental, and aesthetic approaches. Prerequisite: None

INTA201
Materials & Specifications
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores materials and finishes utilized in interior applications through lecture, demonstrations, and/or field trips. Various methods of specification and estimation are covered. Students research and assess performance criteria including aesthetics, function, and environmental factors. Prerequisite: INTA122 Textiles

INTA202
Presentation Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores alternate methods of creating and producing interior design presentations. Combining a variety of software, reproduction methods, and digital rendering techniques, students explore ways to manipulate images into a cohesive graphic presentation. Prerequisite: INTA103 CAD I
INTA203
CAD II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will enhance their CAD skills while increasing their speed and problem solving capabilities. Students will gain proficiency in computer-assisted drafting through progressively complex applications. Prerequisite: INTA103 CAD I

INTA207
History of Architecture, Interiors & Furniture II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the development of architecture, interiors, furniture, and design from the Industrial Revolution to the present. The cultural, political, social, and/or economic conditions of the times are included. Assignments provide opportunities to recognize how the styles of the past continue to influence design today. Prerequisite: None

INTA211
Codes & Regulations
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course studies the principles, policies, and practices required by regulatory bodies and jurisdictions having authority over interior construction building, fire codes and ADA regulations as they apply to interior design projects. Prerequisite: None

INTA212
Residential Design I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the design of residential interiors as a problem solving process, with applications to a variety of residential interiors. Areas of study include concept development, human factors, programming and space planning, color, furniture and finish selection as well as concepts of universal design and sustainability. Prerequisite: INTA111 Space Planning

INTA222
Human Factors
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the principles and considerations related to human factors, universal design, anthropometrics, ergonomics and the psychological response of users to interior spaces. Prerequisite: None

INTA232
Lighting Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers a comprehensive study of the various natural and artificial lighting techniques as they apply to interior environments. Prerequisite: INTA111 Space Planning

INTA242
Commercial Design I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is the design and presentation of a commercial project with emphasis on the workplace environment. Prerequisite: INTA111 Space Planning

INTA252
Interior Detailing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students study the materials and fabrication techniques involved in the design and construction of interior details. Prerequisite: INTA203 CAD II
INTA262  
Construction Documents I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces students to the contract document process for interior spaces. *Prerequisite: INTA203 CAD II*

INTA302  
Residential Design II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is the design and presentation of a complex residential project with an emphasis on historic precedent. *Prerequisite: INTA212 Residential Design I*

INTA303  
Digital Modeling I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces students to 3D modeling software as a communication tool. Students produce design solutions volumetrically as part of the design process. *Prerequisite: INTA202 Presentation Techniques*

INTA306  
Professional Practice  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course presents the principles governing the business, legal, and contractual aspects of the interior design profession. *Prerequisite: Permission of Academic Director/Advisor*

INTA312  
Global Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course covers the research and application of global design and the study of different cultures as they relate to design issues and concerns. *Prerequisite: INTA111 Space Planning*

INTA313  
Digital Modeling II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course compliments the skills gained in 3D modeling. Students apply camera and lighting techniques as it applies to interior environments. *Prerequisite: INTA303 Digital Modeling I*

INTA322  
Building & Mechanical Systems  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is a study of the materials, principles and sustainable concepts utilized in basic construction, building, and mechanical systems for interiors. *Prerequisite: INTA211 Codes & Regulations*

INTA332  
Environmental & Sustainable Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course covers the principles and practices of sustainable and environmental design as applied to a design project. *Prerequisite: INTA242 Commercial Design I*
INTA342
Commercial Design II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is the design and presentation of a complex commercial project with emphasis on universal and barrier free design. Prerequisite: INTA242 Commercial Design I

INTA352
Hospitality Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is the design and presentation of team-based hospitality project with emphasis on innovation and creativity. Prerequisite: INTA342 Commercial Design II

INTA362
Special Topics I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course addresses emerging technologies and techniques in the field of Interior Design. The course will also provide an intense examination of issues relevant to the Interior Design industry in a specific geographic region or sector of the Interior Design industry. Prerequisite: INTA302 Residential Design II

INTA402
Senior Studio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students select a subject based on their individual career aspirations and develop a project of a substantial scope. Emphasis is on real-world needs that could be better met through more responsible interior design and architecture. Content includes problem identification, analysis of user needs, observation and information gathering. Ultimately a design program and schematic solution are prepared that will be further developed into a complete design solution in Senior Studio II for an interior environment that will better support the psychological and physiological health, safety and welfare of the public. Prerequisite: Permission of Academic Director/Advisor

INTA406
Internship
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

INTA409
Portfolio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of an interior design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: Completion of prerequisite courses and permission of Academic Director/Advisor
INTA412  
Institutional Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is the design and presentation of an Institutional Project with emphasis on anthropometrics, human factors, and human behavior. Prerequisite: INTA342 Commercial Design II

INTA422  
Senior Studio II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this culminating studio course, students continue the development of a viable solution for the project initiated in Senior Studio I. Skills from the entire program are leveraged into a final portfolio project motivated by environmentally sound, cost-effective and responsible design practices. Prerequisite: INTA402 Senior Studio I

INTA432  
Construction Documents II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course expands upon the concepts examined Construction Documents I. Students produce an advanced set of design drawings to support their Graduate Project. Prerequisite: INTA262 Construction Documents I

MARKETING & ENTERTAINMENT MANAGEMENT

MRKA101  
Survey of Marketing & Entertainment Management  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is designed to introduce the definition, function, process, and scope of event and media management. Key entertainment industries are investigated and entry-level employment opportunities and career paths are examined. Prerequisite: None

MRKA104  
Business Communications  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will explore the strategies and techniques of writing various types of professional quality business communications including letters, memos, proposals and reports. Students will examine methods for organizing ideas, clarifying purpose and communicating appropriately with a target audience. An emphasis will also be placed on the ethical and cultural challenges of international business communications. Prerequisite: HU110 College English

MRKA111  
Office Systems  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is designed to teach the Microsoft Office Suite; specifically Word, Excel, PowerPoint and Outlook. Students will explore building, editing and manipulating documents and business presentations and employ proper file management techniques. Prerequisite: None
MRKA121  
Networking & Client Management  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course prepares students to become effective networkers and communicators in the entertainment industry, as a means to acquire new clients, as well maintain sustainable business relationships. Creative thinking and interpersonal skills will be explored through the stages of client research, outreach and follow-through. Person-to-person and digital methods will be employed to develop a strategy that addresses the needs of the client. Prerequisite: None

MRKA141  
Entertainment Business Accounting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Prerequisite-FADA308 Fundamentals of Business  
This course will examine the nature and purpose of financial principles as they relate to the entertainment industry. Particular emphasis will be placed on the accounting cycle and analyzing year end income statements. Prerequisite: FADA308 Fundamentals of Business

MRKA203  
Project Management  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will introduce the student to the basic concepts of managing projects of different type and scale, which could include leading cross-functional teams and managing vendors, consultants, artists and agents, internal staff, external team members and other key partners. The course will provide students with an appreciation of the role and responsibilities of a project manager and the skills needed to initiate, plan, budget, collaborate with others and successfully lead projects through to completion. Prerequisite: MRKA111 Office Systems

MRKA204  
Scriptwriting for Event Management  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course offers an introduction into scriptwriting for special events. The course will define events and events marketing and the different types of writing that may be required in the successful planning and accomplishment of events. Students will practice different types of writing and scriptwriting for events through example scenarios and a final project. Prerequisite: MRKA104 Business Communications

MRKA205  
Marketing & Promotions in the Entertainment Industry  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is designed to introduce students to the use of marketing and promotional strategies within the entertainment industry. Students will explore the use of integrated marketing communications to be able to promote and market celebrities, television, film, theater and live performances as well as attractions and experiences. Prerequisite: ADVA208 Principles of Marketing Research

MRKA213  
Preproduction  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students are introduced to various preproduction processes, including script analysis, talent auditions and selection, site selection, production scheduling (daily and overall), equipment planning, legal and marketing considerations, costing out a project, creating a budget, and using project management techniques and problem solving. Developing teams and support personnel is also examined in relation to the preproduction process. Prerequisite: MRKA141 Entertainment Business Accounting
MRKA214
Public Relations Writing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will examine the basic forms of persuasive public relations writing to prepare students for the different types of public relations activities that may be required in any industry, from events and media management, the arts and the corporate world to other types of business. Prerequisite: HU110 College English

MRKA223
Producing & Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will provide an examination of the producing practices necessary to translate preproduction plans into production outcomes. An entertainment event simulation will promote the examination and implementation of production business, marketing, advertising, legal, rehearsal, and performance processes and procedures. Prerequisite: MRKA213 Preproduction

MRKA233
Artist Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the role and scope of the Artist Manager, by exploring the research, organization, vision, planning, negotiating and management skills needed. Students will learn how the Manager acts on the Artist’s behalf by maintaining brand image, seeking out professional opportunities, conducting business and contracting with professional partners. Prerequisite: MRKA121 Networking & Client Management

MRKA305
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Business for the Entrepreneur I
In this course, current paradigms of sole proprietorships and other relevant models of entrepreneurship are studied. Students learn the basic principles and concepts of the business, legal, and pricing aspects that are specific to the entertainment manager who assumes the responsibilities and risks of a business. Prerequisite: FADA308 Fundamentals of Business

MRKA306
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Event Management I: Music & Theater
This course explores the skills required to research, plan and produce music and theater special events. Students will investigate career opportunities and key interpersonal skills necessary for music and theater event management. Creative direction and business practices will be applied to partnering the technical and performing aspects of the event, within a given framework. Tools and techniques will be explored for researching, planning, visualizing and budgeting. Prerequisite: MRKA223 Producing & Production

MRKA315
Business for the Entrepreneur II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an advanced practicum focused on writing and presenting a business plan targeted toward investors using established business practices, necessary legal requirements, and strategic marketing concepts and principles. Prerequisite: MRKA305 Business for the Entrepreneur I
MRKA316  
Event Management II: Television & Film  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students will perform as producer to create television and film events that are based on pre-determined parameters for budget and venue. The process of production will be practiced from early meetings and planning through the final shoots. **Prerequisite: MRKA306 Event Management I: Music & Theater**

MRKA326  
Event Management III: Conferences  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students will perform as producer to create a corporate meeting event that is based on pre-determined parameters for budget and venue. The process of production will be practiced from early production meetings and planning through the execution of the meeting. **Prerequisite: MRKA316 Event Management II: Television & Film**

MRKA336  
Internship  
3 Quarter Credits (99 Hrs Internship)  
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. **Prerequisite: Permission of Academic Director/Advisor**

MRKA346  
Marketing & Entertainment Workshop  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students in this workshop course will deal with real clients, who are typically representatives of non-profit organizations. Guided by faculty, students meet with the client to determine expectations and work in a team to plan and produce all necessary facets of an event. **Prerequisite: MRKA223 Producing & Production**

MRKA406  
Senior Project  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will employ cumulative skills to take a large-scale event from proposal through production and create a capstone work that demonstrates end competency outcomes. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor. **Prerequisite: MRKA326 Event Management III: Conferences**

MRKA408  
Advanced Promotions  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will explore advanced methods of promoting a brand and developing media strategies. Client/agency relations as well as ethical considerations will be examined. Students will also evaluate the effectiveness of promotion strategies. **Prerequisite: MRKA205 Marketing & Promotions in the Entertainment Industry**
MRKA409  
Portfolio I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Working with faculty, each student will select representative projects, showcasing work that reflects their personal style. Particular emphasis is placed on identifying professional employment and business goals, as well as related strategies and resources. A self-marketing campaign is developed to include collateral promotional materials and using select media resources. **Prerequisite:** MRKA326 Event Management III: Conferences

MRKA418  
Media Business Practices II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will provide an advanced examination of the laws governing the marketing and entertainment industries. Particular emphasis will be placed on intellectual property rights, copyright infringement, defamation, discrimination, digital and international piracy, contracts and unions. **Prerequisite:** DFVA208 Media Business Practices

MRKA419  
Portfolio II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will guide students through the process of compiling their work into presentation media, integrating the thesis project and business plan. It will also stress the importance of professional development and help students complete their initial job search requirements and business plans and to implement the final phase of their self-marketing plan. **Prerequisite:** MRKA409 Portfolio I

**MEDIA ARTS & ANIMATION**

MA1100  
Business of Animation  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
The course provides a detailed view of the concepts, practices, strategies, legalities, and decisions involved in successfully establishing and operating an animation business. The basic structure of this course guides students in developing a strong working knowledge of animation industry. **Prerequisite:** None

MA1112  
Drawing & Anatomy  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Continuing to develop the basic drawing course, students focus on rendering life forms in space. Emphasis is placed on the basic anatomical structures of human and animal forms. **Prerequisite:** FS101 Fundamentals/ Observational Drawing

MA1122  
Character & Object Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course features the initial development of dramatic/comedic characterizations of animate and inanimate objects for later use in 2-D and 3-D animations. **Prerequisite:** MA1112 Drawing & Anatomy
MA1123
Acting & Movement
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course the introduction of acting as a tool of research through studies of animated movement is covered. Characters’ personality, expression, motivation, body language, and posture are studied through classroom exercises in a variety of media. Prerequisite: MAAA122 Drawing & Anatomy

MA1124
Sculpture for Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course basic principles of design, such as balance, rhythm, contrast, and harmony are taught. Students develop 3-D designs and sculptures from paper, found materials, and clay. 3-D forms, compositions, and aesthetics are discussed. The final focus of the class is character development. Prerequisite: MAAA122 Drawing & Anatomy

MA1131
Conceptual Storytelling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to storytelling and the components of story. The goal is to develop storytelling skills, and an understanding of story form. Prerequisite: FS101 Fundamentals/Observational Drawing

MA1132
Life Drawing & Gesture
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this introductory course on drawing the human figure, students continue developing their drawing skills. The course focuses on an interpretation of the human body, based on major masses organized by gestural line. Line of action, gesture, motion, measurement, and foreshortening are covered in this course. Prerequisite: MA1112 Drawing & Anatomy

MA1133
2-D Animation Principles
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as keyframing, inbetweening, and cycling are addressed. Prerequisite: MA1112 Drawing & Anatomy

MA1134
Principles of 3-D Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Through critical analysis, students apply basic design principles to the solution of visual problems using elements of 3-D design. Students conceptualize 3-D coordinate systems, construct 3-D models, and perform mathematical computations as they apply to geometric construction. Prerequisite: FS122 Image Manipulation or FND135 Image Manipulation

MA2200
Painting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The focus in this course is on mixed media, with additional attention given to the use of traditional paint. Both content and process are explored. Lectures and research assignments on contemporary and master paintings, as well as painting for traditional animation are covered. Problem solving and image creation skills learned here enable computer animation students to more successfully develop 2-D and 3-D animation projects including background painting, 3-D environments, rendering, and lighting. Prerequisites: FND110 Observational Drawing; FND150 Digital Color Theory
MA2202
Storyboarding for Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on applying industry-standard storyboarding and scripting techniques to animation. Contents covered include the various purposes and formats of storyboards, the basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script. Prerequisite: MA1133 2-D Animation Principles

MA2204
3D Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to basic 3D animation techniques. Topics to be covered include hierarchical linking, keyframing, function curves, animated modifiers, basic morphing, animated cameras, and an introduction to character animation. Prerequisite: MA1134 Principles of 3D Modeling or MAAA213 3D Modeling

MA2205
Beginning 3-D Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
By integrating traditional animation concepts into 3-D animation, students are introduced to fundamental 3-D animation techniques such as use of a timeline, motion editing and keyframing as they apply to character performance. Prerequisites: MA1133 2-D Animation Principles; MA1134 Principles of 3-D Modeling

MA2210
Directed Study
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The course matches students with an industry professional who critiques and guides their academic work. Features include instructor presentations of professional work samples and processes. Students develop a deeper understanding of the industry through direct contact with an industry professional. Prerequisite: MA2204 3D Animation

MA2212
3-D Camera Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students learn techniques used in preproduction and production, including cameras, lenses, mounting equipment, framing and composition, and natural and studio lighting. Prerequisite: MA2204 3D Animation or MA2205 Beginning 3-D Animation

MA2213
Digital Ink & Paint
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the computer as an ink and paint tool for animation. Basics of scanning, clean up, ink and paint, and camera moves are explored. Prerequisite: FS122 Image Manipulation

MA2221
Animal Anatomy for Animators
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students enhance their ability to represent life through a more focused study of animal anatomy. This course strengthens observational skills as well as the ability to represent depth through perspective and economy of line. Prerequisite: MA1132 Life Drawing & Gesture
MA2222
Advanced Life Drawing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Continued development of life drawing techniques is at the core of this course. Character development for animation and film production drawings are given special emphasis. As preparation for animation, multiple and varied focal points are explored. Multiple figure studies are combined in perspective. Observation and rendering techniques are refined. Prerequisite: MA1132 Life Drawing & Gesture

MA2223
The Graphic Novel: Web & Print
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the storytelling, drawing, rendering and digital technique involved in graphic novels. Both print and Web formats for graphic novels are investigated. Prerequisite: MA1132 Life Drawing & Gesture

MA2224
Advanced Sculpture for Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues the exploration of 3-D character/modeling using sculpted maquettes. The emphasis is on human/animal anatomy. Prerequisite: MA1133 2-D Animation Principles

MA2225
Stop Motion Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Using a variety of media, students study armatures and building objects for stop motion. Stop motion animation techniques such as cut-out animation, replacement animation, and direct manipulation are explored. A final short animation is achieved. Prerequisites: MA1133 2-D Animation Principles

MA2241
Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the use of titling in theatrical and broadcast graphics. Techniques for design and implementation are covered. Students produce title sequences and montages integrating image manipulation applications and other image processing support. Prerequisite: FS122 Image Manipulation or FND135 Image Manipulation

MA3301
Matte Painting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues the development of digital imaging skills, with an emphasis on advanced techniques in masking, maps, channels, and compositing. Prerequisite: FS122 Image Manipulation

MA3302
Advanced Storyboarding for Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is a class specifically devoted to visual development of scripts for animated products. Students work with existing treatments or create their own. A critical overview of the preproduction process for the animation industry takes place. Research, visualization, art direction, and final presentations are emphasized. Prerequisite: MA2202 Storyboarding for Animation
MA3303
Advanced 2-D Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course using the principles learned in previous 2-D animation courses, students are responsible for organizing the elements required to storyboard, produce, and record an animated short. Prerequisites: MAAA212 2D Animation

MA3304
Advanced Drawing for Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Building on knowledge from preceding drawing courses, students develop their drawing skills in the context of professional media arts and animation applications. This course places emphasis on advanced drawing techniques and strengthening skills through real world observation. Prerequisite: Permission of Academic Director/Advisor

MA3306
Web Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students in this course produce animation within limited delivery constraints. Limitations of image size, formatting, and color depth are explored. Prerequisite: MAAA111 Animation Principles

MA3312
Advanced Lighting & Texture
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students continue to develop lighting and texturing skills. Procedural texturing and lighting are covered. Prerequisite: GA3311 Material & Lighting

MA3316
Compositing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscope, matchmoving, keying, layering, and alpha channel to final animation projects. Prerequisite: Permission of Academic Director/Advisor

MA3322
3-D Visual Effects
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course effects animation takes students through the basics of making special effects. Students use such tools as particles, soft bodies, dynamics, and expressions to create several scenes. Prerequisite: GA3311 Material & Lighting

MA3323
Pre-Production Team
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course exposes students to the preproduction processes used in animation and related industries. The primary component of the course is a thorough review of all pre-production activities and project management. Students participate in production teams and focus on planning of all aspects of an animation production. Prerequisite: Permission of Academic Director/Advisor
MA3324
Character Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an advanced level 3-D animation course that builds on techniques learned in previous modeling and animation courses. Students learn how to apply real-life action sequences to characters. Prerequisite: GA3324 Character Modeling

MA4400
Special Topics for Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics are based upon important artistic or technological trends and developments in media arts and animation. Topics are addressed as they arise. Prerequisite: Permission of Academic Director/Advisor

MA4402
Editing Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students use the features and functions of video editing systems. Students also explore various media available for video input and output. Prerequisite: Permission of Academic Director/Advisor

MA4403
Production Team
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students work in a studio environment and focus on the production and post-production of an animated short. Prerequisite: MA3323 Pre-Production Team

MA4405
Intermediate Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the use of motion graphics as a commercial communication medium and technical compositing tool. Studies include the development of visual concepts, design, and execution of a final presentation(s). Technical skills utilized include advanced compositing techniques, typography, animation, and design. Prerequisite: MA2241 Motion Graphics

MA4414
Studio Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students use advanced media art and animation techniques to create, design, produce and/or edit individual or small group projects. Prerequisite: Permission of Academic Director/Advisor

MA4415
Advanced Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course exposes students to more advanced compositing techniques. The course reinforces motion graphic concepts, techniques, and vocabulary that students have learned in previous classes. More sophisticated tools and techniques are introduced. The course focuses mainly on group-oriented projects. Each student has a vital role in producing a group project involving animation, live action video, editing, and composting for a final portfolio piece. Prerequisite: MA4405 Intermediate Motion Graphics
MA4416  
Intermediate Compositing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course exposes students to the disciplines used in creating and compositing video shot on a blue or green screen. More sophisticated methods are introduced for color correcting and to produce seamless composites. The course reinforces compositing concepts, techniques, and vocabulary that students have learned in previous classes. Each student should produce a final edited project utilizing these skills. Concepts presented include various methods of keying, matte extraction, garbage matting, track mattes, traveling mattes, RGB color space, and color correction. **Prerequisite: MA3316 Compositing**

MA4420  
Caricature  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This class explores strategies and attitudes needed to create recognizable and persona-accurate caricatures for use in various means of storytelling. An emphasis on anatomical manipulation in line with internal gesture studies and sundry design elements are used to achieve a “truth through distortion” for each subject. Portraiture is brought to a more intimate level of communication. **Prerequisite: MA1122 Character & Object Design**

MA4423  
Advanced Character Animation  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students apply techniques learned in previous character modeling and animation courses to create a 10-second animation with a purpose. Topics covered are effective use of camera, multiple characters with interaction for a film or video game sequence, use of low polygon character models, realistic texture mapping of low polygon models, and cycling of animation for video games/film. **Prerequisite: MA3324 Character Animation**

MA4426  
Advanced Compositing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course explores various techniques to create and implement CGI into live action. Emphasis is placed on creating seamless integration of components. **Prerequisite: MA4416 Intermediate Compositing**

MAAA101  
Language of Animation & Film  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students explore fundamentals of animation through a historical survey. This course will consider trends and genres of animated film in a variety of media. **Prerequisite: None**

MAAA102  
Life Drawing & Gesture  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this introductory course on drawing the human figure, students will continue developing their drawing skills. Course will focus on an interpretation of the human body, based on major masses organized by gestural line. Line of action, gesture, motion, measurement, and foreshortening will be covered in this course. **Prerequisite: FND110 Observational Drawing**

MAAA111  
Animation Principles  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will explore and implement the principles of animation through projects that emphasize analyzing real-world movement, adapting that movement for the animation medium, and creating the illusion of life. **Prerequisite: MAAA102 Life Drawing & Gesture**
MAAA112  
Short Format Storytelling  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces students to short format storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard.  
Prerequisite: None

MAAA122  
Drawing & Anatomy  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will continue to develop drawing skills and will focus on basic anatomical structures of human and animal forms.  
Prerequisite: MAAA102 Life Drawing & Gesture

MAAA202  
Character & Object Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course focuses on designing and drawing characters or objects for animation using line to accurately delineate the form. Attention is given to appropriate proportion and form for an animated character or object. Characters and objects are created using various media.  
Prerequisite: MAAA102 Life Drawing & Gesture

MAAA203  
Audio & Editing Techniques  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course, students use the features and functions of video editing and audio systems while employing the language of film. Students also explore various media available for video input and output. Students will learn to capture sound, apply it for audio enhancement, and learn how to produce appropriate audio effects and transitions.  
Prerequisite: FND135 Image Manipulation

MAAA204  
Acting & Movement for Animators  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
The course is an introduction to acting as a tool of research through studies of animated movement. Characters' personality, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media.  
Prerequisite: MAAA101 Language of Animation & Film

MAAA212  
2D Animation  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will apply animation principles to produce a sequence. Emphasis will be placed on timing and performance. Use of various image acquisition techniques, pencil tests, inking, and other 2D animation skills will be explored.  
Prerequisite: MAAA111 Animation Principles

MAAA213  
3D Modeling  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Through critical analysis, the student will apply basic design principles to the solution of visual problems using elements of 3D design. The student will conceptualize 3D coordinate systems, construct 3D models, and apply them to geometric construction.  
Prerequisite: FND135 Image Manipulation, or FND150 Digital Color Theory, or SDVA102 Design for Programmers
MAAA222
Storyboarding & Animatics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on applying industry-standard storyboarding techniques for animation. Topics to be covered include the various purposes, formats, terminology, and concepts used in the creation of storyboards and animatics with audio. Prerequisite: MAAA203 Audio & Editing Techniques

MAAA223
Hard Surface & Organic Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects. Prerequisite: MAAA213 3D Modeling

MAAA232
3D Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to basic 3D animation techniques. Topics to be covered include hierarchical linking, keyframing, function curves, animated modifiers, basic morphing, animated cameras, and an introduction to character animation. Prerequisite: MAAA213 3D Modeling

MAAA233
Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to timeline based compositing for both creative and technical processes. Prerequisite: FND135 Image Manipulation

MAAA242
Character Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students will use advanced modeling techniques to create 3D characters. Students will research and create character models based on anatomy using industry standard techniques. Prerequisite: MAAA213 3D Modeling

MAAA243
Material & Lighting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this class students will be introduced to materials, textures and lighting strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real world surfaces and textures. Prerequisite: MAAA213 3D Modeling

MAAA252
Background, Design & Layout
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture and lighting. Students will utilize foreground, mid-ground, and background design elements. Prerequisite: FND135 Image Manipulation

MAAA302
3D Character Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an advanced level 3D animation course building on techniques learned from previous modeling and animation courses. Students will learn how to apply real life action sequences to characters. Prerequisite: MAAA242 Character Modeling
MAAA303
3D Character Rigging
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the fundamentals of character setup. The character rig will be tested by animation assignments. During the course each student will create, set up and test a character model. *Prerequisite: MAAA242 Character Modeling*

MAAA309
Portfolio Pre-Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. *Prerequisite: Permission of Academic Director/Advisor*

MAAA312
Animation Studio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will use advanced animation techniques to create, design, produce and edit a fully realized concept. *Prerequisite: MAAA302 3D Character Animation*

MAAA313
Advanced Lighting & Texturing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this class students will continue their exploration of and expand on their knowledge of materials, textures, lighting and rendering strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real world surfaces and textures. *Prerequisite: MAAA223 Hard Surface & Organic Modeling or GA3311 Material & Lighting*

MAAA323
Emerging Technology for Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines delivery methods of animation for various platforms. Students explore the capabilities and limitations of delivery systems and distribution methods. Assets will be generated and delivered based on given technical requirements for mobile and other platforms. *Prerequisite: MAAA232 3D Animation*

MAAA333
Dynamics & Simulation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course takes students through the process of making visual effects through the creation and control of dynamic simulations. Students will emulate properties of real world phenomena. *Prerequisite: MAAA232 3D Animation*
MAAA343  
Pre-Production Team  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will expose students to the pre-production processes used in animation and related industries. The primary components of the course will be a thorough review of all pre-production activities and project management. Students will participate in production teams and will focus on planning of all aspects of an animation production. Prerequisite: Permission of Academic Director/Advisor

MAAA353  
Technical Visualization  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students will create detailed visualizations of engineered objects and spaces. Students also learn to illustrate physical effects of lighting, textures, and movement for animation and visualizations. Prerequisite: MAAA223 Hard Surface & Organic Modeling

MAAA363  
Advanced Illustration for Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will refine their illustration techniques through an advanced study of illustration media while solving design problems related to a variety of print and online venues. Personal style will be emphasized while students create an illustration portfolio using appropriate rendering techniques as well as typography. Deadlines and professional presentation will be stressed throughout the course. Prerequisite: FND135 Image Manipulation

MAAA402  
Special Topics  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course addresses emerging technologies and techniques in the field of Media Arts. The course will also provide an intense examination of issues relevant to the Media Arts industry in a specific geographic region or sector of the Media Arts industry (Animation, Rigging, 3D Modeling, etc.). Prerequisite: MAAA309 Portfolio Pre-Production

MAAA403  
Production Team  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students will work in a studio environment and will focus on the production and post-production of an animated short. Prerequisite: MAAA343 Pre-Production Team

MAAA406  
Internship  
3 Quarter Credits (99 Hrs Internship)  
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor
MAAA409
Portfolio Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas such as conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: MAAA309 Portfolio Pre-Production

MAAA419
Portfolio Presentation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this class students complete the portfolio process. Students assemble portfolios, web sites, resumes, marketing and self-promotion materials into a comprehensive presentation. Students participate in a thesis exhibition. Prerequisite: MAAA409 Portfolio Production

PROFESSIONAL WRITING FOR CREATIVE ARTS

PRWA101
Principles of Rhetoric
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the concepts and purposes of why we write, introducing a historic overview, spanning from classical to contemporary rhetoric, and applying common principles of rhetoric. Students engage in the creation of rhetorical practices specific to oral, print, and electronic/digital technologies and explore rhetoric as both a productive and interpretive art, including the concept of visual rhetoric. Prerequisite: None

PRWA102
Journalism
4 Quarter Credits (22 Hrs Lecture/44 Hrs Lab)
This course provides students with a foundation in the skills and concepts of journalism, including reporting, writing, editing, design, and ethics for print and electronic media. Students focus on the philosophy of ethical journalism and its function in society. Students build teamwork, writing and analytical skills while gaining a greater understanding of the structural and business aspects of journalism. In addition, students will continue to hone their language skills, focusing on grammatical nuances relevant to journalists. Prerequisite: HU110 College English

PRWA103
Foundations of Professional Writing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines characteristics and genres of professional and technical writing through workplace models. Students develop clear, persuasive documents by employing successful rhetorical strategies and building knowledge of English grammar and usage. This course formulates writing tasks as informational design and presentation, and also addresses basic computer skills, problem-solving skills, and editing skills. Prerequisite: PRWA101 Principles of Rhetoric
PRWA104
Marketing Communications
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This introductory course on marketing communication provides an overview and application of marketing communication principles and strategies. Learners acquire a wide variety of writing skills to effectively communicate across traditional and new media platforms. This course focuses on key concepts and useful frameworks for creating and managing an integrated marketing communication plan. **Prerequisite:** ADVA201 Fundamentals of Marketing

PRWA107
Myth & Symbol
4 Quarter Credits (22 Hrs Lecture/44 Hrs Lab)
Through reading and discussion of the myths and symbols of ancient, preindustrial, and contemporary societies, students focus on diverse systems for organizing human experience. The course works within an interdisciplinary framework drawing from anthropology, psychology, literature, and religion as questions of origins and the hero unfold. Students explore the mythological patterns at work in modern society and artwork. **Prerequisite:** HU110 College English

PRWA111
Introduction to Literary Studies
4 Quarter Credits (22 Hrs Lecture/44 Hrs Lab)
In this course students explore the basic elements of fiction, poetry, and drama. Emphasis is on reading literature to perceive the techniques used in each genre, to understand the basic theoretical approaches to literature, to acquire the vocabulary associated with literary criticism, and to analyze and evaluate literature. **Prerequisite:** None

PRWA121
Creative Writing
4 Quarter Credits (22 Hrs Lecture/44 Hrs Lab)
Students critically address works of fiction, including poetry and the short story form, both formally and aesthetically, as well as create their own original works using a variety of formats. Emphasis is placed on developing an understanding of narrative components, structure, and complexity. Students synthesize the critical thinking skills and writing response skills developed in College English. Discussion, interpretation, and both creative and critical written responses are emphasized in this student-based course. **Prerequisite:** HU110 College English

PRWA202
The Language of Business
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an overview of the appropriate language of business communications. Students learn best practices for conducting negotiations, and for writing professional reports, emails and letters with a focus on specific rhetorical situations. Students develop critical thinking and problem solving skills through the consideration of various real life business situation scenarios. **Prerequisite:** PRWA103 Foundations of Professional Writing

PRWA203
Introduction to Copyediting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This introductory course focuses on the process and techniques of professional copyediting. Students are introduced to the role of the Copy Editor, as well as the skills and knowledge of the practices, techniques and various technologies used during the editing process. **Prerequisite:** PRWA103 Foundations of Professional Writing
PRWA212
Story Writing
4 Quarter Credits (22 Hrs Lecture/44 Hrs Lab)
Students explore the role of author and audience in the development of narrative and character. Narrative issues such as theme, character, conflict, imagery, and story arc are explored through reading, analysis, and writing of short stories. Students cultivate their own storytelling voice. **Prerequisite:** HU110 College English

PRWA213
Content Management for Web Media
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This advanced course focuses on writing for web-based media outlets and how to use content management systems for organizing, managing, and sharing content. Students learn how to establish a web presence through an author platform using platforms and social media for advertisements, building readership, and becoming part of web communities. **Prerequisite:** GWDA133 Fundamentals of Web Design

PRWA222
Lifestyle Writing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to multiple topics and approaches to lifestyle and feature writing for various media platforms. Students develop further understanding of structure, story, narrative, and general interest. They apply methods of interviewing, observation, and research skills necessary to successful feature writing. **Prerequisite:** HU110 College English

PRWA302
The Editorial Process
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The course covers the process of editing from typescript through final proof. Students focus on the skills and knowledge of the practices, techniques and various technologies required of the professional editor to prepare and arrange manuscripts for publication. Students work independently and collaboratively as an editor in response to project demands. **Prerequisite:** PRWA203 Introduction to Copyediting

PRWA303
The Publication Process
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students design and produce a publication. Strategies of promotion and distribution will be introduced. Students examine publishing in the context of 21st century technologies, including publication software and e-publishing. **Prerequisite:** PRWA302 The Editorial Process

PRWA304
Communication in the Global Marketplace
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students adopt a multi-dimensional view on the similarities and differences in the way people from different cultures think, act, and communicate. This course introduces theories of differences in belief, cultural practices, values, and ethics. Emphasize audience, purpose, and tone in communication between politically, culturally, and ethnically diverse people. **Prerequisite:** PRWA103 Foundations of Professional Writing
PRWA305
Senior Thesis: Concept & Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Develop a concept and initial strategy for a professional creative manuscript of literary merit under the
guidance and mentorship of a faculty member. This class will function primarily as a think tank dedicated
to defining, examining, discussing, and furthering the ideas presented, culminating in a thesis proposal
that must be approved by thesis committee. Prerequisite: Permission of Academic Director/Advisor

PRWA307
Ethics in Professional Writing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students examine professional writing through ethical and practical perspectives. They
assess the responsibilities of rhetoric and analyze how technology influences reading, writing, and the
formation of writing communities through applied rhetoric. Students also evaluate social and ethical
issues facing technical and professional writers and create sponsors of literacy. Prerequisite: PRWA102
Journalism

PRWA312
Creative Nonfiction Writing
4 Quarter Credits (22 Hrs Lecture/44 Hrs Lab)
This course introduces the practices and craft of creative writing, focusing on nonfiction. Emphasis on
translating personal experience into effective nonfiction prose, analysis of nonfiction works across broad
spectrum for content and form, and ethical considerations that emerge when writing from “real” life.
Prerequisite: HU110 College English

PRWA322
Grant & Proposal Writing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course concentrates on comprehensive formal documents, specifically proposals, grants, and
reports, found in a variety of organizations. Students explore the synthesis of business, education,
government and non-profit organizations. Prerequisite: PRWA103 Foundations of Professional Writing

PRWA402
Writing for Health, Science & Technology
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to the art of writing feature stories for various media, focusing on contemporary
issues of and interests in health, science, and technology. Students employ both traditional and new
media forms of communicating scientific knowledge. Prerequisite: PRWA222 Lifestyle Writing

PRWA403
Senior Thesis: Content Creation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will create a draft manuscript of literary merit under the guidance and mentorship of a faculty
member. The thesis will develop from a proposal and reading list and include an artist statement. A draft
will be reviewed and discussed in preparation for Senior Thesis: Revision & Defense. Prerequisite:
PRWA305 Senior Thesis: Concept & Development
PRWA406
Internship
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

PRWA408
The Writers Marketplace
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the challenges and various approaches to developing and maintaining a professional writing life in a range of contexts. Students explore publishing opportunities and venues, how to pitch work to editors and agents, and preparing manuscripts for publishing. Prerequisite: PRWA305 Senior Thesis: Concept & Development

PRWA409
Portfolio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for entry-level employment within the industry by assisting them with the development and presentation of a writing portfolio that reflects the stated exit competencies. Students demonstrate an advanced skill-set in areas as process, conceptual thinking, design, editing, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis is placed on identifying short-term and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: PRWA403 Senior Thesis: Content Creation

PRWA413
Senior Thesis: Revision & Defense
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students revise their manuscript project drafted in Senior Thesis: Content Creation that culminates in a committee defense, public reading, and/or other form of display. Prerequisite: PRWA403 Senior Thesis: Content Creation

SET & EXHIBIT DESIGN

SD1101
Set Design from Concept to Wrap I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course introduces the student to the basic concepts, through theory and practice, of scene design in theatre, film, and other fine arts and entertainment media. Students will learn how to analyze scripts for proper scenery, how to conceptualize designs that will translate into actual sets, and develop visual thinking within the creative process. Prerequisites: SD1122 History of Theater & Film Set Design I; SD1233 Fabrication Techniques I

SD1122
History of Theater & Film Set Design I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This survey course is devised to introduce students to the production methods, dramatic theory and conventions, and scenic design of various performance media from the beginning of the classical Greek period to the popularization of the motion picture. Prerequisite: None
SD1233
Fabrication Techniques I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This is an introductory course in which students are taught the fundamental skills of hand and power tool operation and applications. Various projects are assigned along with written and practical tests to verify student’s course competency. Prerequisite: ID1117 Basic Drafting

SD2111
Graphic Design & Typography for Exhibition Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students will learn the principles of layout for creating effective visual signage and explore the unique problems, technique, theory and approaches of signage in film, theatre, and other forms of mediated exhibition. Students will be introduced to the design applications for building signage. Prerequisites: FS122 Image Manipulation; GD1134 Digital Illustration

SD2201
Scene Painting Techniques
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students will be introduced to and explore various techniques in scene painting to create different textural and content simulations for scene production. Prerequisites: None

SD2205
Set Design from Concept to Wrap II
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course further develops student skills in the set design process from inception to performance, script analysis, visual arts analysis, research skills, and the application of principles and elements of design. Students will create stage setting through language, color, and architectural analysis. Prerequisite: ID1129 Introduction to AutoCAD; SD2221 Fabrication Techniques II

SD2221
Fabrication Techniques II
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An applied course in which students further develop skills in hand and power tool operation in the application of fabricating objects and set design. Students will also be introduced to the current practices, materials, and advanced construction techniques of scenery technology in theatre, television, film and exhibition. Prerequisite: SD1233 Fabrication Techniques I

SD2227
Sketch Techniques for Set & Exhibit Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will develop students’ skills in quick sketch techniques needed to quickly communicate graphic information. Students will learn how to graphically communicate ideas to clients and record visual impressions of existing objects and environments to utilize in future design projects. A variety of media will be utilized. Prerequisite: ID2215 Perspective & Rendering

SD2230
History of Theatre & Film Set Design II
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is devised to have students investigate the production methods, dramatic theory and conventions, and scene design of various performance media since the popularization of the motion picture, and how it has influenced all entertainment design in the 20th and 21st centuries. Prerequisite: None
SD2233
Furniture Making I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is a hands-on introduction to basic furniture making. Projects intended for functional and temporal human use specific to theatre, film, television and exhibition production will be explored. 
Prerequisite: SD1233 Fabrication Techniques I

SD3111
Lighting Design for Television, Film, Stage & Public Venues
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is designed to develop an understanding of the basic concepts and principles of light design for television, film, stage and public venues through demonstration and practice of learned manual and programmed lighting techniques for various types of set and location productions. Emphasis will be placed on striking a balance between the technologies of lighting and well developed conceptual aesthetics. Prerequisite: SD3221 Lighting Practical

SD3115
Production Studio I: Historical Scene Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This class explores the design for a historical setting. Students will research a historical period while making the transition from thinking conceptually to fully developing a detailed set design. Course content centers on interrelationships of the elements of the three-dimensional aspects of space such as scale, proportion, and volume. Students will apply their historical research to detailing materials, furnishings, finishes and accessory props. Budget, prop houses, outside sourcing, and location use will be covered. Discussions include physical and psychological needs unique to the realization of a historical setting. Prerequisite: By Permission of Academic Director/Advisor

SD3220
Applied Scene Painting
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is intended to expound upon the basic functions, aesthetics, and methods of scenery in its context of planning and painting. Students will further explore techniques in scene painting for drops, scenery units and floor treatment for a variety of spaces. Prerequisite: SD2201 Scene Painting Techniques

SD3221
Lighting Practical
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is an introduction to the tools and technical processes of lighting design through practical application. Through demonstration and hands-on experience, students are prepared with an understanding of the craft essentials for the lighting designer. Prerequisite: SD2221 Fabrication Techniques II

SD3225
Fabrication Techniques III: Detailed Object Fabrication
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Detailed Object Fabrication provides the foundation that gives students the capability to represent their concepts three-dimensionally. The course includes applied development in their fabrication skills and techniques necessary to produce effective objects and reproductions. Prerequisite: SD2221 Fabrication Techniques II
SD3230
Business & Budget Breakdown
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course students will learn the skills of the business of managing the set design element of productions. Detailed budget analysis and planning will be addressed. Prerequisite: SD2205 Set Design from Concept to Wrap II

SD3235
Furniture Making II
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students will engage in advanced projects for functional and temporal human use specific to theatre, film, television & exhibition production, along with addressing common problems in furniture building for the entertainment industry. Prerequisite: SD1233 Fabrication Techniques I

SD3320
Computer 3-D Modeling for Set & Exhibit Design
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
Through critical analysis, the student will apply basic design principles to the solution of problems using elements of 3-D design. The student will conceptualize 3-D coordinate systems, and construct 3-D models of interior spaces utilizing 3-D Studio Vis. Prerequisite: GD1134 Digital Illustration

SD3325
Production Studio II: Contemporary Scene Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This class explores the designing for a contemporary setting. Students will research current trends in contemporary set design while making the transition from thinking conceptually to fully developing a detailed set design. Course content centers on interrelationships of the elements of the three-dimensional aspects of space such as scale, proportion, and volume. Students will apply their research to detailing materials, furnishings, finishes and accessory props. Budget, prop houses, outside sourcing, and location use will be covered. Discussions include physical and psychological needs unique to the realization of a historical setting. Prerequisite: By Permission of Academic Director/Advisor

SD3356
Digital Matte Painting for the Entertainment Industry
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
In this course students will learn the skills of creating fully detailed digital matte paintings. Prerequisite: FS122 Image Manipulation

SD3358
Set Decoration
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
In this course students will learn about the business, concept development and implementation of Set Decoration. The position of Set Decorator will be explored as a professional career option. Prerequisites: SD2205 Set Design from Concept to Wrap II; SD3225 Fabrication Techniques III: Detailed Object Fabrication

SD3375
Advanced Design for Events & Exhibitions
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Design work is developed for commercial entertainment and exhibition projects using structural systems that reflect portability and human use. Concepts, working drawings and presentation models show attention to the particular needs of each event. Prerequisites: SD3111 Lighting Design for Television, Film, Stage & Public Venues; SD3320 Computer 3D Modeling for Set & Exhibit Design
SD3377
Senior Project
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students select an area to research and complete designs for a thesis level portfolio project. Using the selected concept development, students develop and prepare a comprehensive project incorporating and depicting the skills and technical knowledge acquired throughout the program. Additionally, students prepare, present and defend a suitable project for a professional presentation. Prerequisite: By Permission of Academic Director/Advisor

SD4333
Senior Special Topics
2 Quarter Credits (11 hrs Lecture/22 hrs Lab)
This course will address specific topics in set design utilizing industry specialists. Topics may vary in each class offering depending on specialized industry professionals available, local market and interest. Special topics may include: Advanced Scene Painting, Applied Techniques in Sound Design, Digital Film Production, Sculpture, Multi-Media Installations, etc. Prerequisite: By Permission of Academic Director/Advisor

SD4350
Art Direction & Styling
3 Quarter Credits (22 Hrs Lecture/22 hrs Lab)
This course offers an understanding of how a set designer coordinates with art direction and develops a set for an exhibitive photo shoot. Prerequisite: By Permission of Academic Director/Advisor

SD4425
Production Studio III: Fantasy Set Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This class explores designing for a fantasy setting. Students will research current trends in fantasy set design while making the transition from thinking conceptually to fully developing a detailed set design. Course content centers on interrelationships of the elements of the three-dimensional aspects of space such as scale, proportion, and volume. Students will apply their research to detailing materials, furnishings, finishes and accessory props. Budget, prop houses, outside sourcing, and location use will be covered. Discussions include physical and psychological needs unique to the realization of a historical setting. Prerequisite: By Permission of Academic Director/Advisor

SOFTWARE DEVELOPMENT FOR CREATIVE TECHNOLOGIES

SDVA101
Survey of Software Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn the fundamental architecture of computers and of the Internet, and will learn to identify the basic components and logical flow of a software program. Students will be exposed to several of the most commonly used software languages, and will be able to distinguish between them and discuss their relative merits. Students will learn to distinguish decimal, binary, and hexadecimal forms of numbers, and to convert between decimal and binary forms. Students will learn to recognize and differentiate basic procedural and object-oriented pseudo-code. Prerequisite: None

SDVA102
Design for Programmers
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an introduction to basic design concepts and theories, with a particular focus on usability and the importance of programmers and designers working together to create the best experience for users. Prerequisite: None
SDVA103  
C++ Programming I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces the student to C++ programming concepts. Students will use the concepts of program specification and design, algorithm development, coding and testing using a modern software development environment. Topics covered include fundamentals of algorithms, flowcharts, problem solving, programming concepts, control structures, arrays, and strings. **Prerequisite: None**

SDVA202  
Software Design & User Interface I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course explores the application of computer programming language(s) to the development of computer software with an emphasis on internet software user interfaces. **Prerequisite: GWDA273 Intermediate Web Design**

SDVA203  
C++ Programming II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is designed to teach students programming language and intermediate programming concepts with examples and applications using the C++ language. Students will also study key concepts related to computer programming for scientific and game applications. **Prerequisite: SDVA103 C++ Programming I**

SDVA212  
Software Design & User Interface II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will explore the application of computer programming language(s) to the development of computer software with an emphasis on desktop software user interfaces. **Prerequisite: SDVA202 Software Design & User Interface I**

SDVA213  
C++ Programming III  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course explores the concepts and principles of writing object-oriented programs. The course will also cover the application of Windows programming techniques, including designing graphical user interface (GUI). **Prerequisite: SDVA203 C++ Programming II**

SDVA223  
Databases I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Databases are an essential component in every information system regardless of the field or business you are in. This course presents the fundamental concepts of database design and use. It provides a study of data models, data description languages, and query facilities including relational algebra and SQL, data normalization, transactions and their properties, physical data organization and indexing, security issues and object databases. **Prerequisite: GWDA123 Programming Logic**

SDVA233  
Databases II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
The landscape of Database Management Systems (DBMSs) has expanded to include SQL, NoSQL and NewSQL systems. The "one size fits all" mentality of big vendors is no longer appropriate. This course will introduce a few broad classes of these non-standard database systems, which includes Parallel systems (for OLTP), Cloud-based systems, and the so-called "NoSQL" systems (for web applications). **Prerequisite: SDVA223 Databases I**
SDVA243  
Secondary Languages I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will explore the essential concepts and techniques of object-oriented programming with Java and/or C#. **Prerequisite: SDVA203 C++ Programming II**

SDVA303  
Team Management & Software Lifecycle  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces software development as a professional practice that includes a body of knowledge that exceeds programming alone. Topics include SDLC, methodologies, patterns, testing, requirements gathering and effective communication. **Prerequisite: SDVA203 C++ Programming II**

SDVA306  
Team Production I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students will assume a specific role on the production team and, acting in a professional capacity, ensure that a software development project is completed by deadline. Teams of students will conceptualize and begin to create and refine a professional quality computer application to be completed in Team Production II. **Prerequisite: SDVA303 Team Management & Software Lifecycle**

SDVA313  
Mobile Device Programming I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course focuses on developing apps for mobile devices with an emphasis on hybrid development technologies. **Prerequisite: GWDA243 Object-Oriented Scripting**

SDVA316  
Team Production II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students will continue their role on the production team to complete the professional quality computer application started in Team Production I. **Prerequisite: SDVA306 Team Production**

SDVA323  
Computer Networking I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will examine computer network programming utilizing C++ and text network communications. **Prerequisite: SDVA213 C++ Programming III**

SDVA333  
Secondary Languages II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Intermediate and advanced object-oriented programming with Java and/or C#. **Prerequisite: SDVA243 Secondary Languages I**

SDVA343  
Mobile Device Programming II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course focuses on developing apps for mobile devices with an emphasis on native development technologies. **Prerequisite: SDVA333 Secondary Languages II**
SDVA353
Computer Networking II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will examine computer network programming utilizing C++ and binary network communications. Prerequisite: SDVA323 Computer Networking I

SDVA363
E-Commerce
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will introduce the concepts and principles of electronic commerce, security in E-commerce transactions, Internet technologies and tools for implementing E-commerce applications; and implement some basic secure E-commerce applications to gain hands on experience. Prerequisite: GWDA283 Advanced Web Design

SDVA373
Software Instrumentation & Analysis
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition from student programmer to professional programmer. The course will cover several methods and tools that will enable them to produce “production-aware” code. A subset of the most commonly used revision control systems will be discussed, and students will be able to explain the relative merits of each and demonstrate proficiency in one of these by the end of the term. Commonly-employed instrumentation and analysis techniques – debugging, tracing, exception handling, performance monitoring, and data logging – will be covered, and students will learn to employ these techniques in a professional setting. Prerequisite: SDVA303 Team Management & Software Lifecycle

SDVA383
Alternative Languages I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on creating server-side components for web applications. The course will explore the web server infrastructure and enable students to create functional web applications with data-driven components. Prerequisite: GWDA283 Advanced Web Design

SDVA393
Operating Systems & File Systems Programming
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an introductory course on the fundamental principles of modern operating systems. Specifically, this course will cover core concepts such as systems programming, design issues in process, memory, and file system management, networking, system administration and security. This course also serves as an introduction to the most common operating systems running on servers and workstations (MS Windows a UNIX). Prerequisite: SDVA323 Computer Networking I

SDVA403
Game Engine Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will enable students to leverage their existing programming knowledge to create an original game, utilizing a game engine. The course will cover several methods and techniques that will enable students to produce a distribution-ready game. The anatomy of common game engines will be discussed, and the student will utilize one game engine (chosen by instructor) to produce a game (for PC, Mac, or mobile) for their final project. Prerequisite: SDVA333 Secondary Languages II
SDVA406
Internship
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

SDVA409
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. Students will demonstrate their conceptual, design and technical skills as they assemble and refine their assets. Working individually with an instructor, each student will select representative work that reflects their unique style and abilities. Emphasis is also placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: SDVA316 Team Production II

SDVA413
Alternative Languages II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on developing advanced web-based applications using server-side components, with a particular focus on security, performance and scalability. Prerequisite: SDVA383 Alternative Languages I

SDVA419
Portfolio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues to prepare students for the transition to the professional world. Working individually with an instructor, each student will continue to refine their selected assets to reflect their unique style. Students will also continue to enhance their web presence and professional resources. Prerequisite: SDVA409 Portfolio I

SDVA423
Artificial Intelligence
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the techniques of artificial intelligence, including problems and problem spaces, heuristic search techniques, knowledge representation, game theory and probabilistic reasoning. Prerequisite: SDVA403 Game Engine Scripting

VISUAL & GAME PROGRAMMING

VG1151
Introduction to Flash for Games Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the tools and techniques required to animate all non-character elements in a scene. This includes mechanical systems, natural phenomena, and effects. Prerequisite: None

VG2210
Programming Project
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an opportunity for students to work together as a team to create a large-scale programming project. Students choose an appropriate programming language and apply their skills to solving a problem in game and animation. Students develop a process to debug and test the project to
prepare it for production, as well as creating user documentation. *Prerequisite: VGPA303 Programming for Computer Graphics*

**VG3310**

Technical Rigging

3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

This course addresses the technical areas of character setup and rigging. Scripts and expressions are used to create custom setups of models for use in animation. Multi-layered rigging systems will also be addressed. *Prerequisite: VG3323 3-D Scripting*

**VG3315**

Programming for Shading II (Equivalent to GP3315 Programming for Shading II)

3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

This course teaches advanced shading and rendering technical concepts. The course builds upon the foundation of programming for shading; students continue to develop a technical knowledge of shading and rendering as applicable with Pixar’s Renderman toolset, or like package, Renderman’s RIB interface and in-depth SL shading language programming in conjunction with the practice of high level applications (MtoR, SLIM). By the end of the course, students should not only be proficient users of the software but also capable of extending the capabilities of the toolset with the programming of custom shader templates. *Prerequisite: GP2215 Programming for Shading I, or VGPA313 Programming for Shading I*

**VG3320**

Advanced Data Structures & Algorithms

3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

In graphical and game programming applications, specialized data structures and algorithms are often necessary to achieve certain goals. This course teaches a number of specialized methods created for visual and game programming applications, like quad trees, BSP trees, and Convex trees. *Prerequisite: VG2221 Design Patterns & Data Structures*

**VG3325**

Systems Planning & Management

3 Quarter Credits (33 Hrs Lecture)

This course covers the thinking behind planning and creating new game systems and filling out the specifics of the design so that implementation is the challenge, not on the fly planning. This course uses several examples of designs that students will need to revamp, manage, and ultimately implement.

*Prerequisite: None*

**VG3332**

Interface Design for Games

3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)

This course is an introduction to the pre-planning aspects of the design process. Students formulate design projects specifically for delivery media such as video game consoles, mobile devices, and PC CDROM/DVD. Parameters relating to color, resolution, access speed, key choice/layout and composition mediate the design process. Students explore principles of interactive design appropriate for the game type and/or target audience. *Prerequisite: GA3312 Level Design or GADA212 Level Design*

**VG3337**

Modeling & Optimization

3 Quarter Credits (33 Hrs Lecture)

This course covers topics in modeling and optimizing that have wide application in game-related fields. With the concept of functions and their properties as the foundation, students study concepts from Lagrange Multipliers, Eigenvalues, Euler Method, and Stochastic models. *Prerequisite: MS111 College Algebra*
VG4400
Special Topics in Visual & Game Programming I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics are based upon important artistic or technological trends and developments in visual and game programming. Topics are addressed as they arise. Prerequisite: Permission of Academic Director/Advisor

VG4411
Special Topics in Visual & Game Programming II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics are based upon important technological trends and developments in the area of visual & game programming. Topics are addressed as they arise. Prerequisite: Permission of Academic Director/Advisor

VGPA107
Discrete Mathematics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course teaches discrete math and applications in game programming. It covers the following major topics: set theory, induction, functions, counting and probability, and graphs. The objectives are to clear understanding these concepts and apply them in algorithm designs and game problem solving. Prerequisite: MS111 College Algebra or MS114 Traditional Geometry

VGPA111
Introduction to Programming Logic
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will introduce the logic of computer programming and also explore concepts in college algebra. Introductory concepts, structure, decision-making, looping, array manipulation, calling methods, and an introduction to object-oriented programming will be explored. Prerequisite: None

VGPA117
Geometry for Computer Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Focused on geometrical concepts and operations as related to computer graphics, this course covers mathematical representations of position, motion, and shape, matrices and matrix operations, calculation of perspective and projective transformations, and methods to model curves and surfaces. Principles of differential and integral calculus will also be addressed. Prerequisite: VGPA107 Discrete Mathematics

VGPA203
Design Patterns & Data Structures
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Organizing, storing, and efficiently accessing large amounts of data are integral to software applications. It is important to keep the software source code manageable as the projects increase in size and power. In this course, students learn the fundamental toolset for software structure as they build simple programs and more complicated applications. Prerequisite: SDVA213 C++ Programming III

VGPA205
Software Development for Games
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn programming skills associated with a professional game engine to design and create applications or games on the engine. Prerequisite: SDVA203 C++ Programming II
VGPA207
Continuous Mathematics for Applications
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers topics in real analysis that have wide application in game-related fields. With the concept of functions and their properties as the foundation, students study concepts from trigonometry, differential and integral calculus, and analytic geometry and how to apply them. Objectives are a clear understanding of the principles and facility with the calculations, rather than mathematical rigor. Prerequisite: VGPA107 Discrete Mathematics

VGPA213
3D Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Scripting allows 3D artists to automate tedious tasks and create effects that would be otherwise time-consuming. This course introduces students to scripting in a 3-D package. Students explore the powerful and diverse capabilities of 3D scripting. Prerequisite: SDVA213 C++ Programming III

VGPA215
Artificial Intelligence in Game Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will enable students to employ ways to design and create autonomous agents in games by incorporating Artificial Intelligence (A.I.) elements. Prerequisite: VGPA203 Design Patterns & Data Structures

VGPA223
Physics of Motion, Light & Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an applied physics course that focuses on the concepts and laws of physics as applied to game design, game engines and frameworks. Students learn to recognize the principles of physics in game design and how they work within game engines and frameworks. Prerequisite: VGPA207 Continuous Mathematics for Applications

VGPA302
Networked Multiplayer Game Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Rapid development of Internet technologies allow more and more complex games to be played over the net. This course addresses the design and creation of multi-player networked games and provides an opportunity for students to develop a multiplayer game that can be played over the net. Prerequisite: VGPA305 Advanced Software Development for Games

VGPA303
Programming for Computer Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will enable the student to apply programming features for creating models, animation and rendering in 3-D animation or game work. Prerequisite: VGPA203 Data Patterns & Data Structures

VGPA305
Advanced Software Development for Games
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students learn to develop scripts, software and plug-ins used for game development and other areas of the development pipeline. This software is created to supplement the game development cycle, increase productivity, as well as help other parts of the development pipeline such as animation and automation. Students will also learn more about the asset pipeline for video games and where automation will be critical for development. Prerequisite: VGPA205 Software Development for Games
VGPA313
Programming for Shading
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Shading creates and enhances the visual surfaces and effects of a model, character, and/or environments in animation and games. This course enables the student to apply programming features to create effects of shading in a 3D animation or game work. Prerequisite: VGPA203 Design Patterns & Data Structures

VGPA406
Internship
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

VIDEO PRODUCTION

VP1101
Fundamentals of Video Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the technical terminology, equipment, and techniques of video production. Prerequisite: None

VP1102
Fundamentals of Editing 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the basics of media language and the technical terminology, equipment, and techniques of video editing. Prerequisite: None

VP1103
Production Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is a course in the science and art of production sound. Students learn how to use microphones, field mixers and digital sound equipment to record dialogue and sound effects in a variety of settings. The fundamentals of sound editing and mixing are introduced. Prerequisite: VP1111 Electronic Field Production

VP1110
Fundamentals of Screenwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to ideation and short scriptwriting techniques. Prerequisites: VP1101 Fundamentals of Video Production; VP1102 Fundamentals of Editing 1

VP1111
Electronic Field Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students analyze the roles of the members of a news gathering crew. The emphasis is placed on the roles of the Segment Producer, Camera Operator, Sound Engineer and Lighting Technician. Students garner a greater understanding of the roles of each of the ENG’s crewmembers and their respective jobs in order to produce a professional-caliber Field Piece. Prerequisites: VP1101 Fundamentals of Video Production; Must be taken concurrently with VP1112 Fundamentals of Editing 2
VP1112
Fundamentals of Editing 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course presents post-production techniques for editing raw footage into a finished program. It includes edit list management, graphics, special effects, job search and career-related skills.
Prerequisites: VP1102 Fundamentals of Editing 1; Must be taken concurrently with VP1111 Electronic Field Production

VP1113
Lighting Techniques 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course analyzes the role of the lighting director, lighting technician, and electrician. Emphasis is placed on understanding the video signal’s reaction to light, electricity, lighting equipment, and lighting design. Students garner a greater understanding of the role of a lighting technician and their contribution to the visual structure of the project. Prerequisites: VP1101 Fundamentals of Video Production

VP1116
Production Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Space is the most dramatic stylistic entity in moving pictures, and yet, the most neglected. This is a demonstration/discussion course in how the video artist deploys space and fills it. The deployment of space is deconstructed into three categories: 1) the field of the screen, 2) the psychological space of the actor, and 3) the area of experience and geography that the images cover. Additionally, great consideration will be paid to the development of the heart of the moving image: the intensity with which external detail (set decoration, props, and costume) can communicate an intensity of internal pain and joy. Prerequisite: None

VP1121
Narrative Short-Form
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the student to the video camera as a technical and creative tool for narrative video making. Students integrate the principles of lighting and gripping in video applications. Camera movements and framing techniques are applied using different camera mounts. Prerequisites: VP1110 Fundamentals of Screenwriting

VP2000
Internship 1
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students are able to apply their skills in real and practical situations. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

VP2010
Screenwriting Symposium
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students develop polished screenplays for production from rough first drafts. Via intensive workshop analysis, students apply methods of manipulating the major dramatic components – plot, character, story, dialogue, and structure, in preparing the best possible short scripts for production. Prerequisites: VP1110 Fundamentals of Screenwriting; Permission of Academic Director/Advisor
VP2020
Acting for Directors
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the acting process. Looking at movies from the other side of the camera, this class demonstrates how meaning emanates from the faces, bodies, and the voices of the actor, with particular emphasis given to character motivation. Prerequisites: VP1110 Fundamentals of Screenwriting; Permission of Academic Director/Advisor

VP2200
Film History & Analysis
3 Quarter Credits (33 Hrs Lecture)
This course introduces students to the historical, technical, and aesthetic aspects of film and television. Students examine and critically analyze the creative process of film and television programming. Prerequisite: None

VP2201
Commercials & Music Videos
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students create a music video or commercial from the idea stage to the final edit master. Special emphasis is placed on defining the roles of the production team and on the execution of tasks culminating in the completion of the final project. Aesthetic and utilitarian lighting techniques specific to commercials and music videos are compared and contrasted. Students learn the fundamental skills required to make appropriate lighting choices under a variety of field conditions. Prerequisites: VP1113 Lighting Techniques 1; VP1121 Narrative Short-Form

VP2202
Intermediate Editing 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on artistic and technical problems of video editing. Practical experience includes the editing of synchronous sound and picture. Students learn video image manipulation, character generation, and postproduction studio techniques. Prerequisites: VP1112 Fundamentals of Editing 2

VP2203
Post-Production Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses upon the artistic and technical problems of preparing sound in relation to picture. Students learn the terminology and techniques of editing, mixing, and sound design. Prerequisite: VP1103 Production Sound

VP2204
TV Studio 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to live TV studio production. Students learn and practice the proper use of TV studio equipment and participate in a combination of exercises and projects in conceiving, producing, directing, and shooting studio-based television productions. Prerequisites: VP1111 Electronic Field Production
VP2205  
The Commercial  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab) 
In this course, students create a video from the idea stage to the final edit master. Special emphasis is placed on defining the roles of the production team and on the execution of tasks culminating the completion of a final project. Aesthetic and utilitarian lighting techniques specific to various media are compared and contrasted. Students learn the fundamental skills required to make appropriate lighting choices under a variety of field conditions. Prerequisites: VP1103 Production Sound; VP1113 Lighting Techniques I; VP1121 Narrative Short-Form

VP2210  
Intermediate Screenwriting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course prepares students for the production of an advanced portfolio project. Prerequisite: VP1110 Fundamentals of Screenwriting

VP2212  
Intermediate Editing 2  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course focuses on artistic and technical problems of video editing. Practical experience includes the editing of synchronous sound and footage. Students learn advanced editing techniques, including calibration and phasing. They learn video image manipulation, character generation and post-production studio techniques. Prerequisites: VP2202 Intermediate Editing I

VP2214  
TV Studio 2  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students produce various types of scripted studio productions. The class emphasizes casting and directing the actor. Prerequisite: VP2204 TV Studio 1

VP2221  
Directing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course analyzes the role of the director and director/producer. Emphasis is placed on the role of the director in the three stages of production, visual design, and communication with actors. Prerequisites: VP1110 Fundamentals of Screenwriting

VP2222  
Advanced Editing 1  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course focuses on artistic and technical problems of video editing. The emphasis of this advanced level editing course is on aesthetic issues. Prerequisite: VP2212 Intermediate Editing 2

VP2250  
Portfolio Production 1  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Taken concurrently with VP2251 Portfolio Production 2, this course provides an opportunity to create an advanced video project(s) that may be used in the student’s graduation portfolio, or to show the student’s cumulative knowledge and skill in the art of video production developed over the course of the student’s tenure at the school. The main thrust of the course is designing and executing a visual structure to support and enhance the prepared script or treatment created in VP2210 Intermediate Screenwriting. Effective creative expression, high technical competency, and teamwork among students are essential aspects of the course. Prerequisites: VP2205 The Commercial; VP2210 Intermediate Screenwriting; Must be taken concurrently with VP2251 Portfolio Production 2
VP2251
Portfolio Production 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Taken concurrently with VP2250 Portfolio Production 1, students develop a project under the supervision of faculty that addresses their particular field of interest: short or long form, documentary, commercial or experimental. Emphasis is placed on the student's practical, organizational, cooperative and technical skills without which no production can be successful. Prerequisites: VP2205 The Commercial; VP2210 Intermediate Screenwriting; Must be taken concurrently with VP2250 Portfolio Production 1

VP2252
Portfolio Post-Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides students the opportunity to assemble a graduation demo reel of their work under faculty guidance. The content of the demo reel can be varied depending on the student's area of concentration. The content and technical aspects of the demo reel are heavily art directed and guided by a faculty member. Prerequisites: VP2202 Intermediate Editing 1; VP2250 Portfolio Production 1

VP2500
Internship 2
3 Quarter Credits (99 Hrs Internship)
Through a field internship experience, students are able to apply their skills in real and practical situations. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

VISUAL EFFECTS & MOTION GRAPHICS

EM1000
Introduction to Visual Effects & Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course begins with an overview of the history of visual effects with emphasis on the various effects processes in their historical contexts. It continues with discussions of the field of post-production, animation and motion graphics and analysis of major sectors of those industries and career opportunities. Prerequisite: None

EM2244
Digital Graphic Symbolism
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the importance of graphic symbols in design. Logos and other symbolic images are examined in historic and contemporary contexts. Graphic elements including typography and imagery are explored and developed in both vector and image based programs to create logo designs and other symbolic images. Prerequisites: FS122 Image Manipulation; FS131 Typography I

EM2251
Intermediate Visual Effects: Rotoscoping & Painting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Using various painting and compositing packages students are introduced to the principles of rotoscoping and digital painting, as applied to rig removal and special effects. Prerequisite: MA3316 Compositing
EM2254
Matte Painting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues the development of digital imaging skills, with an emphasis on advanced techniques in masking, maps, channels, and compositing. **Prerequisite: FS122 Image Manipulation**

EM2552
Video Production for Visual Effects & Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces studio production with an emphasis on green screen shooting for compositing. Shooting in the studio forces students to work in a controlled environment. Matching lighting and camera angles/movement are stressed. Composition and blocking for translation into the digital realm is studied and practiced. **Prerequisite: MM1134 Introduction to Video**

EM3271
Operating Systems & Shell Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the major operating systems used in computers and the fundamentals of writing shell scripts in the various operating systems. Students write shell scripts for specific design purposes. **Prerequisite: None**

EM3311
Previsualization
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on practical previsualization techniques for visual effects and motion graphics. Topics include the various formats, terminology and concepts used for preproduction visuals. Research, visualization, art direction, shot design and final presentation are emphasized. **Prerequisites: FS101 Fundamentals/Observational Drawing**

EM3326
Rotoscoping & Painting
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Utilizing various painting and compositing packages students will learn the principles of rotoscoping and digital painting, as applied to rig removal and special effects. **Prerequisite: MA3316 Compositing**

EM3381
Visual Effects — Match Moving
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the various methods of matching the motion shot on a live action plate and applying that motion to a digital element. 2-D and 3-D tracking methods are introduced. The course introduces morphing technology and methods by which elements can be seamlessly blended together in the frame. **Prerequisite: MA2204 3-D Animation**

EM3392
Intermediate 3-D Visual Effects
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course exposes students to the disciplines used in creating and compositing video shot on a blue or green screen. More sophisticated methods are introduced for color correcting and adjusting video to produce seamless composites. The course reinforces compositing concepts, techniques, and vocabulary that students have learned in previous classes. Each student should produce a final edited project utilizing these skills. Topics include: various methods of keying, matte extraction, garbage matting, track mattes, traveling mattes, RGB color space, and color correction. **Prerequisite: MA3322 3-D Visual Effects**
EM3393
Post-Production Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces how to manage the production process and skills in managing clients and personnel. Students discover the critical nature of preplanning and organization. The course explores the various technical and artist issues that affect a project. Students examine the financial implications of project management. Skills are developed in establishing timelines and deadlines. Prerequisite: Permission of Academic Director/Advisor

EM3394
Advanced Visual Effects & Motion Graphics — Plates & Elements
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the use of videography, photography & cinematography in the context of plate and element gathering for compositing and motion graphics. Practical demonstrations in studio and on location help students to become competent in capturing a variety of subject for use as visual effect and design elements and backgrounds. Formats, camera use, lighting, and fabrication demonstrations focus on technique, aesthetics, creativity & problem solving. Safety and budget concerns are covered. Prerequisites: MA3316 Compositing; MM1134 Introduction to Video

EM4001
Celluloid to Digital
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the processes of taking images originating on film, moving them to a digital format where they can be manipulated, and then moved back to film for presentation. Contemporary processes for film scanning and printing are discussed. Prerequisite: FS122 Image Manipulation

EM4402
Motion & Shot Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the unique aesthetics of synthetic moving images. A more refined review of 2-D design and color will be combined with an in-depth study of perceptual psychology to support the technical and creative decision making and problem solving process. Coherence, aesthetics and semantics are discussed both in the abstract and in the context of the student's work process with the aim of developing a more sophisticated style of motion graphics and visual effects. Historical, current and future trends are covered. Prerequisite: MA4405 Intermediate Motion Graphics

EM4412
Broadcast Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the unique technical and aesthetic needs of live and post production graphics for broadcast television. Building on a student’s understanding of general motion graphics, students develop skills specific to the needs of reality based programming, series and station identity, as well as news, event and other live programming. Emerging formats and trends are covered. Prerequisite: Permission of Academic Director/Advisor

EM4414
Portfolio Development
2 Quarter Credits (44 Hrs Lab)
This course is designed so that a student can develop and refine of his or her digital portfolio. Students focus on meeting digital portfolio requirements, showcasing their individual strengths and areas of specialization. Students apply time management, technical and artistic skills to complete a final video. Prerequisites: MA4405 Intermediate Motion Graphics; Permission of Academic Director/Advisor
EM4422
Lighting for Visual Effects & Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course concentrates on the use of GC lighting and texture in the context of visual effects and motion graphics. A focus on the qualities and phenomena of light and surfaces in the real world is used as a basis for examining how to match CG objects to background plates. Practical demonstration of the setup and applications of multi pass rendering demonstrate the efficacy of 2-D compositing techniques in a lighting pipeline. Popular CG lighting and materials for broadcast graphics are covered. Prerequisite: Permission of Academic Director/Advisor

FOUNDATION STUDIES

Foundation Studies are important core courses that students are required to take to strengthen fundamental skills. Students should refer to the course listing in their program to identify the Foundation Studies courses that are required for their program.

FND105
Design Fundamentals
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This introductory course will explore the principles of design, and introduce and develop the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication. Prerequisite: None

FND110
Observational Drawing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Involves the observation and translation of three-dimensional form into two-dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition, line quality, through the use of tone light and shadow. Prerequisite: None

FND120
Perspective Drawing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a fundamental drawing course where the students will explore various art and media and learn to use a variety of drawing tools with an emphasis on perspective, where the students will draw three-dimensional objects in one-, two-, and three-point perspective. Prerequisite: FND110 Observational Drawing

FND135
Image Manipulation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction to raster-based digital image manipulation, students become acquainted with the concepts, hardware, and software, related to digital image acquisition, image editing, manipulation, color management basics, masking, layering, retouching, scanning and output. Prerequisite: None

FND150
Digital Color Theory
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction to the principles of color and an exploration of color theory as it relates to media. Prerequisite: None
FS101
Fundamentals/Observational Drawing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a fundamental drawing course where students explore various art and media and learn to use a variety of drawing tools. This course involves the observation and translation of 3-D form into 2-D drawings. Starting with simple shapes and progressing to more complex organic forms, students build drawing skills in composition, line quality, use of tone, and human anatomy. **Prerequisite: None**

FS102
Fundamentals of Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The basic elements and principles of graphic design are introduced in this course. The purpose of this course is to develop firm foundation in layout and organize design elements for a variety of visual effects. **Prerequisite: None**

FS103
Color Theory
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students explore color theory, including additive and *subtractive color*. Color and its relationship to composition, through harmony and contrast are explored. **Prerequisite: None**

FS111
Drawing, Proportion & Perspective
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a fundamental drawing course with an emphasis on perspective. Students draw 3-D objects in one-, two- and three-point perspective. **Prerequisite: FS101 Fundamentals/Observational Drawing**

FS122
Image Manipulation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to basic image manipulation skills in a raster-based computer environment. Emphasis is placed on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects, filters, and masks. **Prerequisite: None**

FS131
Typography I — Traditional
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms are explored. Students hand-render type and are introduced to contemporary typesetting technology. **Prerequisite: None**

FS297
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition from the classroom to the professional world. Students prepare for job interviews by compiling a portfolio. Students demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student selects representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources. **Prerequisite: Permission of Academic Director/Advisor**
FS399  
Internship I  
3 Quarter Credits (99 Hrs Internship)  
Through an internship experience, students apply the skills they have acquired in a practical work situation. By providing an opportunity to gain professional experience the internship helps prepare students for employment opportunities available after they graduate. Students work on real-world projects in real companies with real-world deadlines and expectations. Students gain insight into the best ways of working with others in a team environment. Students adapt, reinvent and redirect themselves, all of which is essential to making and maintaining their careers. Students are expected to practice professionalism in all interpersonal and professional situations. Prerequisite: Permission of Academic Director/Advisor

FS497  
Portfolio II  
2 Quarter Credits (44 Hrs Lab)  
This course focuses on the completion of a student’s portfolio and enables the student to begin a career search. Students present work for the portfolio, then review and determine the quality of the work and make any enhancements necessary. The student also completes a professional resume and extensive job search. Prerequisite: Permission of Academic Director/Advisor

FS499  
Internship II  
3 Quarter Credits (99 Hrs Internship)  
Through an internship experience, students apply the skills they have acquired in FS399 in a practical work situation. By providing an opportunity to gain professional experience the internship helps prepare students for employment opportunities available after they graduate. In addition to required assignments, students work on real-world projects in real companies with real-world deadlines and expectations. Students use this experience to gain insight into the best ways of working with others in a team environment. Students adapt, reinvent and redirect themselves, all of which is essential to making and maintaining their careers. Students are expected to practice professionalism in all interpersonal and professional situations. Prerequisite: Permission of Academic Director/Advisor
GENERAL EDUCATION

General Education courses are designed to provide students with enriching and diverse learning experiences that are designed to deepen critical thinking skills and creativity during college and beyond. The overall curriculum focuses on developing critical, social, and creative imagination. Drawing upon students’ perspectives and experiences, General Education courses expose them to a wide range of cultural, social, historical, and political contexts, often bridging traditional academic disciplines. Because students will have the opportunity to take an active lead in shaping the culture and politics of the future, students are introduced to myriad points of view, different modes of expression, as well as democratic processes. The General Education curriculum is designed to emphasize depth as well as breadth, challenging students to engage course content with increased rigor and curiosity.

The College of Creative Arts and Design pedagogical approaches stress diversity, respect, fairness, and a love of learning. The college believes students from diverse backgrounds bring a multitude of skills, experiences, and types of intelligence to the table. In an effort to reach each student, our courses facilitate active learning through student-led lessons and presentations, large and small group discussions, analytic and creative questioning techniques, collaborative hands-on projects, research assignments that use alternative as well as mainstream sources, the integration of different visual media and technologies as modes of expression, and process writing and reading. As a result, students have the opportunity to gain awareness about their own and others’ learning processes and thus can develop the skills necessary for rigorous, yet respectful, discussion and exploration. Ultimately, a meaningful education in the letters, arts and sciences infuses students with knowledge essential to any program of study. They have the opportunity to gain the ability to make connections between diverse ideas and concepts, solve problems and think inventively, while gaining cultural enrichment. The skills and habits of mind learned can lead students to increasingly challenge themselves creatively and intellectually, collaborate with people from different backgrounds, effectively communicate complex ideas, understand their work in an historical continuum and global context and, most importantly, feel empowered to live a life of passion nurturing work they love.

Program Objectives for Those Students Enrolled in an Associate’s Degree Program

1. Communication: Graduates demonstrate effective written and oral communication strategies using conventions of common English usage.
2. Behavioral/Social Sciences: Using standard methods of inquiry from the social and behavioral sciences, graduates understand the nature, diversity and impact of social, political, historical, and/or economic institutions on human behavior including the diversity of human cultures and experience.
3. Math/Natural Sciences: Graduates demonstrate critical thinking and problem-solving skills using mathematical and/or scientific reasoning to solve problems arising in personal and professional situations.
4. Arts and Humanities: Graduates articulate the principles of ethics and aesthetics as well as the influences of various historical movements/ideas that have shaped and continue to shape human society and values.
5. Information Fluency: Graduates demonstrate the ability to acquire, assess, apply and communicate information using valid research and appropriate documentation methodology.

Program Objectives for Those Students Enrolled in a Bachelor’s Degree Program

1. Written Communication - Graduates demonstrate effective written communication by providing their audience sufficient information on a topic that is organized and that employs the generally accepted conventions of English usage.
2. Oral Communication - Graduates demonstrate effective oral communication by providing their audience sufficient information on a topic that is organized and that employs the generally accepted conventions of English usage.
3. Arts and Humanities - Graduates demonstrate the ability to interpret and analyze artistic work, historical events, or philosophical thought and describe the relevance of the work to themselves, society, and cultures.

4. Behavioral/Social Sciences - Graduates analyze the nature, diversity, and impact of social, political, psychological, and/or economic thought on the individual, institutions, and cultures.

5. Math/Natural Sciences - Graduates demonstrate critical thinking and problem-solving skills using mathematical and/or scientific reasoning to solve problems.

6. Information Fluency - Graduates demonstrate responsible use of information by discerning authority, by evaluating the relevance of information to their purpose, and by appropriately documenting sources.

Humanities Lower Division

**HU110**
College English  
4 Quarter Credits (44 Hrs Lecture)  
In this course students express themselves in writing and develop an effective writing voice for a variety of audiences. Topics include drafting, editing, brainstorming, research, and critique. Students construct effective arguments using emotion, logic, and creativity. The mechanics of writing are addressed throughout the course.  
*Prerequisite: None*

**HU111**
Effective Speaking  
4 Quarter Credits (44 Hrs Lecture)  
This course introduces some of the verbal communication skills that are essential to a successful career. Topics include how to inform, inspire, and persuade an audience. Basic concepts of oral communication are introduced as well as communication theory, speech preparation and delivery.  
*Prerequisite: HU110 College English*

**HU130**
Visual Language & Culture  
4 Quarter Credits (44 Hrs Lecture)  
This course examines the media revolution where communication through images is as effective as words. Strategies of interpretation and theories of visual logic are introduced.  
*Prerequisite: HU110 College English*

**HU230**
Art History  
4 Quarter Credits (44 Hrs Lecture)  
This course is a comparative study of the visual arts in different time periods and cultures. It focuses on the chronological progression of techniques and the evolving styles of artistic expression.  
*Prerequisite: HU130 Visual Language & Culture*

**HU240**
The Afterlife in the History of Art  
4 Quarter Credits (44 Hrs Lecture)  
This course discusses the notion of the afterlife and how it has been thought of and depicted by artists from early civilization to the modern day. This will allow students to investigate how artists from different time periods depicted the same topic or concept in different styles and with different mediums. This course offers a comparative perspective to solve assigned studio problems.  
*Prerequisite: HU130 Visual Language & Culture*
HU250
Humanities
4 Quarter Credits (44 Hrs Lecture)
This course introduces how to critically evaluate different visual and performing art forms, the similarities and differences in the design elements used in the composition of the arts, and the interrelationships of different disciplines. Students explore the historical and cultural developments that have affected society and artistic expression. Prerequisite: HU110 College English

HU251
Literature
4 Quarter Credits (44 Hrs Lecture)
This course focuses on literary selections. Topics include literary genres: short story, poetry, plays, and the novel. Students review texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, or selections. Prerequisite: HU110 College English

HU252
Philosophy
4 Quarter Credits (44 Hrs Lecture)
This is an overview of major philosophies from a variety of cultures. This course examines human life, experience, and thought to discover the principles and values for pursuing a more fulfilled existence. The philosophical tradition reflected in humanity’s quest to understand the world and to articulate the large questions of being, knowing, and meaning are explored. Prerequisite: HU110 College English

HU253
Theater
4 Quarter Credits (44 Hrs Lecture)
This course explores the development of theater and performance, as well as presents various periods of dramatic achievement in an interdisciplinary and international context. Topics include the many dimensions of the stage including acting, set design, costume, lighting, direction, and production. Prerequisite: HU110 College English

HU254
Genre Fiction
4 Quarter Credits (44 Hrs Lecture)
Students explore and analyze stories and novels in a specific genre of fiction such as realism, magic realism, mystery, science fiction, children’s literature, or the literature of a specific cultural group or time period. The course focuses on in-depth analytical and interpretive skills through research, questioning techniques, and the exploration of secondary texts. Prerequisite: HU110 College English

HU255
Culture & Thinking
4 Quarter Credits (44 Hrs Lecture)
In this course students are exposed to the thinking processes necessary to research, analyze, and synthesize diverse cultural contexts inside and outside the school environment. Cross-cultural communication; questioning techniques; critical and cultural theory; active citizenship; and introductions to local resources such as museums, archives, and cultural and community centers are examined. Students investigate how to take advantage of diverse cultural resources in their surrounding communities. Prerequisite: HU110 College English
Humanities Upper Division

HU310
Creative Writing
4 Quarter Credits (44 Hrs Lecture)
In this course students critically address a piece of writing and poetry both formally and aesthetically as well as create original work using a wide variety of formats. There is an emphasis on developing an understanding of narrative components, structure, and complexity. Students synthesize the critical thinking skills and writing response skills developed in College English. This course is student-based in that discussion, interpretation, and written responses both creative and critical are emphasized. 
Prerequisite: HU110 College English

HU311
Story Writing
4 Quarter Credits (44 Hrs Lecture)
Students explore the role of author and audience in the role of interactive narrative. Narrative issues such as theme, character conflict, imagery, and story arc are explored through reading, writing, and analysis of short stories. Students search for an interactivity that allows the artist to engage active readers while cultivating a unique storytelling voice. Prerequisite: HU110 College English

HU312
Journalism
4 Quarter Credits (44 Hrs Lecture)
This course introduces the skills and concepts of journalism, including reporting, writing, editing, design, and ethics for print and electronic media. The course focuses on the philosophy of ethical journalism and its function in society. Students build teamwork, writing, and analytical skills while gaining a greater understanding of the structural and business aspects of journalism. Prerequisite: HU110 College English

HU313
Creative Non-Fiction
4 Quarter Credits (44 Hrs Lecture)
In this course students explore in exploring the genre of creative nonfiction through reading, critical analysis, and writing in a workshop-style format. The focus is on defining the genre, examining many of its forms, exploring the trends and patterns in the development of the form as a literary genre, and mastering, through reading, analysis and writing, the elements of creative nonfiction. Prerequisite: HU110 College English

HU314
Advanced Communications
4 Quarter Credits (44 Hrs Lecture)
The purpose of this course is to examine the theoretical and practical aspects involved in effective communication. The course will emphasize essential elements of communication in both personal and professional environments as well as identify and analyze efficient oral and written delivery techniques. Prerequisite: HU110 College English

HU330
Ancient Art History
4 Quarter Credits (44 Hrs Lecture)
This course introduces students to the most ancient art periods including Egyptian, Greek, Roman, and Medieval art. Students are exposed to a wide variety of artworks in the context of history, theory, and biography. Prerequisite: HU130 Visual Language & Culture

HU331
Renaissance & Beyond
4 Quarter Credits (44 Hrs Lecture)
This course introduces students to the art of the Renaissance, Mannerism, Baroque, Neoclassicism, and Romanticism. Students are exposed to a wide variety of artworks in the context of history, theory, and biography. Prerequisite: HU130 Visual Language & Culture
HU332
Modern Art
4 Quarter Credits (44 Hrs Lecture)
Students are exposed to a wide variety of artworks in the context of history, theory, and biography from 1851 to the present. This class introduces the beginnings of modernity through specific art movements including Realism, Cubism, Futurism, Surrealism, Dada, Abstract Expressionism and Pop Art. 
Prerequisite: HU130 Visual Language & Culture

HU333
Contemporary Art
4 Quarter Credits (44 Hrs Lecture)
In this course students are introduced to contemporary art issues, as well as current trends and styles of art. Students explore the social, political, and cultural environments of existing artistic expressions as they relate to current events. Prerequisite: HU130 Visual Language & Culture

HU334
Outsider Art
4 Quarter Credits (44 Hrs Lecture)
This course addresses aesthetic, historical, cultural, and political aspects of art forms including the art of visionaries, eccentrics, psychotics, and others who do not look to the history of art as a point of reference. Prerequisite: HU130 Visual Language & Culture

HU337
American Art History
4 Quarter Credits (44 Hrs Lecture)
This upper-division course explores the development of American art from the Early Colonial period to the 21st century. This class is designed to give students a developed understanding of the American art world through its varied historical and cultural influences. Students will emerge from the class able to identify and intelligently discuss numerous American artists and styles as well as relevant issues and themes that shaped the evolution of American art. Special attention will be paid to how American art has historically paralleled the evolving American identity. Artistic movements are explored and analyzed in a multi-faceted approach, examining contextual influences as well as the physical surface of the art in a manner that provides the opportunity for students to explore American art as it relates to their own discipline. Prerequisite: HU130 Visual Language & Culture

HU338
Theories of Modernism and Postmodernism
4 Quarter Credits (44 Hrs Lecture)
This course presents essential concepts to critically analyze the distinguishing characteristics of Modernism and Postmodernism. Examination of artworks, manifestos, art movements, and biographies of key figures in art critically engages the student as social context is explored. The visual arts (painting, sculpture, time-based media and architecture) are supported by textual material (philosophy, literature, and drama) to provide a comprehensive understanding of each period. From individual perspective to arftful aspect, the art and ideologies of Modernism and Postmodernism are weighed. Prerequisite: HU130 Visual Language & Culture
HU339
Latin American Art History
4 Quarter Credits (44 Hrs Lecture)
This course is designed to help students understand the artworks of Latin America within the context of its
diverse and rich cultures. Art before the arrival of the Europeans, during colonialism, and throughout the
powerful social and political revolutions of the 20th century are examined. This course investigates artistic
production in the cultural context of struggles for independence. Visual analysis of painting, architecture,
and sculpture amidst the processes of social change through the modern and contemporary eras
provides an artful overview of the main themes and issues that have shaped Latin American countries.
The influences of geography, political and social movements, and colonial control are explored. Critical
examination of the effects of culture, church, and state offer the student an understanding of the deeper
implications of the visual arts in the Latin America. Prerequisite: HU130 Visual Language & Culture

HU340
Survey of Architecture
4 Quarter Credits (44 Hrs Lecture)
This course is an introduction to American architecture and its architectural influences from the 16th
century to the present. Topics covered in this course include, Colonial, Civil War, Victorian, Modern,
International Style, Bauhaus, and the green movement architectural styles as well as Western and Non-
Western influences on American design. Select individuals, structures, and cities will be used throughout
the class to emphasize architectural concepts and urban design principles. The course will also explore
political, economic, religious, ethnic, and gender-related issues as they are part of the dynamics
contributing to the creation of many structures. Prerequisite: HU130 Visual Language & Culture

HU355
The Novel
4 Quarter Credits (44 Hrs Lecture)
In this course students examine works in the genre of literary production called the novel. The novel is
contrasted with other literary formats and understood in historical context. This course invites students on
a quest to envision how authors create maps of the human heart in their fiction. Students explore how the
novel creates a sense of community for readers. Prerequisite: HU110 College English

HU356
Myth and Symbol
4 Quarter Credits (44 Hrs Lecture)
Through reading and discussion of the myths and symbols of ancient, preindustrial, and contemporary
societies, students focus on diverse systems for organizing human experience. The course works within
an interdisciplinary framework drawing from anthropology, psychology, literature, and religion as
questions of origins and the hero unfold. Students explore the mythological patterns at work in modern
society and artwork. Prerequisite: HU110 College English

HU357
Ethics
4 Quarter Credits (44 Hrs Lecture)
This course examines human life, experience, and thought in order to discover the principles and values
for pursuing a more fulfilled existence. Students apply a number of ethics paradigms to a variety of
contemporary personal and social issues. Prerequisite: HU110 College English

HU358
Critical Thinking
4 Quarter Credits (44 Hrs Lecture)
In this course students identify and develop skills, processes, and techniques to become effective
learners. Students analyze and evaluate ideas and theories, as well as apply creative and critical
techniques to problem-solve, make decisions, and evaluate the media. Prerequisite: HU110 College
English
HU399
Seminar in the Humanities
4 Quarter Credits (44 Hrs Lecture)
In this course students build on their previous humanities experience to explore more advanced topics. 
Prerequisite: Any lower division Humanities course

HU430
General Education Capstone
4 Quarter Credits (44 Hrs Lecture)
The capstone course is the culminating event in students’ general education course work. As such, it parallels the final program portfolio course and asks students to explore questions about art, culture, technology, problem-solving, and ethics through a focused selection of readings and seminar-type discussions. Students will pursue a dimension of inquiry that results in a final multimedia presentation and a 2,000 word research paper with a critical point of view on their chosen topic. The final presentation will be open to the public and the research paper will be graded by a faculty committee. Prerequisite: Permission of Academic Director/Advisor

Social & Behavioral Sciences Lower Division

SB110
World Civilization
4 Quarter Credits (44 Hrs Lecture)
In this course students explore the cultural, intellectual, and political trends that have shaped the historical development of humankind from its origins. Prerequisite: HU110 College English

SB111
Anthropology
4 Quarter Credits (44 Hrs Lecture)
This course introduces cultural anthropology as a subfield of anthropology. Emphasis is on the diversity of cultural patterns throughout the world and the essential humanity of all people. Students investigate a variety of social structures found among peoples of different technological, geographical, historical, and cultural settings. Prerequisite: HU110 College English

SB112
Psychology
4 Quarter Credits (44 Hrs Lecture)
This course introduces the basic concepts, principles, and methods involved in the scientific study and understanding of human behavior. Students focus on topics such as emotion, personality, intelligence, stress and coping, consciousness, sensation, perception, learning, and memory. In addition, students explore physiological, social, developmental, and abnormal psychological processes. Students are exposed to the modern development of depth psychology through creative analysis of dreams. Prerequisite: HU110 College English

SB113
Sociology
4 Quarter Credits (44 Hrs Lecture)
This course explores and analyzes the dynamics and structure of human society. Students examine the fundamental processes and constructs responsible for the societal organization of social behavior through observation, analyses of groups, social change, cultures, norms, institutions, social stratification, and globalization. Students examine current issues in society. Prerequisite: HU110 College English

SB210
U.S. History
4 Quarter Credits (44 Hrs Lecture)
This course examines the history of the United States by exploring the origins of contemporary American culture, its institutions, and its values. Prerequisite: HU110 College English
SB211
Arts & Society
4 Quarter Credits (44 Hrs Lecture)
This course examines the ways the arts (including fine arts, theater, dance, music, digital media, and experimental performance) activate the values and institutions within society. Consideration is paid to the cultural, political, and economic boundaries of the arts as a social force. Students investigate the ways individual artists interact with the government, foundations, and grassroots organizations. The course explores the ways in which art reflects society and society reflects art and in what ways the practice of creating and sharing art can help to enact social change. Prerequisite: HU110 College English

SB212
Cultural Studies
4 Quarter Credits (44 Hrs Lecture)
Students examine how modern societies adapt to their environment (physical, political, sociological). In addition to studying how human behavior varies cross-culturally, students explore ritual, myth, and customs. Prerequisite: HU110 College English

SB213
Music & Society
4 Quarter Credits (44 Hrs Lecture)
After being introduced to basic music theory and music vocabulary, students explore the role of music in different societies. Students analyze how music influences, and is influenced by, language, geography, politics, and other aspects of culture. Prerequisite: HU110 College English

SB214
Belief Systems
4 Quarter Credits (44 Hrs Lecture)
Students explore humanity's enduring interest in the sacred and their enduring need to explore the relationship between the created order and a creator. Students discuss the questions of faith meaning, purpose, and community, as well as analyze how different cultures have responded to these questions. Prerequisite: HU110 College English

SB215
Government & Politics
4 Quarter Credits (44 Hrs Lecture)
This course introduces skills for understanding and analyzing political and governmental situations in the contemporary world. Government, political institutions and processes, policy problems and solutions, and popular values and participation are examined in terms of political stability and change, ideologies, conflicts, institutions, and issues. Prerequisite: HU110 College English

SB216
Economics
4 Quarter Credits (44 Hrs Lecture)
This course is an introduction to the principles of economics emphasizing an analysis of the economy as a whole. Interrelationships among the consumer, business, and government sectors are explored from American and international economic perspectives. Prerequisite: HU110 College English

SB217
Health & Society
4 Quarter Credits (44 Hrs Lecture)
In this course students examine current health issues as they relate to everyday living such as prescription and non-prescription drugs, physical fitness, reproduction, sexually transmitted diseases, and the effects of environmental pollution. Students evaluate society's socioeconomic influence on individual health and emotional well-being. Prerequisite: HU110 College English
Social & Behavioral Sciences Upper Division

SB301
Cognitive Psychology
4 Quarter Credits (44 Hrs Lecture)
Cognitive psychology studies the fundamental basic processes of thought, cognitive functioning as it relates to brain structure, memory accuracy and capacity, intelligence, perception, neurological development, visual imagery, attention span, problem solving, reasoning, decision making, language and communication. There are many real world applications cognitive psychology has within any given profession and understanding the fundamental basics of cognition. Concepts discussed in this course will bring to light the connection between brain functioning and every day activities with regard to school, career, and cognitive interaction with the world around us. Prerequisite: SB112 Psychology

SB310
Cyber Theory
4 Quarter Credits (44 Hrs Lecture)
This course examines the intersection of technology and humanity through history, literature, philosophy, and art. Students investigate the monumental changes brought about in social relations by the introduction of new technologies. Specific attention is given to the computer and the dawn of the information age. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB311
Magic & Ritual
4 Quarter Credits (44 Hrs Lecture)
This course introduces students to the powerful roles played by ritual and magic in various cultures. Magical systems such as Tarot, dream divination, and astrology are explored. Students examine the impact of dreams and rituals, as well as the notions of an ordinary world through the lens of synchronicity and the magic of daily life. Students analyze their own personal rituals and tend to the power of dreams through art-making, dialogue, and writing. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB312
Physical Anthropology
4 Quarter Credits (44 Hrs Lecture)
This course introduces physical anthropology as a subfield of Anthropology that centers on the biological adaptation of humans and nonhuman primates. It focuses on patterns of human biological variation and evolution. Prerequisite: SB111 Anthropology

SB313
World Conflict
4 Quarter Credits (44 Hrs Lecture)
Students explore the concepts of cooperation, competition, and conflict on a variety of levels. Specific areas of the world illustrate the effects of natural resources, religion, population, technology, and politics on human cooperation. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB314
Film & Society
4 Quarter Credits (44 Hrs Lecture)
This course examines twentieth century culture and society through film. Students critically analyze how cultural and social conflicts are portrayed and worked out in popular films, and examine how motion pictures create a window into modern society. Students explore how to read films as cultural texts to better understand history and culture manifestations. Prerequisite: Any Lower-Division Social and Behavioral Sciences course
SB315
Spanish Language & Culture
4 Quarter Credits (44 Hrs Lecture)
Students explore Spanish culture and the cultures of the countries historically colonized by Spain. This is a survey of the political, social, and cultural development of Spain and exploration of its past colonies. Migration of Spanish language and culture is examined. The Spanish language is introduced as appropriate to understanding culture. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB316
French Language & Culture
4 Quarter Credits (44 Hrs Lecture)
In this course students are introduced to French civilization and its historical culture. This is a survey of the philosophical, artistic, political, social, and literary development of the French nation. This course introduces the French language through conversational activities, music, idiomatic expressions, and proverbs. American and French nuances and differences are investigated along with France’s gastronomic culture. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB317
Language & Culture
4 Quarter Credits (44 Hrs Lecture)
In this course students are introduced to the language and culture of a specific people. In addition to gaining a grasp of basic vocabulary and grammar, students explore the artistic, political, philosophical, and technical contributions of that culture. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB320
Theories of Personality
4 Quarter Credits (44 Hrs Lecture)
The study of personality deals with questions about what influences (internal and external, biological and learned) help determine our thoughts, emotions and behavior. This course will review various representative theories from traditional psychoanalytic and trait theories to contemporary cognitive-behavioral investigations. Prerequisite: SB112 Psychology

SB322
Organizational Psychology
4 Quarter Credits (44 Hrs Lecture)
The study of individual and group behavior within organizations. The class will explore and apply psychological theories, processes and beliefs of behavior within an organization. Topics include hiring and personnel management, work place productivity factors, leadership, ethics, diversity in the workplace, and conflict resolution processes. Prerequisite: SB112 Psychology

SB399
Seminar in Social & Behavioral Science
4 Quarter Credits (44 Hrs Lecture)
In this course students build on their previous social and behavioral science experience to explore more advanced topics. Prerequisite: Any lower division Social and Behavioral Science course

Mathematics & Sciences Lower Division

MS110
Quantitative Literacy & Reasoning
4 Quarter Credits (44 Hrs Lecture)
This course introduces problem solving, decision making, and analytic skills dealing with quantities and their magnitudes and interrelationships. Students create logical statements and arguments in a real-world context using real-world examples and data sets. Students estimate, approximate, and judge the reasonableness of answers. Students select and use appropriate approaches and tools in formulating and solving real-world problems. Prerequisite: None
MS111
College Algebra
4 Quarter Credits (44 Hrs Lecture)
In this course students examine quantitative relationships and employ problem-solving strategies. 
Prerequisite: None

MS112
Statistics
4 Quarter Credits (44 Hrs Lecture)
This course introduces representing and analyzing data through such measures as central tendency, dispersion, probability theory, the binomial distributions, the normal curve and normal distributions, central limit theory, and sampling distributions. Graphing and using polynomial functions and systems of equations and inequalities in the interpretation and solution of problems are examined. Prerequisite: MS111 College Algebra OR MS114 Traditional Geometry

MS113
Ethnomathematics
4 Quarter Credits (44 Hrs Lecture)
All cultures have mathematics though they may not have a class of people called “mathematicians.” In this course students are introduced to mathematical activities of a number of present-day and historical cultures. The course focuses on the general philosophy of measuring and counting, number words and number bases, strategy and chance in games and puzzles, symmetry in patterns, geometry, data structures, and elementary number theory. Students investigate cultural settings and how culture and mathematics interact. Students examine the development of mathematics as part of a wider culture. Prerequisite: MS111 College Algebra OR MS114 Traditional Geometry

MS114
Traditional Geometry
4 Quarter Credits (44 Hrs Lecture)
Topics in this course include line, angle, and diagonals in terms of polygons, triangles, quadrilaterals, and circles. Students apply radius, chord, diameter, secant, and tangent to circles. Students apply sine, cosine, tangent, cotangent, secant, and cosecant to triangles and rectangles. Solid geometry including prisms, pyramids, cylinders, cones, and spheres. Prerequisite: None

MS130
Biology
4 Quarter Credits (44 Hrs Lecture)
In this course, students investigate life on our planet. In addition to discussing the origins of life, students explore the biological processes of single-cell life forms, viruses and bacteria, plants, and animals. The theories of evolution are discussed. Prerequisite: MS111 College Algebra OR MS114 Traditional Geometry

MS131
Physics
4 Quarter Credits (44 Hrs Lecture)
This course introduces the concepts and methods of physics, including mechanics, heat, electricity, magnetism, and modern physics. Students investigate the relationship between physics and technology, physics and knowledge, and physics and cultural imagination. Prerequisite: MS111 College Algebra OR MS114 Traditional Geometry

MS135
Nutrition Science
4 Quarter Credits (44 Hrs Lecture)
This course focuses on the basic principles of nutrition and their relationship to health. The structure, functions and source of nutrients—including proteins, carbohydrates, fats, vitamins, minerals, and water—are reviewed. Current issues in nutrition are explored, including dietary guidelines, energy balance, vitamin supplements, and food fads. Prerequisite: None
Mathematics & Sciences Upper Division

**MS311**
Calculus I  
4 Quarter Credits (44 Hrs Lecture)  
This course introduces the basic concepts in calculus. Topics include polynomials, trigonometric, exponential, and logarithmic functions. The course covers limits, derivatives, integration and applications of calculus. **Prerequisite: Any Lower-Division Mathematics course**

**MS312**
Linear Algebra & Geometry  
4 Quarter Credits (44 Hrs Lecture)  
This course is an introduction to linear algebra and its application to geometry. Topics include 2-D and 3-D vectors, matrix theory, linear transformations, determinants, and solving linear equations. These topics are applied to concepts in analytic geometry. **Prerequisite: Any Lower-Division Mathematics course**

**MS320**
Transformational Geometry  
4 Quarter Credits (44 Hrs Lecture)  
Students review the classical geometric concepts of dimension, curve, shape, solid, and line-and-arc construction. Coordinate systems bridge geometry and algebra and provide a foundation for exploring computer-based geometry. The course also includes a survey of contemporary geometrical concepts: symmetry, projection, transformation, tessellation, L-system, and fractal. **Prerequisite: Any Lower-Division Mathematics course**

**MS332**
Astronomy  
4 Quarter Credits (44 Hrs Lecture)  
Students are introduced to the macroscopic physical universe including our planetary system, star systems and lifecycles, and theories of origin. Techniques of measurement, dating, and scale are discussed. **Prerequisite: Any Lower-Division Mathematics course**

**MS333**
Physiology/Kinesiology  
4 Quarter Credits (44 Hrs Lecture)  
In this course students investigate the human body and its major systems, as well as how the body grows, moves, and functions. **Prerequisite: Any Lower-Division Mathematics course**

**MS334**
Environmental Science  
4 Quarter Credits (44 Hrs Lecture)  
This course investigates humanity’s interaction with the natural environment. Students explore science, ethics, and behavior. Students use political, economic, and scientific models to analyze current issues and examine the future of the environment and the effect they can have on it. **Prerequisite: Any Lower-Division Mathematics course**

**MS335**
Human Anatomy  
4 Quarter Credits (44 Hrs Lecture)  
Students will learn the basic human body structures and organ systems. The topics covered will include cells, tissues, the skeletal system, the muscular system, the nervous system, the cardiovascular system, the respiratory system, the digestive system, and the reproductive system. The organization and basic functions of each system will be discussed. **Prerequisite: MS130 Biology**
MS398
Seminar in Mathematics
4 Quarter Credits (44 Hrs Lecture)
In this course students build on their previous math experience to explore more advanced topics.
Prerequisite: Any Lower-Division Mathematics course

MS399
Seminar in Science
4 Quarter Credits (44 Hrs Lecture)
In this course students build on their previous science experience to explore more advanced topics.
Prerequisite: Any lower division Science course

College Success Course

Academic Affairs is committed to assisting students toward success in their goals by strengthening and supporting their academic and personal development. This is accomplished through building partnerships with faculty, peer and faculty tutoring and the College Success course.

The College Success course is an experience designed for new students at the College of Creative Arts and Design. It provides students with opportunities to become acquainted with faculty and staff, with themselves as learners, and with each other as valued members of college community. It focuses on students’ successful transition into the school environment and emphasizes self-directed learning strategies, critical thinking, problem solving, campus involvement and personal development. This course is designed to make students’ transition to campus a positive and strengthening one, which will help to prepare them for success.

All students are recommended to take the College Success course. Since this course helps students succeed and make the successful transition to college, it is highly recommended that it be taken within the first quarter a student attends on campus.

* Exemptions to taking the College Success course are:
  1. Students who have PH.D., MA, BA, or AA degrees.
  2. Students who have college credit for a similar course at another institution.

Students who are exempt from this course may choose to take it to become more familiar with the campus resources and to enhance their academic success.

Proficiency Credit for Portfolio Foundations: Students with advanced professional work experience may request proficiency credit for Portfolio Foundations with permission of the appropriate Academic Director.

RS092
College Success
Non-Credit Course (10 Hrs Lecture – 5 Weeks)
This course introduces students to general academic culture and the specific campus community. It also provides students the opportunity to practice critical thinking skills through analysis of case studies, discussion of issues, brainstorming of solutions, and written reflection. This course will also consider self-awareness, interpersonal skills and professionalism. Prerequisite: None
2018-2019 ACADEMIC CALENDAR

2018 - 2019 QUARTERLY AND MID-QUARTER CALENDAR*

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Last Date to Add/Drop</th>
<th>Last Date to Withdraw</th>
<th>Last Day of Classes</th>
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<tbody>
<tr>
<td>FA18</td>
<td>October 1, 2018</td>
<td>October 8, 2018</td>
<td>November 30, 2018</td>
<td>December 15, 2018</td>
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<tr>
<td>FA18 Mid</td>
<td>November 8, 2017</td>
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<tr>
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<td><strong>February 19, 2019</strong></td>
<td>March 8, 2019</td>
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<tr>
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<td>May 31, 2019</td>
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<td><strong>November 12, 2019</strong></td>
<td>November 27, 2019</td>
<td>December 14, 2019</td>
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* All of the College of Creative Arts and Design calendar dates are subject to change.
**Adjusted due to campus holiday.

2019 CAMPUS HOLIDAYS*
New Year's Day       Tuesday, January 1, 2019
Martin Luther King Day** Monday, January 21, 2019
President's Day      Monday, February 18, 2019
Good Friday          Friday, April 19, 2019
Memorial Day          Monday, May 27, 2019
Independence Day     Thursday, July 4, 2019
Labor Day            Monday, September 2, 2019
Veteran's Day        Monday, November 11, 2019
Thanksgiving Day     Thursday, November 28, 2019
Day After Thanksgiving Friday, November 29, 2019
Christmas Eve        December 24, 2019
Christmas Day        Wednesday, December 25, 2019
POLICIES AND PROCEDURES

Admissions Information

ADMISSIONS REQUIREMENTS – DIPLOMA, ASSOCIATE’S, BACHELOR’S DEGREES

An applicant must be a high school graduate, possess a recognized high school equivalency (GED® - General Education Diploma or HiSET Exam Scores) or have an associate’s degree (of at least two full academic years) that fully transfers to a bachelor’s or higher degree from a recognized accredited institution. Students can meet the High School graduation requirement by submitting an official academic transcript that shows at a minimum a completed two-year program that is acceptable for full credit toward a bachelor’s degree at the school from which the two-year degree was earned.

GED® is a registered mark of American Council on Education.

A student who is home-schooled must be able to present a high school credential evidencing that he or she completed secondary education or complies with applicable State requirements for home-schooling in the State in which the student resided during home-schooling.

The military document DD214 is NOT an acceptable means of proving high school or high school equivalency certification completion.

Students who have conflicting documentation in their file regarding completion of a high school diploma must have this situation resolved before the conclusion of the student’s first quarter or semester with consultation of College of Creative Arts and Design’s Academic Compliance Department as needed.

To meet admissions requirements, an applicant must provide documentation supporting one of the following:

- an official High School Transcript that indicates student is a graduate.
- a recognized equivalent of a high school diploma such as a GED (General Education Diploma) diploma.
- California HiSET Exam: CS Academic Affairs approves the California HiSET (High School Equivalency Test) as an acceptable alternative to the GED Exam for the state of California. As in all cases, the passing results must be received directly from the testing center to be considered official.
- an official college transcript documenting completion of an Associate’s degree from an accredited institution whose accreditation is recognized by the Council for Higher Education Accreditation.
- documentation of a homeschooling program at the secondary level as allowed under the state’s rules in which the homeschooling program occurred.
- documentation of a state authorized examination that the state recognizes as the equivalent of a high school diploma, such as the California High School Proficiency Exam.
- an official credential evaluation with High School transcript that certifies that the student completed the equivalent of a high school diploma from a non-U.S. educational institute.
- Applicants who are unable to provide documentation of having completed a high school diploma or high school equivalency certification due to a natural disaster destroying the records or the institution having been closed may submit the following for consideration in addition to completing an attestation of High School Diploma or high school equivalency certification completion:
  - Confirmation from the state recognizing that the institution lost its records to a natural disaster. If the state cannot confirm, confirmation can be obtained from a recognized authority as approved by the VP of Academic Compliance.
Confirmation from the state recognizing that the institution has closed and that the records are not attainable.

- 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.

The Department of Education may require certain selected students to provide additional documentation of high school graduation (or the equivalent) to the institution.

Proof of completion of a High School diploma that cannot be obtained by any of the criteria outlined in this document must be approved by the VP of Academic Compliance in writing.

Students must provide one of the forms of proof of graduation listed above within their first quarter of classes (prior to completion of the student’s first course).

In no instance can a student commence in a subsequent term of study without the official transcripts in hand by College of Creative Arts and Design for the previous term. No financial aid can be paid until the transcripts are received. In the interest of time, College of Creative Arts and Design will pay for these transcripts up to $10 per transcript.

**DEFINITION OF AN OFFICIAL TRANSCRIPT**

- **Official Transcript.** An official transcript is mailed directly from the issuing High School, high school equivalency certification testing center, and/or college to a College of Creative Arts and Design school, or submitted in an unopened, official school envelope with seal or stamp on reverse to a College of Creative Arts and Design School.

- **Official Faxed Transcript.** Transcripts faxed directly from the issuing school and/or testing center with coversheets to a College of Creative Arts and Design school is considered official. Official faxed transcripts must meet the following requirements:
  - Faxed transcripts must include a cover sheet with the following information:
    - List Name of institution and one of the following:
    - School/Testing Center Logo,
    - Address,
    - Fax number or phone number.
  - Fax header information must be on each faxed page and include one of the following:
    - Fax number
    - Phone number
    - School name or school department name (e.g., Registrar’s Office).
  - The faxed transcript must contain data elements generally included on an official transcript (e.g., quality points, grades, grading scales, etc…) and must meet official transcript designation as defined by the school (e.g., school official signature, stamp, seal, barcode and/or other security designation).

- **Official Electronic Transcript.** Transcripts received electronically through a recognized vendor/third party including but not limited to: Escrip-Safe, Docufide, World Education Services, Credentials, Inc., National Student Clearinghouse, EDI Texas Server must be sent directly to the Academic/Registrar Operations department from the third party (or from the College of Creative Arts and Design IT department following established protocol).

  To ensure record integrity, electronic transcripts received and forwarded directly by a student are considered unofficial.

- **Official Foreign/International Transcript.** Transcripts received from colleges or universities in other countries will be considered official with no time of issue limitations. In rare cases where a school or country only issues one official transcript, a copy of the official transcript may be
accepted at the discretion of the Admissions Committee and in consultation with the VP of Academic Affairs. In such cases, a Director level or above employee from College of Creative Arts and Design must sign the transcript copy after verifying the authenticity of the official transcript. Alternatively, a letter of verification on institution letterhead from the issuing institution may be received verifying their official transcript policy and validating that the copy received is authentic.

**AI specific:** International Students who require the Form I-20 to obtain a student visa through SEVIS require an official transcript and cannot be conditionally accepted. Foreign US resident students can be conditionally accepted until officials are obtained. The student status will change to full admission when the official evaluation is received.

**If any transcript received states it was "Issued to the Student", the transcript will not be considered official and will not be used for evaluation.**

**HIGH SCHOOL GRADUATION VALIDATION POLICY**

An applicant must be a high school graduate, possess a recognized high school equivalency (GED - General Education Diploma) or have an associate’s degree (of at least two full academic years) that fully transfers to a bachelor's or higher degree from a recognized accredited institution. Students can meet the High School graduation requirement by submitting an official academic transcript that shows at a minimum a completed two-year program that is acceptable for full credit toward a bachelor's degree at the school from which the two-year degree was earned.

Applicants to a graduate program may present a bachelor's degree as a form of proof of graduation from high school. Accreditation requirements must adhere to DCEH’s list of acceptable accreditation.

A student who is home-schooled must be able to present a high school credential evidencing that he or she completed secondary education or complies with applicable State requirements for home-schooling in the State in which the student resided during home-schooling.

The military document DD214 is NOT an acceptable means of proving high school/GED completion.

There are specific types of diplomas that are not acceptable at The Art Institute locations:

- Certificate of Performance
- Certificate of Completion
- Certificate of Attendance
- Certificate of Achievement
- Modified Diploma
- Fast Track Online Degree
- Special Education Diploma.

A stand alone "Certificate of Completion" does not suffice for admission to The Art Institutes.

Should you receive a transcript with one of these types of diplomas, you must:

1. Immediately notify the ADA and S/DOA regarding this issue. The ADA/S/DOA will notify the applicant.
2. The application paperwork may NOT be submitted to Admissions Committee for review. Either the applicant must receive a regular (Traditional) diploma or take the GED with passing test scores. If this is not an option, **the application will need to be academically rejected after notification.**

Students who have conflicting documentation in their file regarding completion of a high school diploma must have this situation resolved before the conclusion of the student’s first quarter **(No Later than COB)**
Week 9 or prior to final exams) with consultation of the Art Institute Chief Academic Officer or his/her designee as needed.

ADMISSION COMMITTEE LITERACY REVIEW ESSAY POLICY

A student must demonstrate literacy, defined as the ability to read and write at a level that allows him or her to be successful in a college level course, with reasonable remediation allowed, in order to be accepted into The Art Institutes. The admission essay will be assessed by a faculty-academic committee (ADCOM) and scored at one of two levels: Meets standard or Does not meet standard. No student may be admitted to an Art Institute without an essay that Meets Standard. An essay may only be rewritten one time for each start, and any appeal decision by the Dean or his or her designee is final. The evaluation of writing ability is useful in determining the applicant’s compatibility with the program’s course of study and in determining the applicant’s ability to write and develop ideas according to the rules of Standard English.

I. Essay Requirements

a. Applicants must write an essay of at least 250 words, answering the following prompts:

   What are your career goals and how do you expect your education at the College of Creative Art & Design to help you attain them? In what ways will you participate and commit to your education in order to be successful?

b. The documents/directions to be provided to the student are in Procedures for ADCOM Literacy Review Student Handout.

c. All prospective students must be assessed for college readiness in literacy except applicants who have attended another Art Institute and who have documentation of an accepted essay to that school in the student file.

d. If an applicant was accepted by another Art Institute and did not attend, or if the applicant attended and failed or withdrew from all classes, the student must apply through the normal admissions process.

e. All members of ADCOM and admissions staff will be trained on the essay and the rubric.

f. Scoring on the rubric is as follows:
   i. Meets Standard: Student is considered literate and may be accepted as long as all other admission requirements are met.
   ii. Does not meet standard: Student does not meet the literacy standard and may not be accepted even if all other admission requirements are met.
   iii. Students will be notified of their essay results in writing by the admissions office.

II. Appeals Process (Rewrite).

a. The student may request to rewrite the essay only one time for each start and is advised to first meet with the appropriate academic official (Dean of the Campus or his or her designee) to discuss his or her score. That official may not be a member of the Admissions Committee (ADCOM).

b. The applicant must submit the appeal (rewrite) essay to the Admissions representative (Enrollment Processor/Admissions Office Manager) for processing prior to the start date.

c. The Essay rewrite must follow the same requirements and guidelines as indicated in section I.

d. Any decision on the results of the rewrite is to be considered final.

e. The applicant must meet ALL admissions requirements for full acceptance to the school.

DIGITAL BOOKSHELF AND DIGITAL TEXTBOOKS

Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material and the Digital Textbook will be charged in addition to tuition unless the student chooses to opt out. Students that do not opt out will not need to purchase textbooks for courses using a
Digital Textbook. Students that do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook. The Digital Textbook charge is $50 per course for most courses; however, some courses may have more than one Digital Textbook and carry a Digital Textbook charge of $75 per course. If a student was charged for a Digital Textbook in a previous course and the student is required to use the same Digital Textbook for another course, the student will not incur the Digital Textbook charge again.

PROVISION FOR BOOKS AND SUPPLIES

Students who are Title IV eligible and are expected to receive excess Title IV funding will receive a stipend for the lesser amount of either their presumed excess Title IV funding or their book (for courses that do not use Digital Textbooks) and supply budget to provide students the ability to purchase books (for courses that do not use Digital Textbooks) and supplies by the seventh (7th) day of the course start date within the payment period.

As described below, by the seventh (7th) day of each course start date within the payment period, The Art Institute will provide a method for students to obtain their books and supplies required for their courses.

- For newly enrolled students, a starting kit provided by The Art Institute consisting of basic equipment and materials needed for beginning each program and charged to the student account.
- For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by The Art Institute to be automatically redeemed with The Art Institute’s contracted third-party vendor and charged to the student account.

Title IV funding, if the student is eligible, will be used to pay for these charges. Any books and supplies charged in excess of Title IV and other financial aid funding on the student account are the responsibility of the student. A detailed listing of charges is disclosed on The Art Institute’s Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of The Art Institute’s method, the student account will not be charged and the student is responsible for purchasing the required books and supplies for her/his courses. For courses using a Digital Textbook, the charge will be reversed on the student account after the Add/Drop Period.

Starting kit and Digital Textbook (for courses using Digital Textbooks) charge information is disclosed on The Art Institute’s Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of The Art Institute’s method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

The student may request a modification at any time for a subsequent payment period, regarding her or his choice to use The Art Institute’s method to obtain books and supplies, but not retroactively, by contacting the Financial Services Department.

HARDWARE SPECIFICATIONS

eCollege and VitalSource System and Hardware Specifications

As with any software, the faster the processor, the more RAM, and the larger hard drive space you provide, the better the performance. Users wanting to move their material to their hard drive may need additional space. It is also important that users understand the process and benefits of maintaining their
machines in top operating condition by keeping them current with the latest operating system updates, correctly configuring virus control, and other beneficial habits.

**Bookshelf Downloadable (via a PC/Mac)**

*Software Requirements:*
Windows XP SP3 (32 bit) / Windows Vista (32 or 64 bit) / Windows 7/8/8.1 (32 or 64 bit)
Windows users are also required to install Microsoft .Net 4.5
Mac OS 10.6 or greater

*Hardware Specifics:*
gHz or greater processor
512 MB of RAM or greater
1024x768 resolution monitor/display or greater
Internet Connection for registration and downloading of eTextbook
Quicktime 7.6 or greater is needed for embedded video content

**Bookshelf Online (via Web Browser)**

*For a PC:*
Internet Explorer, Mozilla Firefox, or Google Chrome (latest two versions)

*For a Mac:*
Apple Safari, Mozilla Firefox, or Google Chrome (latest two versions)
Bookshelf Mobile (via a Mobile Devices)
A WiFi connection on the mobile device is required for a book to download.

**Other Digital Equipment**

*Phone/iPad/iPod Touch* - iOS 3.2 or higher
*Android Devices* - Android 2.2 or higher
*Kindle Fire* - Kindle Fire 1.1 or higher*

*Please note: VitalSource Bookshelf for Kindle Fire only work with a Kindle Fire. It will not work with any other Kindles.

**Recommended Plug-ins or Downloads:** Your instructor may employee technology in the eCollege classroom that requires one of these recommended plug-ins or downloads in order to function properly. If your instructor uses the ClassLive technology, Java will be required. If your instructor provides PDF files, Adobe Reader may be required to open and view those files. You can download these items at the time that they are deemed necessary.

- **Java**
  - If Window - Sun's Java 2 SDK (Java 1.5 or Java 1.6) ([http://www.java.com](http://www.java.com))

**ENROLLMENT AND APPLICATION PROCEDURE**

An application for admission and the enrollment agreement must be completed and signed by the applicant and parent or guardian (if applicable) and submitted to the appropriate College of Creative Arts and Design location. College of Creative Arts and Design requires OFFICIAL proof of high school graduation or GED scores. Prospective students are strongly encouraged to visit the College of Creative Arts and Design location they are interested in attending, although a visit is not a condition for submitting the application for admission or enrollment agreement. Arrangements for an interview and tour of a College of Creative Arts and Design location may be made by contacting the Admissions Department. Each individual who seeks admission to College of Creative Arts and Design will be interviewed either in person or by telephone by an Assistant Director of Admissions. The purpose of the interview is to:

1. Explore the prospective student’s background interests as they relate to the programs offered at College of Creative Arts and Design.
2. Assist prospective students to identify the appropriate area of study consistent with their background and interest.

3. Provide information concerning curriculum offerings and support services available at College of Creative Arts and Design. The preadmission interview is designed to assist in assessing whether the student has a reasonable chance of successfully completing the appropriate program of study. Other nationally based exams, such as the SAT or ACT, will be considered.

In addition, all prospective students are required to independently conceive and write one essay of at least 250 words. The application includes the topic for the essay.

College of Creative Arts and Design reserves the right to request any additional information necessary to evaluate an applicant’s potential for academic success.

ADMISSIONS COMMITTEE POLICY

A student must demonstrate literacy, defined as the ability to read and write at a level that allows him or her to be successful in a college level course, with reasonable remediation allowed, in order to be accepted into The Art Institutes. The admission essay will be assessed by a faculty/academic committee (ADCOM) and scored at one of three levels: Meets standard, Approaching standard, Does not meet standard. No student may be admitted to an Art Institute without an essay that either Meets or Approaches Standard. An essay may only be rewritten one time for each start, and any appeal decision by the Dean or his or her designee is final. The evaluation of writing ability is useful in determining the applicant’s compatibility with the program’s course of study and in determining the applicant’s ability to write and develop ideas according to the rules of Standard English.

ADDITIONAL APPLICATION REQUIREMENTS

AUDIO PRODUCTION PROGRAM REQUIREMENTS

To be accepted into the Audio Production program, in addition to the general admissions requirements and enrollment procedure, an applicant must have achieved a minimum cumulative GPA of 2.5 from high school or have achieved the minimum 2.5 cumulative GPA in at least 24 semester or 36 quarter credits at an accredited college or university, or be granted permission by the Academic Department Director.

GAME ART & DESIGN PROGRAM REQUIREMENTS

To be accepted into the Game Art & Design program, in addition to the general admissions requirements and enrollment procedure, an applicant must have achieved a minimum cumulative GPA of 2.5 from high school or have achieved the minimum 2.5 cumulative GPA in at least 24 semester or 36 quarter credits at an accredited college or university. Applicants must also submit for review a portfolio of original artwork. Entrance portfolios are required in order to assess a student’s aptitude and placement in the program or if appropriate, to direct the student to a program for which he or she demonstrates a greater aptitude. Carefully follow the instructions and criteria listed below. It is important that the applicants include the appropriate number of pieces in their portfolio and that it is submitted in a timely manner.

Standard Portfolio Content

- Five (5) observational/life drawings
- Five (5) pages from the applicant’s sketchbook

OR, in lieu of a standard portfolio, applicants may prepare a portfolio by completing the following six exercises:

- Select three (3) to five (5) familiar objects. Arrange them, then draw them, giving consideration to line and tone.
- Make a free-hand drawing of one corner of a room in your home. Include at least three pieces of furniture.
- Create a self-portrait in any medium. Do not refer to a photograph. Using a mirror is allowed.
- Using a person or photograph as your model, draw what you see.
Using “nature” or “city” as a theme, create a collage by tearing images from a magazine and pasting them on a sheet of paper.

Visually interpret and express the word “connection” using any medium.

**Submission**

Label all pieces with:
- Name
- Date completed
- Dimensions and medium, if appropriate
- Approximate time it took to complete

Do Not Submit Original Work; SUBMIT COPIES ONLY. Copies should be on 8.5 x 11 unmatted paper or on CD-ROM.

**Rejection Policy**

If an applicant’s portfolio is rejected, the applicant may reapply for the following quarter by providing a new portfolio. Please speak to an Assistant Director of Admissions regarding the deadlines for portfolio submission.

**PROFESSIONAL WRITING FOR CREATIVE ARTS**

Applicants of the Bachelor of Science in Professional Writing for Creative Arts program must meet the standard Art Institute admission criteria of a final high school GPA of 2.0 or higher or hold a high school equivalency certification (such as the GED) and complete an admissions essay. Both new and transfer applicants must also demonstrate college readiness via a writing sample or show demonstrated writing aptitude through recent high school/college transcripts or through recent employment/military service records.

**SOFTWARE DEVELOPMENT FOR CREATIVE TECHNOLOGIES**

Applicants of the Software Development for Creative Technologies bachelors program must meet the standard Art Institute admission criteria of a final high school GPA of 2.0 or higher or hold a General Education Development certificate (GED) and complete an admissions essay. New, changing program, and/or transfer applicants must also demonstrate college readiness on a normalized math pretest or show demonstrated computational aptitude through recent high school/college transcripts or through recent employment/military service records.

**CULINARY STANDARDS**

**Purpose or Scope**

The culinary profession requires skills and abilities in the classroom and kitchen settings. As such, guidelines for students are necessary to provide appropriate expectations. Industry and kitchen standards introduced and reinforced throughout the curriculum are essential for student’s success in the classroom and the industry. Abiding by local health codes is essential for safety and sanitation in the kitchen. College of Creative Arts and Design is committed to equal opportunity in its culinary programs and does not discriminate on the basis of disability (or any other reason) and will make reasonable accommodations to a qualified student to enable the student to participate in culinary programs, provided that the accommodation does not jeopardize safety, pose an undue hardship, or materially alter the academic integrity of the program.

**Policy Provisions**

To participate in any program in The International Culinary Schools at the College of Creative Arts and Design, each student, with or without reasonable accommodations, must be able to safely and effectively:

- Attend and participate in both day and night shift (including first and fourth shifts) classes
- Communicate in person with co-workers, students and guests and process written and verbal instructions
- Attend and participate in laboratory and production classes of up to 6 hours in length
• Regularly lift and transport food and other culinary product, equipment, small wares and utensils weighing up to 40 pounds
• Regularly lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated
• Pour and serve liquids and beverages, including hot liquids up to temperatures of 180-185 degrees Fahrenheit (82.2 – 85 degrees Celsius)
• Use knives and other commercial cooking utensils
• Perform repetitive motion skills required in the kitchen and the food industry, such as whisking, dicing, or piping
• Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetables, and fruit products
• Handle and bake/cook using different flours – including all grains – as well as chocolate, fruits, and nuts
• Operate commercial cooking and food service equipment
• Stand or maneuver in professional or commercial kitchens, dining rooms and related facilities for up to 2 hours
• Sit on a kitchen stool or at a classroom desk for up to 50 minutes
• Visually assess, and evaluate the taste, appearance, texture and aroma of food and beverage products
• Use commercial cleaning and sanitizing equipment and materials
• Produce food products within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical

The foregoing technical standards are essential to the programs of instruction in The International Culinary Schools at College of Creative Arts and Design and also reflect industry requirements and standards.

INTERNATIONAL STUDENT ADMISSIONS POLICY

All international students must meet the same admissions standards as all other students when seeking to enroll in the College of Creative Arts and Design. Please refer to Admissions Requirements. Those international students applying to SEVP-certified schools and requiring the school’s sponsorship for international student visa status (Form I-20) must meet the additional requirements listed below. The College of Creative Arts and Design requires nonimmigrant students present in Visa Waiver, B-1, and B-2 status to change visa to F-1 or other qualifying status prior to enrolling in programs of study (other than avocational or recreational courses). Students in F-2 or M-2 status may enroll on a part-time basis where available. Please note that some programs may not be eligible for international students requiring Form I-20 sponsorship. Please ask to speak with College of Creative Arts and Design’s International Admissions Representative for more detail.

Important International Student Disclosure – International students attending College of Creative Arts and Design locations under F-1 visas (Form I-20) are required to maintain a “full course of study” during each academic term of their programs of study. For undergraduate (non-degree, Diploma, Associates, and Bachelors-level programs) students, this is defined as a minimum of 12 credits per academic term. Graduate programs will vary by program of study. Not more than 1 online course or 3 online credits per academic term may be counted toward meeting the “full course of study” requirement. Please note that not all Art Institute locations offer online courses. Speak with an admissions representative for more information. Program and course offerings are subject to change and international students may be required to take additional courses to meet the full course of study requirement. International students should work closely with the International Student Advisor to ensure all requirements of their visa statuses are met.

THIS SCHOOL IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NONIMMIGRANT ALIEN STUDENTS.
Admissions Requirements For Students Requiring Form I-20 Sponsorship

International students requiring College of Creative Arts and Design’s Form I-20 must submit the following items in addition to the standard documents required for admission:

- Original or official copies of all educational transcripts and diplomas (secondary and post-secondary if applicable)
- English language translation(s) of education transcripts and diplomas, if applicable
- If used to meet admissions requirements above, official credential evaluation of post-secondary, non-U.S. transcripts and diplomas required for admission. NOTE: evaluations must be prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member organization
- Proof of English Language Proficiency (see English Language Proficiency Policy)
- Proof of financial responsibility to cover costs of tuition and fees and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor’s Statement of Support, if required)
- Photocopy of student’s “bio-info” page of passport to provide proof of birth date and citizenship
- For all nonimmigrant applicants residing in the United States, provide a copy of passport visa page and Entry Record or Form I-94 card
- For all non-immigrant applicants currently in F, M, or J status, provide a copy of all Forms I-20 or Forms DS-2019
- Transfer Clearance Form for students currently in F, M, or J status at another institution

English Language Proficiency Policy

As the lectures, seminars, materials, and discourse which comprise programs of study at the College of Creative Arts and Design are presented in English, the College of Creative Arts and Design requires that all students possess and demonstrate a minimum level of English language proficiency required to substantially benefit from the programs offered.

A student is deemed proficient in the English language if he or she:

- Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English
- Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from overseas institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) a minimum of two (2) academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) English 101 and 102 at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Presents acceptable English Language Proficiency test scores meeting the minimum required levels set forth below.

Minimum Acceptable Proof of English Language Proficiency Standard

<table>
<thead>
<tr>
<th>ELP TEST</th>
<th>DIPLOMA</th>
<th>AS/BS</th>
<th>GRAD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Paper</td>
<td>480</td>
<td>500</td>
<td>550</td>
</tr>
<tr>
<td>TOEFL i-BT (internet based test)</td>
<td>54-55</td>
<td>61</td>
<td>79-80</td>
</tr>
<tr>
<td>I.E.L.T.S. (A Cambridge University Exam)</td>
<td>Level 5.5</td>
<td>Level 6.0</td>
<td>Level 6.5</td>
</tr>
<tr>
<td>American College Testing (ACT) English</td>
<td>17</td>
<td>19</td>
<td>21</td>
</tr>
<tr>
<td>EF International Language Schools</td>
<td>C1</td>
<td>C1</td>
<td>C2</td>
</tr>
<tr>
<td>ELS Language Schools</td>
<td>Level 108</td>
<td>Level 109</td>
<td>Level 112</td>
</tr>
</tbody>
</table>
Undergraduate (diploma, associate and bachelor level) applicants may also satisfy the minimum standard of English language proficiency by submitting official documentation of one of the following:

- Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction. Successful completion is defined as passing all courses for which the student was registered during the two semesters;
- U.S. High School Diploma or GED administered in English;
- Equivalent of a U.S. High School Diploma from a country in which English is the official language (equivalency must be verified by a recognized evaluator of international credits);
- Satisfactory completion of English 101 or 102 at an English speaking college or university within the U.S., achieving a grade of “C” or higher.

Please contact an International Student Admissions Representative for questions about acceptable alternative measures of English Language Proficiency.

**NON-DISCRIMINATION POLICY**

College of Creative Art and Design does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. College of Creative Art and Design provides reasonable accommodations to qualified individuals with disabilities. College of Creative Art and Design will not retaliate against persons bringing forward allegations of harassment or discrimination.

The following person has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the Non-Discrimination Policy:

- Human Resources Generalist, The Art Institute – Hollywood, a campus of Argosy University, 5250 Lankershim Blvd., North Hollywood, CA 91601; 818-299-5100;
- Human Resources Generalist, The Art Institute – San Diego, a campus of Argosy University, 7650 Mission Valley Road, San Diego, CA 92108; 858-598-1200.

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<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum</th>
<th>Average</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>iTEP</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>Pearson</td>
<td>42</td>
<td>44</td>
<td>53</td>
</tr>
<tr>
<td>Michigan English Language Assessment Battery</td>
<td>73</td>
<td>80</td>
<td>85</td>
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<tr>
<td>(MELAB or “Michigan Test”)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholastic Aptitude Test (SAT) - English Score</td>
<td>420</td>
<td>526</td>
<td>572</td>
</tr>
<tr>
<td>Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section</td>
<td>453*</td>
<td>526</td>
<td>572</td>
</tr>
<tr>
<td>TOEIC (Academic Test)</td>
<td>600</td>
<td>650</td>
<td>700</td>
</tr>
</tbody>
</table>

* The scale for The Prueba Aptitud Academica has changed and now closely reflects the SAT.
** As of April 2005, the SAT verbal test is replaced with the SAT critical reading test.
Financial Information

FINANCIAL SERVICES

The campuses of the College of Creative Arts and Design have Financial Services to help students and their families develop a financial plan to enable program completion. Specialists from this department help students complete applications for grants and loans applicable to students’ circumstances. Once a student’s eligibility for financial assistance has been determined, the student and the financial planning specialist develop a plan for meeting educational expenses. Students of College of Creative Arts and Design may apply for scholarships, grants, and loans to assist with college expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student’s educational costs. Students do not repay scholarships or grants, but must meet specific requirements to receive them. Various loans may also be available to assist students with educational costs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. All students who receive federal- or state-sponsored financial assistance must maintain satisfactory academic progress as defined in Academic Policies and Procedures section.

The College of Creative Arts and Design is eligible for financial aid and participates in many programs to assist students with their education.

POLICIES AND PROCEDURES FOR VERIFICATION

The College of Creative Arts and Design has developed the following policies and procedures in accordance with federal financial aid regulations:

- Only students who have been selected will have their application information verified and will be required to submit supporting documentation. In most cases, the required documentation consists of a completed verification worksheet and a signed United States income tax transcript from the prior year.

- College of Creative Arts and Design will inform students of the required documentation that is missing. College of Creative Arts and Design will use as its reference the most recent verification guide supplied by the United States Department of Education. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle. College of Creative Arts and Design will notify the student of the result of verification and any other documentation needed. College of Creative Arts and Design will assist the student in correcting any information that is inaccurate and will notify any student whose award changes via an award letter.

- If the student supplies inaccurate information on any application and refuses to correct it after being counseled by the college, the college will refer this case to the United States Department of Education for resolution. Unless required by the United States Department of Education, no Financial Aid will be disbursed to the student.

- The Financial Aid file must be documented with the date that verification is completed. Loan checks are not to be released prior to this date.

- No Pell Grant or FSEOG funds will be disbursed prior to the completion of verification.

- Federal Direct Student Loan applications may be certified by the college prior to the completion of verification. However, the funds may not be received until verification is complete.

- Students eligible to receive a Federal Pell Grant will have until 60 days after his/her last day of attendance or end of the academic year, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the college for payment of all tuition and fees due or risk termination from College of Creative Arts and Design. After the passage of the aforementioned period, all Financial Aid that might have been due is forfeited.
SECONDARY CONFIRMATION PROCEDURES

In accordance with current federal regulations, College of Creative Arts and Design has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status, the student must submit reasonable evidence of eligible status. All students who report eligible status, but whose eligible status is not confirmed by the Central Processing System output document, will follow the procedures listed below:

- Students have 30 days from the date that College of Creative Arts and Design receives the output document to submit documentation of eligible non-citizen status.
- Students must submit documentation of their legal permanent status to the Financial Services Office. This documentation must be current, official, and legible.
- College of Creative Arts and Design will initiate secondary confirmation within 10 business days of receiving both output documents and student’s immigration status documents.
- College of Creative Arts and Design will not make the decision regarding “eligible non-citizen” status without the student having the opportunity to submit documentation supporting a claim for eligibility during the 30-day period.
- Failure to submit the documentation by the deadline prevents College of Creative Arts and Design from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.

Scholarships

The Art Institutes of California offer various merit and competitive scholarships, including the following list. Terms and conditions may apply to the scholarship; see the Financial Aid office for more details.

2018-2019 ACTIVE DUTY SCHOLARSHIP – SAN DIEGO CAMPUS

The Art Institute of California – San Diego, a campus of Argosy University is piloting a new scholarship ("2018-2019 Active Duty Scholarship"), which will provide a tuition rate of $166.00 per quarter credit hour for any academic program to eligible active duty students. This increase in tuition scholarship will be made available to eligible Active Duty, Active and Drilling members of the Reserve and National Guard and their spouses and dependent children. Currently enrolled students are not eligible for this new scholarship.

Please note: Dependents are defined as unmarried children of active-duty or select reserve members under 21 years of age, or those under the age of 23 enrolled in a full-time course of study in an institution of higher learning and dependent on the service member for more than one-half of the child’s support.

The 2018-2019 Active Duty Scholarship will be available for eligible new students who are enrolled at The Art Institute of California – San Diego campus (only) for the following start dates: April 2, 2018, May 10, 2018, July 9, 2018, August 16, 2018, October 1, 2018, November 8, 2018, January 7, 2019, February 14, 2019, April 1, 2019, and May 9, 2019. The 2018-2019 Active Duty Scholarship will not be offered to new eligible students who start after May 9th 2018. The new scholarship may not be used in conjunction with other institutional aid. Eligible students who elect to receive the new scholarship will be automatically ineligible for the Art Grant and other grants and scholarships awarded by The Art Institutes. To be eligible for the 2018-2019 Active Duty Scholarship, a student must sign a Memorandum of Understanding (MOU) prior to starting class.
THE ART GRANT
The Art Grant is an institutional aid award toward your tuition charges up to 20% for Bachelor’s degree programs and up to 15% for Associate’s degree programs. For every 12 credits earned, an Art Grant will be earned to be applied to tuition in the form of a tuition credit applied during the next successive academic quarter.

New and current students are eligible. The grant award may vary by amount of credits to be completed in a program at an Art Institutes’ campus after October 1, 2014, violations of school policies, or breaks in enrollment. Total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Students must read and acknowledge a Memorandum of Understanding regarding The Art Grant, which sets forth eligibility requirements and other conditions, before any grant is awarded.

The ART GRANT program may not be used in combination with the Continual Transfer Waiver.

See your Student Financial Aid Office for details.

THE ART INSTITUTE SCHOLARSHIP PROGRAM
High school seniors may compete in The Art Institutes Scholarship Competition. Partial tuition scholarships will be awarded to those who demonstrate the ability and commitment to succeed in a creative career. The number of scholarships offered varies and every Art Institutes school may not participate. Please contact your school of interest for detailed scholarship information.

Winners must apply to one of The Art Institutes schools and satisfy all acceptance criteria in order to validate the scholarship. Students must begin their course of study at The Art Institutes school of their choice in the summer or fall quarter of their high school graduating year. If a student wants to transfer to a different Art Institutes school, the receiving school can elect whether or not to accept the scholarship.

Students must maintain satisfactory academic progress by completing an 18-month program within 21 months, a 21-month program within 24 months, a 24-month program within 27 months, a 27-month program within 30 months, or a 36-month program within 39 months. Students must maintain a GPA of 2.5 or better to retain the scholarship.

The scholarship is not redeemable for cash and may not be used to finance optional programs sponsored by the applicable Art Institutes school. The scholarship covers tuition only and may not be applied against fees, living expenses, or supply costs and may not be transferred. Scholarship money is awarded in the form of a tuition credit, and will be applied evenly over the course of the student's academic program. In the event education is terminated either by the student or The Art Institutes school, the scholarship becomes null and void; any future quarter scholarship dollars not used will be revoked and will not be available upon reentry.

CAREERS THROUGH CULINARY ARTS PROGRAM (CCAP) TUITION SCHOLARSHIP
High school seniors graduating in 2018 who are enrolled in a C-CAP culinary program may compete for one $50,000 tuition scholarship to be used for either a two or four-year Culinary Arts (AS) or Culinary Management (BS) degree program at The Art Institute of Phoenix. Tuition scholarships are not redeemable for cash. The tuition scholarship covers academic tuition only and may not be applied against fees, living expenses, or program supplies and may not be transferred between affiliate schools.

For more information on how to apply for C-CAP, speak to the C-CAP Director at your high school, visit www.ccapinc.org, or call 212-974-7111.

Terms of the scholarship are as follows:
• The chosen winner agrees to sign a Memorandum of Understanding accepting their award by July 1, 2018
• The winner must submit their Application and Enrollment Agreement for the July 2018 Summer Quarter
• The winner must begin their program of study in the July 2018 Summer Quarter
• Students must maintain satisfactory academic progress by completing an 18-month Associate Degree program in 21 months or a 36-month Bachelor Degree program in 39 months.
• Students must maintain a GPA of 2.5 or higher to retain the scholarship. The scholarship will be suspended in quarters where the cumulative grade point average falls below 2.5.

• The scholarship covers tuition only, valued at $50,000. The scholarship will be awarded in the form of a tuition credit and will be prorated over the length of the program. It may not be applied against fees, living expenses, supplies or other non-tuition related expenses.

DECA SCHOLARSHIP
DECA high school senior students are eligible to receive a scholarship for participation in the organization. DECA high school senior students who are members of DECA can compete in DECA State and/or DECA International competitions.

STATE SCHOLARSHIP AWARDS
DECA students who are first place winners at the State Level competitions can receive a scholarship in addition to the member amount.

INTERNATIONAL SCHOLARSHIP AWARDS
DECA students who are first-place winners at the DECA International Career Development Conference (ICDC) competitions can receive a scholarship in addition to the DECA State Scholarship and the member amount.

DEADLINES & IMPORTANT DATES
DECA’s ICDC will be held in May. For details, visit www.deca.org. Winners of the DECA State and/or DECA International competitions may contact Julie Walsh at The Art Institutes at 1-800-275-2440 or jawalsh@aii.edu for scholarship details or visit www.deca.org/partners/artinstitutes.

Scholarship awards are contingent upon acceptance to the chosen Art Institutes school and are awarded in the form of a tuition credit. All scholarship awards are awarded toward a bachelor’s or associate’s degree, diploma program, or certificate program. Tuition scholarships are non-transferable. Upon accepting the scholarship, the winner must begin his or her studies in the summer or fall quarter following high school graduation. Winners must maintain a 2.5 GPA or higher. Tuition scholarships are not redeemable for cash. The tuition scholarship covers academic tuition and may not be applied against fees, living expenses, or program supplies and may not be transferred between affiliate schools. Scholarship recipients must not interrupt their studies; interruption of studies will result in loss of the scholarship. Scholarships are non-renewable.

FCCLA COMPETITIONS
All FCCLA (Family, Career and Community Leaders of America) scholarship awards are renewable for up to 4 years for a maximum first-place scholarship of $12,000; maximum second-place scholarship of $8,000; and a maximum third-place scholarship of $4,000.

First-place team of the National FCCLA Culinary Competition will each be awarded a $3,000 tuition scholarship to any one of over 40 U.S. schools comprising The International Culinary Schools at The Art Institutes. A $2,000 tuition scholarship for each student on the second-place team and a $1,000 tuition scholarship for each student on the third-place team will also be awarded.

First-place award of the National FCCLA Fashion Design and Fashion Construction Competitions will be a $3,000 tuition scholarship to any one of The Art Institutes schools in the U.S. offering a Fashion program. A $2,000 tuition scholarship for second-place and a $1,000 tuition scholarship for third-place will also be awarded in each competition.

First-place team of the National FCCLA Hospitality Competition will each be awarded a $3,000 tuition scholarship to any one of over 40 U.S. schools comprising The International Culinary Schools at The Art Institutes. A $2,000 tuition scholarship for each student on the second-place team winners and a $1,000 tuition scholarship for each student on the third-place team winners will also be awarded.

First-place winners (either team or individual) of the National FCCLA Interior Design Competition will each be awarded a $3,000 tuition scholarship to any one of The Art Institutes schools in the U.S. offering an
Interior Design program. A $2,000 tuition scholarship for each student for second-place and a $1,000 tuition scholarship for each student for third-place will also be awarded (either team or individual).

To learn more about FCCLA competitions, visit www.fcclainc.org. Applicants for the scholarships noted above must be a senior graduating in the competing year, and a legal resident of the 50 United States or the District of Columbia. Contact the Senior Coordinator of High School Marketing at 1-800-275-2440 for additional scholarship details.

**FCCLA California COMPETITIONS**

All FCCLA (Family, Career and Community Leaders of America) California tuition scholarships are renewable for up to 4 years for a maximum first-place scholarship of $4,000; maximum second-place scholarship of $3,000; and a maximum third-place scholarship of $2,000.

First-place winners (either team or individual) of the California State FCCLA Commercial Food Preparation Competition will each be awarded a $1,000 tuition scholarship to any one of The Art Institutes schools in California offering a Culinary program. A $750 tuition scholarship for each student on the second-place team and a $500 tuition scholarship for each student on the third-place team will also be awarded.

First-place award of the California State FCCLA Culinary Arts Display will be a $1,000 tuition scholarship to any one of The Art Institutes schools in California offering a Culinary program. A $750 tuition scholarship for second-place and a $500 tuition scholarship for third-place will also be awarded.

First-place award of the California State FCCLA Fashion Design and Apparel Construction Competitions will be a $1,000 tuition scholarship to any one of The Art Institutes schools in California offering a Fashion program. A $750 tuition scholarship for second-place and a $500 tuition scholarship for third-place will also be awarded in each competition.

First-place team of the California State FCCLA Hospitality, Tourism, and Recreation Competition will each be awarded a $1,000 tuition scholarship to any one of The Art Institutes schools in California. A $750 tuition scholarship for each student on the second-place team and a $500 tuition scholarship for each student on the third-place team will also be awarded.

First-place team of the California State FCCLA Interior Design Competition will each be awarded a $1,000 tuition scholarship to any one of The Art Institutes schools in California offering an Interior Design program. A $750 tuition scholarship for each student on the second-place team and a $500 tuition scholarship for each student on the third-place team will also be awarded.

To learn more about FCCLA competitions, visit www.ca-fccla.org. Applicants for the scholarships noted above must be a senior graduating in the competing year, and a legal resident of the 50 United States or the District of Columbia. For more information email scholarships@aii.edu.

**THE SCHOLASTIC ART & WRITING AWARDS**

Four nationwide $10,000 scholarships will be awarded by The Art Institutes to the Scholastic National Award Recipients on a first-come, first-served basis. Applicants must be high school seniors. To receive information about this scholarship, visit the Scholastic website at www.artandwriting.org or call 212-343-6100. National Award Recipients must contact the Senior Coordinator of High School Marketing at The Art Institutes at 1-800-275-2440 as soon as they are notified of the award.

**PROSTART (Advance Placement Credits)**

High school seniors who complete the ProStart program with a C average or above and obtain a Certificate of Achievement may receive Advance Placement credit at any of over 40 U.S. schools of The International Culinary Schools at The Art Institutes.* Advance Placement rewards students for their skills, saving them time and money.

Students may receive academic credit up to 12 credits (valued at over $5,000) for any of the following courses:**

- Concepts and Theories
- Fundamentals of Classical Techniques
- Management, Supervision, and Career Prep
- Culinary Nutrition***

Additional credits may be articulated to ProStart students on a case-by-case basis upon review by the local school's Chef Director and Dean of Academic Affairs.

* Passport credits are accepted at all U.S. Art Institutes affiliated schools. Degree and program offerings vary by school.

** To receive Advance Placement credit, students must submit a ProStart Certificate of Achievement which will be reviewed by the local school's Chef Director and Dean of Academic Affairs. The Fundamentals of Classical Techniques class requires the student to successfully pass the courses Final Knife Skills and Final Practical Cooking Exam in order to obtain advance placement credit.

*** Some restrictions apply for approval of Culinary Nutrition credits. Contact local school for details.

PROSTART STATE SCHOLARSHIPS
The International Culinary Schools at The Art Institutes are pleased to award first-place scholarships to 40 states for $3,000 renewable for up to $12,000 in the ProStart state-level Culinary Arts and Culinary Management Competitions in: Alaska, Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Washington, Washington DC, West Virginia, Wisconsin, and Wyoming.

Awards to attend any of our over 40 schools offering culinary programs across the U.S. Applicants must be high school seniors. Contact the Senior Coordinator of High School Marketing at 1-800-275-2440 for more information and scholarship details.

SKILLSUSA CHAMPIONSHIP
Secondary and postsecondary students who are members of SkillsUSA may compete in national championships.

Advertising Design, Culinary, and Photography championship awards (6 nationwide scholarships available in each category)

3-D Visualization & Animation, Web Design, and Television Production championship team awards (12 nationwide scholarships available in each category):

Tuition scholarships are not redeemable for cash. The tuition scholarship covers academic tuition and may not be applied against fees, living expenses, or program supplies and may not be transferred between affiliate schools. Scholarships are awarded on first-come, first served basis.

For details, call 703-777-8810 or visit www.skillsusa.org. Winners of the SkillsUSA competition may contact the Senior Coordinator of High School Marketing at 1-800-275-2440 for scholarship details.

NATIONAL PROSTART INVITATIONAL
Graduating high school seniors who are enrolled in a ProStart program are eligible for the National ProStart Invitational Culinary Competition Scholarship (15 available nationwide) and Management Competition Scholarship (15 available nationwide). Competition winners may receive partial tuition scholarships.

National ProStart, each student who is part of a team will receive the following $ amounts: 1st place $10,000; 2nd place $7500; 3rd place $5000. These are non-renewable.

For more information, visit the ProStart website at NRAEF.org or call 1-800-765-2122. Contact Julie Walsh at 1-800-275-2440 or jawalsh@aii.edu for scholarship details.
FUTURE BUSINESS LEADERS OF AMERICA NATIONAL SCHOLARSHIP PROGRAM
Graduating high school seniors who are members of FBLA may apply for The Art Institutes Future Business Leaders of America Scholarship. Details and an application form may be obtained here, or by contacting Julie Walsh at The Art Institutes at 1-800-275-2440 or jawalsh@aii.edu.

NATIONAL ART HONOR SOCIETY SCHOLARSHIP
Graduating high school seniors who also belong to the National Art Honor Society may apply for The Art Institutes National Art Honor Society Scholarship. Details and an application form may be obtained here, or by contacting Julie Walsh at The Art Institutes at 1-800-275-2440 or jawalsh@aii.edu. Tuition scholarships for first-, second-, and third-place awards may be applied at The Art Institutes school of recipient’s choice.
### Tuition and Fees

Not all programs are available at all campuses. Tuition and fees effective **June 23, 2017**. Current tuition and fees applicable to college programs are as follows:

**H** - Hollywood, **SD** - San Diego

| Program of Study | Program Offered at | Credit Hours | Program Length (Quarters) | Instruction Weeks | Tuition per Credit Hour | Lab Fee | Digital Textbook 1 | Starting Kit Fee 2 | STRF | Tuition Only | Approx. Tuition and fees Per Program
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Lab fees above represent the total timely, successful completion of the program and are charged per credit hour. Retaking courses will increase the lab fee charge.

**AVERAGE COST OF ATTENDANCE PER QUARTER**

Not all fees are applied each quarter which will result in some fluctuation in cost. The number of credits indicated is based on full time status and full load. Each student's cost structure may vary depending on the number of credits taken per quarter.

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<td>$229</td>
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<td>$0</td>
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<td>11</td>
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<td>$233</td>
<td>$420</td>
<td>$0</td>
<td>$7,770</td>
<td>$8,423</td>
</tr>
</tbody>
</table>

The table above is calculated at full load, which is an average of 15 credit hours per quarter. The calculation would be based on 12 credit hours per quarter if a student were to take the minimum allowable credits required to still be considered a full-time student.

Lab fees above represent the total timely, successful completion of the program and are charged per credit hour. Retaking courses will increase the lab fee charge.

Please visit our [Student Consumer Information](#) page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the midterm start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.
1 Lab fees above represent the total for the program and are charged per course or quarter. Lab fees are treated as tuition for refund purposes.

2 Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material and the Digital Textbook will be charged in addition to tuition unless the student chooses to opt out. Students that do not opt out will not need to purchase textbooks for courses using a Digital Textbook. Students that do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook. The Digital Textbook charge is $50 per course for most courses; however, some courses may have more than one Digital Textbook and carry a Digital Textbook charge of $75 per course.

3 The starting kit is optional and consists of basic equipment and materials needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at the school or at most supply stores. Kit prices do not include applicable sales tax and are subject to change.

4 Approximate tuition and fees is based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.

Approximate tuition per program does not include prior experiential learning fees. Students will be charged a nonrefundable administrative fee of $35 (USD) per course for which credit is sought. To request a copy of the manual, contact your Assistant Director of Admissions or Academic Affairs department at the campus.

The current STRF charge is $0.00 (Student Tuition Recovery Fund).

The STRF rate is subject to change based upon the balance in the STRF account. Statute requires the Bureau begin collecting if the balance falls below $20 million ($20,000,000.00) and caps the account at $25 million ($25,000,000.00). Please see the office of admissions for questions regarding the assessment of the STRF fee. Because this institution participates in the STRF, students who are otherwise eligible are protected by STRF regardless of whether the fee is assessed. STRF fees are currently a one-time non-refundable charge of $0.00 per $1,000 of institutional charges, rounded to the nearest thousand dollars; but this amount is subject to change.

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 prepaid tuition, and suffered an economic loss.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (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 the 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 cancellation 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 noncollection 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.

MILITARY EDUCATION BENEFITS

Chapter 33: Post 9/11 GI Bill®
This is an education benefit for service members who have served on active duty for at least 90 days after 9/10/2001, or were discharged with a service connected disability after 30 consecutive days. An honorable discharge (character of service) is required for veterans. Individuals who are entitled to 100% of this benefit can have their entire cost of tuition and fees covered while eligible. For more information, visit http://www.benefits.va.gov/gibill/post911_gibill.asp.

Yellow Ribbon Program
College of Creative Arts and Design campuses proudly participate in the Yellow Ribbon Program for all degree programs. The Yellow Ribbon Program provides assistance to veterans with 100% eligibility of Chapter 33 Post 9/11 GI Bill® whose cost of tuition and fees exceeded the annual cap. Once the annual cap is reached, half of the remaining cost for tuition and fees for the fiscal year will be covered by the school and the Department of Veterans Affairs will match the other half. Some degree programs may be subject to a maximum tuition & fee reimbursement amount per academic year from the Yellow Ribbon Program. Active duty service members and their spouses are not eligible for this program. Child transferees of active duty service members may be eligible if the service member is qualified at the 100 percent rate. For more information, visit http://www.benefits.va.gov/gibill/yellow_ribbon.asp.
Military and Veteran Institutional Scholarship Opportunities
The Art Institutes are proud to offer institutional scholarship opportunities to qualifying military and veteran students. Eligibility is based upon current or former military affiliation or relationship to a current military service member. Documentation will be required to prove eligibility. School personnel will be able to advise you regarding available scholarships, eligibility requirements and required documentation.

Military Personnel
The Art Institutes are pleased to offer a military tuition scholarship of 10% to eligible Active Duty, Active and Drilling members of the Reserve and National Guard, and spouse of an active duty service member.

Veterans
Eligible veterans may receive a military tuition scholarship of 10%.

Additional information
For in-depth information, please speak with an admissions representative at The Art Institutes at 1-855-300-1247 and 1-888-479-6245 for online programs.


FEDERAL STUDENT FINANCIAL AID
The purpose of federal student financial aid programs is to ensure that all students have an opportunity to obtain a college education, and that no student will be denied that opportunity because of lack of funds. Central to the purpose of financial aid is the belief that students and their families, to the extent possible, have the primary responsibility to pay for the student’s college education. Financial aid is made available to assist students who qualify when family resources are not sufficient to meet college costs. All students are to be treated fairly and equitably by applying policies and procedures for determining eligibility consistently. Though applicants are encouraged to seek financial aid, students should not rely solely on these monies to support themselves throughout the academic year. Students receiving any form of financial aid are required to meet standards for academic progress and attendance. Proof of such progress on a periodic basis is verified prior to any disbursements of financial aid. Failure to make satisfactory academic progress or satisfactory attendance requirements may result in the termination or reduction of financial aid. Though College of Creative Arts and Design financial aid staff is responsible for accurate distribution, explanation, documentation, and validation of financial aid requirements, it is the student’s responsibility to comply with all requests in a timely fashion if the student wishes to continue receiving benefits. Federal aid grants are awarded on a fiscal year basis, beginning July 1 and ending June 30. Some applicants may need to complete the application process twice during an academic or calendar year.

FINANCIAL AID PROGRAMS
The College of Creative Arts and Design participates in the following financial aid programs. Application for all federal aid programs can be done through the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Please speak to a Financial Services Professional for complete details and requirements of all aid programs.

Federal Pell Grant
Federal Pell Grants are based on financial need, as defined by the U.S. Department of Education. To be eligible for a Federal Pell Grant, students must: make application; prove U.S. citizenship or permanent resident status; be able to show graduation from high school or its equivalency; not owe a refund on a federal grant nor be in default on a federal loan; be an undergraduate student with no previous bachelor degree; and maintain satisfactory academic progress in school.
Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Supplemental Educational Opportunity Grants are for students who demonstrate exceptional financial need (with priority given to Pell Grant recipients).

Federal Direct Subsidized Loan
The Federal Direct Subsidized Loan is a fixed interest loan available to students through the Federal Government. To be eligible, a student must be a citizen or permanent resident of the United States and meet other eligibility requirements. Repayment of the loan begins six months after the student's last day of at least half time attendance. The government pays the interest while the student is attending at least half time and during the 6 month grace period.

Federal Direct Unsubsidized Loan
The Federal Direct Unsubsidized Loan is a fixed interest loan available to students through the Federal Government. The Unsubsidized Loan repayment begins six months after the student's last day of at least half time attendance. Dependent students who do not meet the need requirements for a Subsidized Loan, or whose parents are denied a PLUS Loan, may also be eligible for this loan. Interest accrues beginning at each disbursement of funds. The interest may be paid as it accrues or it can capitalize on the principle and be paid during repayment. The government does not pay the interest.

Direct Parent Loan for Undergraduate Students (PLUS)
The Direct Parent Loan for Undergraduate Students is a fixed interest loan available to parents through the Federal Government. The PLUS loan is a credit-worthy loan available to parents of dependent students. The PLUS loan repayment begins 60 days after the loan is disbursed.

Federal Work-Study
Through the Federal Work-Study program, students have the opportunity to meet part of their expenses by working part-time on or off campus. A limited number of assignments are available, with priority given to students with the greatest need. The Financial Services Department has more details. The maximum students can earn through this program is the amount of their unmet need (the difference between expenses and all their resources). For a more complete description of federal aid programs, please ask for College of Creative Arts and Design Complete Guide to Financial Aid.

State Grant Assistance
Students may be eligible for California state grant funding through the Cal Grant. Please check with your financial aid counselor for eligibility and application requirements. Further information can be found on the California state website here, http://www.csac.ca.gov/doc.asp?id=48.

Other Agencies
Some students are eligible for aid administered outside of the institute such as the Workforce Investment Act (WIA), Rehabilitation Programs, Department of Veterans Affairs Benefits, community organization scholarships, and company reimbursement plans. The Financial Services Department can assist students applying for external sources of financial aid.

SUSPENSION AND REINSTATEMENT OF FINANCIAL ASSISTANCE
Students who are suspended from a program of study or terminated from College of Creative Arts and Design are ineligible for financial assistance until they are readmitted and meet satisfactory academic progress requirements.

FINANCIAL ASSISTANCE APPEAL
Students who are denied or suspended from financial assistance may file an appeal under appropriate federal and state guidelines with College of Creative Arts and Design Student Financial Assistance Review Committee.
STUDENT FINANCIAL ASSISTANCE REVIEW COMMITTEE

This committee consists of the College of Creative Arts and Design Campus President, Director of Administrative and Financial Services, and Director of Financial Services. The committee is responsible for the review of all student financial aid awards when there is a question regarding a student's eligibility for such awards.

THE STUDENT

- Must write a letter to the attention of College of Creative Arts and Design’s Director of Financial Services that details all mitigating circumstances. This letter must be received within 10 days after notification of financial aid denial.
- Must attach any documents that evidence justification or reason for the student’s situation leading to the denial of financial assistance.
- May request a personal appearance before the Student Financial Assistance Review Committee.

THE REVIEW COMMITTEE

- Will secure a copy of the student’s academic and financial aid records.
- May request the appearance of the student to clarify any materials/statements presented by the student.
- Will review all materials presented by the student and available from College of Creative Arts and Design, and renders a final decision regarding the student’s financial assistance status.

Refund Policy

Examples of the calculations for these policies are available in the Student Accounting Office.

Refund Policy

As allowed under Federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes. Students dropping all courses in a term are considered withdrawn for refund purposes. All students will be subject to the institutional refund policy. In addition, students who receive Federal student aid are also subject to the Return of Title IV Funds Policy.

Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled On-Ground

For purposes of this Initial Period of Enrollment Policy, a first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended, please see the Refund Policy Prior to Class Start section of the enrollment agreement and catalog.

The school provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student’s first scheduled class, whichever is later (referred to as the “Initial Period”).
The chart below illustrates the days in the Initial Period for a non-regular student:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Initial Period Days</th>
<th>Number of Calendar Days in Initial Period</th>
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<tr>
<td>April 28th = 1st Scheduled Class</td>
<td>1st Day of Initial Period</td>
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<tr>
<td>April 29th</td>
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<td>April 30th</td>
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<td>May 3rd</td>
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<tr>
<td>May 4th</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>May 5th</td>
<td>7th = Last Day of Initial Period</td>
<td>8</td>
</tr>
<tr>
<td>May 6th</td>
<td>Initial period over – student is eligible to be reviewed for full admission</td>
<td>9</td>
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</table>

A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student’s first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student’s behalf and will remove any charges from the student’s account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

During a first-time student’s Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the seventh (7th) calendar day following the student’s first scheduled class or does not meet the requirements for admission to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the ninth (9th) respective calendar day (the day after the first calendar day plus seven (7) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student’s program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student’s first term or first scheduled class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements.

Cancellation Refund Policy Student Examples for On-Ground Students:

**Example 1:**

1. Student’s first scheduled class is January 5th.
2. Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.
Example 2:
1. Student’s first scheduled class is January 5th.
2. Student remains enrolled and attends class through January 14 (the 9th day), then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day ten (10) of the class.
4. Student would be eligible for Title IV, veteran’s benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after January 11th (the 7th day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Starting kits purchased from The Art Institutes will only be subject to the refund provisions, found above, if returned to the school in condition for resale within twenty-one (21) calendar days from the first scheduled class.

Refund Policy Prior to Class Start
Applicants may cancel their enrollment in person or in writing and be entitled to a refund of money paid as described further in this section. An applicant not requesting cancellation before starting class, after attending only one (1) day of instruction or within seven (7) calendar days after enrollment, whichever is later, will be considered a student.

1. The school will notify the applicant, in writing, of his or her acceptance/rejection. All monies paid by the applicant will be refunded if he or she is not accepted for admission.
2. All monies paid will be refunded if notice of cancellation is made by the applicant before starting class or until midnight of the first (1st) day of instruction or the seventh (7th) day after enrollment, whichever is later, after signing the Enrollment Agreement and making an initial payment.
3. If the student has not visited the school prior to enrollment, all tuition and fee monies paid by an applicant will be refunded if requested within three (3) business days after his/her first tour of the school and inspection of equipment, or, if requested, within three (3) business days of the student’s attendance at the regularly scheduled orientation program for his or her starting date, whichever is sooner.
4. Refunds will be made within forty-five (45) calendar days after the applicant's/student's cancellation or within forty-five (45) calendar days after his/her first scheduled class day.

Refund Policy After Class Start
In the event of withdrawal by the student or termination by the school during any quarter of study:
1. Prepaid tuition and fees for any period beyond the student’s current quarter will be refunded in full.
2. The student may officially withdraw from school by notifying the Office of the Registrar in person or in writing. The termination date will be the student’s last date of attendance. If the student stops attending without notifying the Office of the Registrar, the school shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within forty-five (45) calendar days of the notification date, unless the student is withdrawing at the end of the quarter.
3. Refunds for a student notifying the school prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within forty-five (45) calendar days of the last day of that quarter.
4. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within forty-five (45) calendar days of the first scheduled day of class in the quarter in which the student was expected to return.
5. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.

6. A student who must withdraw due to documentable mitigating circumstances, such as extreme illness or personal emergency, that make it impractical for the student to complete the quarter, may file an appeal requesting an adjustment to his/her account balance for the term in which the student withdrew. A written appeal must be submitted to the Academic Affairs Office or the Appeals Committee for review. The written appeal must be supported with appropriate documentation of the mitigating circumstance(s). If the student’s appeal is approved, the student may be eligible to receive a financial credit, to be determined by the school, to the student account balance at the time of return.

7. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a day’s attendance is considered a full day of attendance for refund purposes.

8. Session II academic terms are approximately five and one-half (5 ½) weeks in duration. Any portion of a day’s attendance is considered a full day of attendance for refund purposes. Information in the catalog or student handbook will apply except for the following changes specific to Session II classes: For students only scheduled to attend Session II, the add/drop period is two (2) days from the start of Session II classes. If you drop or add one or more classes your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

9. If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student’s last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student’s last date of attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.

10. If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student’s last date of attendance in the academic term using the academic term charges, aid disbursed during the academic term, and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

Adjustment of Charges for the Quarter or Courses Delivered Only in Session I or in Session II

In accordance with California State Refund Policy, if a student withdraws from the program after the cancellation period, the school shall perform a pro-rata calculation including all monies paid and all tuition and fees for the enrollment period. The proration is based upon the number of days the student attends during the enrollment period of withdrawal as follows: A daily tuition and fee charge is calculated by dividing the institutional charges for the enrollment period by the number of days the student is registered to attend in the enrollment period. This daily charge for the program is then multiplied by the number of days the student attended (start of the enrollment period to the last day of student’s attendance) during this withdrawal enrollment period. This proration will be calculated up to and including the sixty percent (60%) point of the enrollment period. There shall be no refund available to the student if the student withdraws after completing more than sixty percent (60%) of the enrollment period. After the proration is calculated, the institution will return will return all necessary monies as outlined in the refund distribution. If tuition and fees are still due, the student will be billed for the balance. If the student has a refund or
credit balance, payment is expected to be made within forty-five (45) days of the student’s completion of, or withdrawal from, the program in which the student was enrolled.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

**California State Refund Policy – Withdrawal Refund Example:**

A student enrolls in a 15 quarter program. For this example, the quarter in which the student withdraws is seventy-six (76) days in length and after attending on the twenty-fifth (25th) calendar day since the first day of the quarter, the student withdraws. The tuition and fees charged for that student’s program are $6,216 and $250 of fees for a total of $6,466 (not including equipment). Therefore, the tuition and fees that the school may retain equals $2,126.97.

The school calculates the daily cost by dividing the total tuition charge by the days in the quarter in which the student is enrolled, or $6,466 / 76 days = $85.08 per day. Since the student attended the 25th day of the quarter, which is less than 60% of the quarter, the school would multiply $85.08 times 25 days and thus be able to retain $2,126.97 of the tuition and fees. The student in this example is assumed to have paid cash and received no financial aid.

**Refund Policy for Online Course Withdrawal**

Students who withdraw from a Session I or Session II online course after the add/drop period are treated the same way as if they withdrew from an on-ground class. Session II classes begin approximately the day after the Session I classes end and run approximately five and one-half (5 ½) weeks. The ending date of the second session may not coincide with ending date of the on-ground classes.

**Official and Unofficial Withdrawal**

To officially withdraw, the student will need to notify the Office of the Registrar in person or in writing. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school’s withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records. The refund policies shall apply in the event that a student withdraws, is suspended, or is terminated from school.

The Art Institutes are dedicated to serving and assisting our students. A student who encounters issues that require him/her to discontinue attendance in his/her course(s) within or following a quarter, but intends to continue taking courses in a subsequent quarter, may request to reenter and register for the appropriate term. The student must complete a Withdrawal Form obtained by contacting his/her Academic Counselor or the Office of the Registrar. Students who provide a return start date may be scheduled into new or retake courses. Students may also request a re-entry appointment with Financial Aid during the official withdrawal process. The date of determination would be the date the student provides notice. All students will be subject to the necessary refund policies as outlined.

A student who withdraws from a program before the end of week nine (9) of an eleven (11) week term (before the end of week four (4) of a five and one-half (5 ½) week term) will be assigned a “W” code for each course within that quarter. Every course for which a student receives an “F”, a “UF”, or a “W” grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Academic Affairs Office. Withdrawals and failed courses can affect the student’s Incremental Completion Rate and ability to succeed.
For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies the school of withdrawal or of the date of withdrawal.
2. The school terminates the student's enrollment in accordance with institutional policies.
3. The student exceeds the number of absences allowed in accordance with institutional policies, and must be withdrawn from school. The date of withdrawal shall be deemed the last date of recorded attendance.
4. All refunds and return of funds will be made within forty-five (45) calendar days of the date of determination.

Kits, Components of the Kits, Books, or Supplies Return Policy

If kits, components of the kit, books, supplies, or uniforms, are returned to the Supply Store in resalable, completely unused condition within twenty-one (21) calendar days of withdrawal, a credit will be given. Students who leave the school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit in resalable, completely unused condition within ten (10) days of the student's last date of attendance of the mid-quarter.

All refunds and return of funds will be made within forty-five (45) calendar days of the date the student notifies the school of the withdrawal.

RETURN OF FEDERAL TITLE IV AID

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term or session if the student is only attending a session. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance. The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance.

To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five (5) or more days, it will reduce the term length. If the scheduled break is before the student’s last date of attendance, it will also reduce the calendar days completed.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student’s account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student’s authorization, the school may automatically use the grant funds for
other educationally-related charges. Any balance of grant funds that may be available will be offered to the student.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

If students are only scheduled to attend Session I or Session II, the Return of Title IV calculation as described in the Enrollment Agreement will be applied to the applicable session attended using the session start and end dates.

**Financial Aid Refund Distribution Policy**

All students receiving financial aid who withdraw completely from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Other federal, state, private, or institutional aid programs, if required by the program
6. Students

**ADDITIONAL FINANCIAL INFORMATION**

**Non-Payment of Charges**

Non-payment of tuition, fees and/or other charges due to the school will result in the student being obligated for interest, collection agency costs and additional collection costs, and legal costs. In addition, the school reserves the right to report the student’s failure to pay amounts owed to one or more national credit bureau organizations and not release the student’s academic transcript until all debts to the school are paid in full.

**Interest on Outstanding Balances**

Students who have entered into a retail installment contract with the school may be subject to interest being charged. Please reference the retail installment contract and disclosure documents to understand the interest rate that may be charged and how interest charges are computed.

**Financial Plan**

If a student elects a financial plan, it will comply with the Truth in Lending Regulation Z and is part of this Agreement. **ANY CHANGES IN THE STUDENT FINANCIAL PLAN MUST BE UPDATED WITH EACH CHANGE OCCURRENCE.**

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 applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other assistance until the loan is repaid.

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

Financial Information

Tuition and Fees Subject to Change:

The per credit hour rate is subject to an increase at least once per calendar year, and supply kit prices, fees, or program length may also increase periodically. Such changes will increase the total cost of the program and may occur before the student begins classes.

In the event of a change in per credit hour rate, fees, and/or program length, my program cost will be recalculated. Any changes to tuition, fees, or program length will be communicated to students. Re-entering students will be subject to the current per credit tuition charge at the time of re-enrollment.

Each academic quarter is typically eleven (11) weeks.

Special U.S. and overseas trips are voluntary and are not included in regular tuition and fees.
ACADEMIC PLACEMENT

COLLEGE ENGLISH AND COLLEGE MATH USING MYFOUNDATIONSLAB

The College of Creative Arts and Design is committed to academic success. We recognize that students come with various strengths and skill sets, and to assist students in their transition to college-level courses, College English and College Math courses use the MyFoundationsLab assessment. These courses utilizes an emporium model, combining developmental and college-level English or Math competencies in a self-paced, mastery-based course designed for active learning in the courses. It utilizes computer-based coursework that incorporates personalized and adaptive learning built from a custom pre-assessment tool. This pre-assessment is built on an established set of competencies that determines what concepts students will be required to master. Following this assessment, each student receives an individualized learning path toward achieving the desired learning outcomes. Student learning will be supported by highly-interactive learning activities, online tutorials, faculty-led discussion groups and one-on-one mentoring in the classroom.

ADVANCED STANDING

Course credits may be awarded for advanced course credit, proficiency examination, or proficiency for prior experiential learning. These advanced standing credits are applied to the total credits required for graduation, but have no letter or point value and are not computed in the grade point average.

Advanced Course Credit

Credit will be given for college courses that are comparable to those offered by College of Creative Arts and Design program to which the student applies. Credit must be successfully completed with a grade of a "C" or higher, only college level credits (100- level course or equivalent) and non-remedial courses will be considered. The credit must be from a college that is accredited by an accrediting association that is recognized by the U.S. Department of Education.

Credit will be given for designated Advanced Placement classes in which the student scores a three (3) or above on the Advanced Placement Test. Also, credit will be given for designated international baccalaureate classes in which the student scores a four (4) or above on the Higher Level (HL) International Baccalaureate Test. Official grades must be on file. All advanced course credit must be applied for and approved prior to matriculation (defined as the first day of scheduled attendance) at College of Creative Arts and Design. College of Creative Arts and Design reserve the right not to accept any advanced course credit applications and the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis.

All exceptions must be approved by a designee of the Academic Affairs Department.

CANCELLATION OF CLASSES

Prior to opening the registration period, the campuses of the College of Creative Arts and Design make every effort to provide sufficient course sections for students. The campus makes available the course schedule to students along with registration instructions and deadlines. Course offerings, instructors, days, times and class locations are not guaranteed and are subject to change at the discretion of the campus. If the campus determines that a course offering will be cancelled due to lack of enrollment or other reason, they will remove all students from the course and notify students of the change of schedule via email. Students are allowed to add or remove a course until the end of the add/drop period.
Transfer of Credit

The sections below describe the various conditions under which credits might be transferred into or out of The Art Institutes. Please contact the Academic Affairs Office for all matters related to Transfer Credit and Program Change.

An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

TRANSFERRING BETWEEN AN ART INSTITUTE AND A CAMPUS OF THE COLLEGE OF CREATIVE ARTS AND DESIGN, A COLLEGE OF ARGOSY UNIVERSITY

Students who wish to transfer between an Art Institute and one of the campuses of the College of Creative Arts and Design may do so only if they are in satisfactory academic standing at the sending institution. Any student dismissed for violating the Satisfactory Academic Progress Policy may not transfer to an Art Institute until he or she has appealed academic dismissal and been reinstated at the sending institution. When the sending institution is closed, the Academic Affairs Office at the receiving institution will review all academic dismissals and determine if reinstatement is appropriate. Please refer to the Student Academic Progress Policy – Transfer from an Art Institute for additional information.

All attempted and earned credits that are relevant to the degree plan at the receiving institution will be factored into a student's overall grade point average at the new institution. All earned credits are eligible to be evaluated for transfer to the program of study at the receiving institution. If a student transfers from an Art Institute campus after completing four quarters of study, the student is classified as a fifth quarter student at the new campus.

Based on the evaluation of learning that has taken place, every reasonable effort will be made to transfer previously taken courses to the new program of study when an equivalency exists. When appropriate, students will also have the ability to demonstrate proficiency in a course through Prior Learning Assessment.

Once transfer credit is awarded, a student has the right to appeal the decision to the Dean of Academic Affairs. The student must submit a letter of appeal that clearly states which courses he/she was expecting to transfer with supporting justification provided.

For Institutions with 25% Residency Requirement (Ai Atlanta, Ai Austin, Ai Dallas, Ai Houston, Ai San Antonio, Ai Tampa, Miami International University of Art & Design, and the Hollywood and San Diego campuses of the College of Creative Arts and Design at Argosy University)

At least 25% of the credit hours required for the undergraduate degree must be earned through instruction delivered at the institution awarding the degree.

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.
Transcripts received after the student’s first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Academic Affairs Office.

**Course Descriptions**
The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

**Level of Transfer Credits**
Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer. If the student has passed only the transitional classes at an Ai school but not earned the respective college-level credit, then the receiving institution should re-test the student for placement purposes.

**Grades of Transfer Credits**
Only courses with an earned grade of “C” (2.0 on a 4.0 scale) or higher will be considered for transfer credit. Transfers between schools from within the same OPEID code (Office of Postsecondary Education Identifier), will transfer all comparable courses (including all attempts) to the new school.

**Course Prerequisites and Sequence of Courses**
Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

**Internal Proficiency Testing for Credit**
Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

**Portfolio Review for Credit**
Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

**Total Allowable Transfer of Credit**
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

**LIMITATION TO ONLINE EDUCATION QUOTIENT:** Based on government and accreditation standards related to consortium agreements, students are limited in the total number of credits that can be earned in an online delivery mode. Students are required to complete more than 50% of their program credits in residence at the Art Institute School into which they have enrolled and from which they hope to graduate. Once the threshold of program credits have been exceeded, the student must be transferred to The Art Institute of Pittsburgh – Online Division for the completion of the program. Transfer between Art Institute campuses does not guarantee that all credits earned will transfer to the same program at the receiving campus, including The Art Institute of Pittsburgh – Online Division.
TRANSFER OF CREDIT FROM OUTSIDE COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTES SCHOOL

Transcripts
Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student’s first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Academic Affairs Office.

Course Descriptions
The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

Level of Transfer Credits
Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer.

Grades of Transfer Credits
Only courses with an earned grade of “C” (2.0 on a 4.0 scale) or higher will be considered for transfer credit.

Course Prerequisites and Sequence of Courses
Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

Proficiency Credit from External Sources
Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

- Advanced Placement. Some foundation courses can be obtained through College Board’s AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and evaluated prior to the end of the schedule adjustment period (add/drop) of the student’s first quarter of attendance.

- College Level Examination Program (CLEP). Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses prior to the end of the scheduled adjustment period (add/drop) of the student’s first quarter of attendance.

- Articulation Agreement Credit. Successfully complete programs included in articulation agreements that have been established between the University and their high schools.

- Military Experience Credits. Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on the Joint Service Transcript, the Community College of the Air Force Transcript or as recommended by the American Council on Education (ACE).

- Internal Proficiency Testing for Credit. Requests for testing out of specific courses approved by the Institute must be made through the Academic Affairs Office prior to the class start.
• **Experiential Learning.** Students may request advanced standing for experiential learning. Students will present relevant work or life experiences for review by the Academic Affairs Office or designee. The Academic Affairs Office or designee will have the necessary forms for the student to complete. Documentation such as portfolios, writing samples, publications, verification of employment, and references represents a sampling of what may be requested by the Academic Affairs Office from the student in order for the advanced standing review to be completed.

• **Portfolio Review for Credit.** Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

**Class Proficiency Test**
Requests for testing out of specific classes approved by the Institute must be made through the department Director prior to the class start. No more than 25 percent credits will be considered for any type of proficiency credit.

**University Transcripts with Credit/No Credit Course Grades**
Accredited colleges and universities where courses are offered for credit/no credit and no allowable grade is earned in major courses according to existing regulations will be converted to a grade by the registrar's office. Credit grades will be converted to a “C” and no credit grades will be converted to an “F”.

**Total Allowable Transfer of Credit**
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

**TRANSFER OF CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTES SCHOOL**

NOTE: Transfer credit after matriculation must be completed prior to the student’s final term of study.

**Concurrent Enrollment:** Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institutes school student’s full-time schedule (at the student’s own expense), and after a student’s matriculation at an Art Institutes school, may be made to the Academic Affairs Office. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the secondary institution permits concurrent enrollment.

**Approval Needed**
Requests for concurrent enrollment in a course at another college or university while the student is at full-time status at an Art Institutes school (according to the US Department of Education’s definition of the term) must be approved by the Academic Affairs Office prior to enrollment in the course.

**Full-time Status**
The student must be enrolled full-time at an Art Institutes school at all times during the concurrent enrollment at another college or university.

**One Course Limit**
Only one course per quarter in concurrent enrollment is permitted.
Grading
The concurrent enrollment course must be passed with a grade of “C” (2.0 on a 4.0 scale) or higher. The student’s record at The Art Institute will reflect a “TR” grade. The grade will not be factored into the GPA or the CGPA.

Completion Deadline
Credit will be awarded for the course when official documentation is provided by the secondary institution that the course was successfully completed, as defined above. Official Transcripts must be sent to the Academic Affairs Office upon successful completion of the concurrent enrollment course.

Total Allowable Transfer of Credit
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Transcripts
Official Transcripts must be sent to the Academic Affairs Office upon successful completion of the concurrent enrollment course.

Transfer Credit Upon Re-Entry to the Institution: Requests for transfer of credit from accredited institutions of higher education for a course taken while a student was not in attendance at an Art Institutes school, but after a student’s initial matriculation at the school, may be made to the Academic Affairs Office. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

Grading
The concurrent enrollment course must be passed with a grade of “C” (2.0 on a 4.0 scale) or higher. The student’s record at The Art Institute will reflect a “TR” grade. The grade will not be factored into the GPA or the CGPA.

CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL
A student petitioning to change from one program to another within The Art Institute must obtain approval from the Department Director of the department from which the student is changing. The student’s coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. Only one change of program is allowed per student.

PROFICIENCY FOR PRIOR EXPERIENTIAL LEARNING
Prior Learning Assessment (PLA) is a process that allows undergraduate students to submit professional and experiential learning to be evaluated for potential college credit. Experience alone is not credit worthy, but college level learning that occurs as a result of the experience may be. Students who have certificates, licenses, corporate training or unaccredited transcripts can submit a portfolio of professional training for evaluation of potential credit.

Students have the option to submit a portfolio or take a proficiency exam based on learning experiences outside a traditional classroom setting. These Un-sponsored Learning Portfolios demonstrate learning acquired through professional, volunteer, and personal or family experiences. All prior learning documentation is evaluated in terms of specific programmatic and course learning outcomes established for College of Creative Arts and Design courses to ensure substantial comparability. Credit cannot be earned for learning which is nonacademic, or remedial.
In order to be eligible to submit a portfolio for PLA, a student must:

- Be matriculated and in good academic standing in an undergraduate degree program at College of Creative Arts and Design
- Have all initial Transfer of Credit (TOC) requests complete – TOC cannot be performed concurrently with PLA
- Be in good financial standing; any student in collections cannot submit a portfolio for review

Unless otherwise limited by a state regulatory agency or current school policy, students in an Associate’s Degree can earn a maximum of 22 quarter credits, and Bachelor’s Degree students can earn a maximum of 45 quarter credits (22 credits may be applied to coursework in the first 90 quarter credits of the curriculum and no more than 22 credits can be applied for coursework in the remaining 90 quarter credits (i.e. credits 91-180) of the bachelor’s degree program. Graduate programs are not eligible for prior experiential learning credits under WASC accreditation.

Students must follow the procedures outlined in the Prior Learning Assessment Policy and Procedure manual for evaluation of their portfolio and/or to potentially earn credit. To request a copy of the manual, contact your Assistant Director of Admissions and Academic Affairs Office at the campus.

**Prior Learning Credit Appeals Policy**

A request for an appeal must be submitted by the student to PLA in writing within four weeks of the date of the credit award letter or notification. Appeals received after this date will not be considered. Students are required to describe the grounds for appeal, and must provide documentation to support the claims, as needed. A student portfolio which is denied credit due to insufficient documentation is not a valid appeal. In this case, the student must obtain additional documentation and resubmit the portfolio. There is a limit of one appeal per portfolio. All credit decisions in an appeal are final. A credit appeal may result in more, the same, or fewer credits being awarded.

**Prior Learning Assessment Appeals Process**

Appeals are received by PLA staff and reviewed initially for validity. If the appeal is a valid request, the portfolio is reopened and placed into the appeals queue to be assessed by a different Faculty Evaluator than the original reviewer. The Faculty Evaluator makes a credit recommendation based on the initial assessment, the appeal request, and any additional documentation provided. Appeal decisions are communicated to PLA staff to close the portfolio and notify the student and any necessary support staff.
ACADEMIC POLICIES AND PROCEDURES

ACADEMIC FREEDOM

The College of Creative Arts and Design values the rights of expression pertaining to the teaching and research of its faculty. The college guarantees academic freedom in the classroom within the parameters of its mission and academic policies and procedures as approved by its applicable licensing and accrediting agencies. The faculty will be afforded freedom in the classroom to express professional points of view and conclusions supported by relevant evidence.

COURSE SCHEDULE

Courses may be scheduled any day of the week, Monday through Saturday. Some classes may be scheduled to begin at 5:15 AM and some classes may end after midnight. A student’s schedule may be a combination of morning, afternoon, and evening courses. Days and times of attendance will vary for students according to their program of study and may change from quarter to quarter.

The average length of instruction is 20 hours per week for a student taking a full load (15-16 credits) except for culinary students. Culinary students will attend an average of 22 hours per week. A student must take a minimum of 12 credits in order to be considered a full-time student.

College of Creative Arts and Design reserves the right to modify the institute calendar, curriculum, and course schedules. When size and curriculum permit, courses may be combined to contribute to the level of interaction among students. From time to time instructional activities may occur at an off-campus location appropriate for the particular activity. Days of attendance will vary for students according to their program of study, and may change from quarter to quarter.

HOMEWORK

In addition to regular attendance at scheduled classes, each student will be required to devote additional time each week outside the classroom to study and work on assigned projects.

SCHEDULE ADJUSTMENT PERIOD

During the Schedule Adjustment Period students may add or drop courses, or change sections. The Schedule Adjustment Period begins on Monday of the first week of the quarter and concludes at the end of the first class day of the second week. Tuition is charged based on registered credits at the end of this period. Students are responsible for all charges regardless of attendance. Students who fail to attend any classes or notify the Academic Affairs Office during the Schedule Adjustment Period will be withdrawn from school. If a continuing student attends a class and withdraws from school during the Schedule Adjustment Period, the student may be financially responsible for all registered courses based on the school’s Refund Policy, as published in the College’s Catalog.

WITHDRAWAL FROM THE COLLEGE OF CREATIVE ARTS AND DESIGN

Students who do not attend any courses by the end of the Schedule Adjustment Period will be withdrawn from College of Creative Arts and Design. Students who voluntarily withdraw from their program of study must complete the required paperwork, obtaining all required signatures, and return it to the Registrar’s Office.

The College of Creative Arts and Design does not allow leaves of absence, hence, students who withdraw from their program of study are subject to a tuition increase upon readmission and must go through the readmissions process.
Readmission After Withdrawal
Any student who has withdrawn from College of Creative Arts and Design for any period must go through a formal readmissions process. Each student's academic status must be reviewed before consideration for readmission. For details, please see the Readmissions Advisor in the Admissions Office.

TUITION RATE POLICY
Students who leave their program of study and are approved to return are required to sign a new enrollment agreement and are subject to the current tuition rate as printed on their new enrollment agreement.

POLICIES FOR STUDENTS WHO BEGIN AT MID-QUARTER

Mid-Quarter Sessions
A mid-quarter start is available for all programs. The mid-quarter academic term is approximately five and ½ weeks in duration.

Schedule Adjustment Period
The schedule adjustment period begins on the first day of the mid-quarter session start (fourth day of Week 6) and concludes at the end of the day on the following Monday (first day of Week 7). During this time students may add or drop courses, or change sections. If you drop or add one or more courses, your financial aid eligibility may change. Please see a financial aid officer before adding or dropping a course. Tuition will be charged based on registered credits at the end of this period. Students will be responsible for all charges regardless of attendance.

- Students who are registered for a second-session course and who withdraw from the institute during Session 1 of a term will have the second-session course “voided” (or “unregistered” in CampusVue). This means that they will not be charged for the course, the course will not appear on the transcript, and there will be no academic progress implications for that course.
- Students enrolled for a second-session course who remain in school, but choose not to take the second-session course must notify the Institute that they will not take that course prior to the end of the drop/add period for the mid-session start. If they do that, they will be “unregistered” from the course, and will not be charged for it. Failure to do so will result in a W grade (which will apply to the Academic Progress policy) and being charged for the course.

STUDENT RIGHT-TO-KNOW ACT
According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered college and graduated/completed within 150% of the normal time to complete the program, as published in the catalog, must be made available to current and prospective students. Students may obtain this information in the Admissions Office or in the Consumer Information section of the school’s website.

GRADUATE EMPLOYMENT INFORMATION
The College of Creative Arts and Design maintains graduate employment information. For specific employment data, contact the Regional Dean of Student Life at your location.

Online Courses

ONLINE POLICY
The College of Creative Arts and Design offers selected online courses through a consortium agreement with The Art Institute of Pittsburgh – Online Division. Online courses are 5½ weeks in length. They are delivered in an asynchronous electronic mode, meaning that students can work on the course anytime. Students are required to log in to the course four out of each seven days in the class week (each of the four log-ins during a separate 24-hour period). One day is defined as the 24-hour period beginning at 5:01
AM and ending at 5:00 AM EST. Students are able to access assignments, lectures, study questions; participate in discussions and post assignments. Student participation in the course is required in addition to submitting formal assignments for the course. Online courses may use different textbooks and/or software than on ground courses. As in traditional on ground classes, students are expected to complete all work and submit assignments within the time periods given by the instructor as listed on the course syllabus.

Online courses have similar course and exit competencies as the on ground versions of the same course. Online courses are specifically designed to take advantage of technology, make the learning environment more efficient, and maximize relevance to prior learning and experiences. College of Creative Arts and Design charges the same tuition for online courses as it charges for on ground ones. A $100 fee is charged in addition for each online course to cover administrative and technical support for students.

REQUIREMENTS FOR PARTICIPATION IN ONLINE COURSES

Students must have computer hardware and software equivalent to the specifications indicated by The Art Institute of Pittsburgh – Online Division, as well as a reliable connection to the Internet. Specific technology requirements are listed by program on The Art Institute of Pittsburgh – Online Division Web site, at www.aionline.edu/online-education/tech-requirements. Students are advised of resources where they may purchase their own equipment through an outside vendor, made available through College of Creative Arts and Design. Students are not, however, required to purchase or lease any hardware or software through College of Creative Arts and Design. Online course codes are different from on-ground course codes. Students should ensure they have the correct course by referring to the online course code located on the quarterly published list located in the Online information packet available from Academic Affairs.

REGISTRATION FOR ONLINE COURSES

Prior to registration each quarter, College of Creative Arts and Design provide students with a list of courses to be offered online. Students register for online courses during the regular registration period for the upcoming academic quarter. Because The Art Institute of Pittsburgh – Online Division needs additional lead time to set up the courses, registration for online courses ends prior to the start of a quarter (see Academic Affairs for deadlines). Students who are new to online are required to sign a consortium agreement and complete an online orientation.

ONLINE COURSE SCHEDULES

Online courses are offered in two sessions within an academic quarter. The first session begins on the same day as the on ground quarter begins and ends 5 ½ weeks later. The second session begins the following day and runs for 5 ½ weeks and ends on the same day as the on-ground quarter ends.

ONLINE SCHEDULE ADJUSTMENT POLICY

The first seven academic days (including Saturday) of each quarter constitute the Schedule Adjustment Period. During this time, students may drop an online course without financial penalty. The second session courses have an extended Schedule Adjustment Period; these courses may be dropped up to four academic days after the start of the second session without financial penalty. Students who drop all of their courses, either online or on ground, will have their enrollment terminated and should refer to the Refund Policy for more information.

Once the Schedule Adjustment Period ends, a student may receive permission from their Academic Advisor or Academic Department Director to withdraw from an online course. A student choosing to withdraw from a first session online course must do so by the 5 PM Friday of the fourth week of the quarter and will receive a “W” (withdrawal) grade for the course(s). Students who choose to withdraw from a second session online course by 5 PM Friday of the ninth week will receive a “W” (withdrawal) grade for their course(s). A student withdrawing from either session after these deadlines will receive a “WF”
(withdraw failure) grade in their respective course(s). A "WF" grade is calculated into the CGPA as an "F" grade. Please note no refunds will be given for any online course withdrawals initiated after the designated Schedule Adjustment Period.

Students who choose to take only online courses during a particular quarter are considered “virtual” students. Virtual students who register for two online courses, one each session, are not permitted to withdraw from an individual course. Doing this would cause the student to no longer be in attendance. Therefore, virtual students who wish to withdraw must withdraw from both courses which will withdraw them from enrollment for the quarter. Students in this situation must apply for readmission into College of Creative Arts and Design the subsequent quarter.

Students withdrawing from their program of study before the end of their online course will either receive a “W” or “WF” grade based upon the same deadlines stated above. However, if a student withdraws after their first session online course ends, they will receive a final letter grade in that course.

ONLINE ORIENTATION

Students wishing to take an online course must complete an online orientation to familiarize themselves with the platform that will be used in the virtual classroom. Students not completing the orientation prior to the quarterly deadline published by Academic Affairs will not be allowed to participate in the online course.

TECHNICAL SUPPORT

Students have access to 24-hour technical support via a toll-free number throughout the course to assist them should they have any problems. Students also have access to email through The Art Institute of Pittsburgh – Online Division Web site, www.aionline.edu, to address any questions or concerns that arise.

ONLINE FACULTY

Faculty members who teach online courses possess equivalent academic credentials and experience as faculty who teach the same course on ground. In addition, all faculty members who teach online are required to successfully complete a six-week online training course. In many cases, faculty members who teach online courses teach the same courses on ground in College of Creative Arts and Design system.

GRADING IN ONLINE COURSES

Students must demonstrate an understanding of course material by:

- Actively participating in all aspects of the course a minimum of four (any four) days per week during **Weeks 1 to 5** and two days during **Week 6**.
- Utilizing professional terminology in class discussions.
- Accurately relating course material to "real world" situations, utilizing text and other reference materials and personal experience where applicable.
- Thoroughly and accurately completing assignments, papers, projects, quizzes, group projects, exams, etc., and submitting them on time. All work must be received by the set deadlines. Late work is not accepted without mitigating circumstances. Mitigating circumstances may be a death, emergency hospitalization, documented technology failure, etc.
- Grading will be done on a point system. Points are assigned for each criterion previously established for the purpose of evaluating each assignment. In most instances there will be at least two, and usually more, distinct criteria specified for evaluation and grading of the student's work. Students will receive a weekly progress and grade report. Participation and work will receive a percentage grade derived from the ratio of actual points to the total points possible.
- Faculty will post the grades with detailed feedback and guidance to each assignment in the online classroom gradebook within 48 hours of the assignment's due dates. If an assignment contains
multiple due dates, your faculty member will complete the grading for all components of the assignment within 48 hours of the final due date.

- Portfolio Course Grade Requirement - Portfolio courses must be passed with a 72% "C" or better.

STUDENT SERVICES FOR STUDENTS TAKING ONLINE COURSES

College of Creative Arts and Design provides a wide variety of support services to students in order to assist them in completing their educational programs and reaching their career goals. Every student is encouraged to take advantage of these support services. Advising and other student services are the same for all programs regardless of on ground or online delivery. Student services are available on ground at College of Creative Arts and Design for all students who reside locally or via email and telephone (at College of Creative Arts and Design’s toll-free phone number) for students who do not reside in the immediate area or do not wish to meet in person. In addition, educational support is offered through The Art Institute of Pittsburgh – Online Division for many online courses. Students should speak to the online facilitator or Academic Affairs for additional information or educational support.

ONLINE COURSE TEXTBOOKS

Textbooks for online courses are listed in syllabi located at The Art Institute of Pittsburgh – Online Division Web site, www.aionline.edu.
ACADEMIC ASSESSMENT

DEFINITION OF STUDENT STATUS (BASED ON CREDIT HOURS)

- Full load: full course load schedule averages 12 credits for diplomas and 15-16 credits for associate's and bachelor's degrees.
- Full-time: enrolled in 12 credit hours or more in an academic quarter for associate's and bachelor's degrees; 9 credits for diplomas
- Three-quarter time: enrolled in 9–11 credit hours in an academic quarter for associate’s and bachelor's degrees
- Half-time: enrolled in 6–8 credit hours in an academic quarter for associate’s and bachelor’s degrees; 6 credits for diplomas
- Less than half time: enrolled in 1–5 credit hours in an academic quarter for associate’s and bachelor's degrees
- Academic Year: 3 Quarters in length

REQUIREMENTS FOR GRADUATION

To be qualified to graduate from a campus of the College of Creative Arts and Design, a student must:

- Receive a passing grade or credit for all required coursework.
- Earn the minimum required credits for the program.
- Achieve a minimum CGPA of 2.0.
- Meet portfolio or other requirements as outlined by the student’s degree program.
- Satisfy all financial obligations as related to your program of study.

Undergraduate Satisfactory Academic Progress Policy

POLICY GUIDANCE

A student must demonstrate Satisfactory Academic Progress (SAP) by successfully completing courses attempted. Completing courses with C or better grades indicates academic progress. Receiving D or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student’s responsibility to immediately contact the Academic Affairs or Registrar’s Office.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Academic Affairs Office or Campus Registrar within four (4) business days of determination. Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic/Financial Aid Dismissal, a student may appeal the Academic/Financial Aid Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at the Institute.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honors Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Academic/Financial Aid Warning
- Procedure for Appealing Academic/Financial Aid Dismissal
- Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
- Academic/Financial Aid Probation and an Academic Plan
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student’s Satisfactory Academic Progress (SAP) and are considered to be punitive grades. Failing courses, being suspended or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or veterans education benefits and academic dismissal. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program without attempting more than 150% of the credits in the program. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ICR and MTF.

While the terms Academic/Financial Aid Warning, Academic/Financial Aid Dismissal, and Academic/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

Criteria for Honors Designations
To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarter basis and upon graduation.

Quarter Honors Designations (at the completion of a quarter)
Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

<table>
<thead>
<tr>
<th>Quarter GPA</th>
<th>Honors Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>President’s Honor List</td>
</tr>
<tr>
<td>3.7-3.99</td>
<td>Dean’s Honor List</td>
</tr>
<tr>
<td>3.5-3.69</td>
<td>Honor Roll</td>
</tr>
</tbody>
</table>

Honors Designation at Graduation
Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. Transitional studies courses are not considered when evaluating honors designations.

Milestones and Evaluation Points for Satisfactory Academic Progress
Compliance with Standards of Academic Progress is reviewed every quarter for all Certificate and Diploma programs.

Certificate and Diploma Programs:
1. At the end of the first quarter, students must attain a minimum CGPA of 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).
2. At the end of the second quarter, students must attain a minimum CGPA of 1.50 and an ICR of 50.00%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal. Students who are only participating in Transitional studies courses are considered to be maintaining SAP.
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning
in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal.**

4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal.** Dismissal for violating the maximum timeframe (MTF) can happen at any time.

5. **Reentries:** To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**

6. Students should note that if they are on Academic/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their **academic advisor** concerning their exact requirements.

7. **Transitional Studies courses are based on the result of the academic assessment tool.** Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the maximum time frame allowable to earn the certificate or diploma or in the incremental completion rate as attempted credits and, if successful, earned credits.

8. **Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes.** While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the termination.

9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

10. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation, or on academic/Financial Aid Dismissal.

11. Compliance with SAP is reviewed every quarter for Certificate and Diploma programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Quarter</td>
<td>&lt; 1.0 and/or 33.33%</td>
<td>Academic/Financial Aid Warning</td>
</tr>
<tr>
<td>End of Second Quarter</td>
<td>&lt; 1.5 and/or 50.00%</td>
<td>Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
</tr>
<tr>
<td>End of Third Quarter and every quarter thereafter</td>
<td>&lt; 2.0 and/or 66.67%</td>
<td>Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Warning)</td>
</tr>
<tr>
<td>At Any Time</td>
<td>Anything in excess of 150% MTF</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
</tbody>
</table>

### SAP MILESTONES FOR CERTIFICATE/DIPLOMA PROGRAMS
Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, Academic/Financial Aid Dismissals can be appealed. Please see the Appeal Process below.

**Degree Programs:**

*Degree programs are evaluated after a student has* attempted three quarters and sixth quarters (including portions of a quarter) during the first six quarters. After the sixth quarter, the student is evaluated at the end of each quarter. While grades, GPAs, and Incremental Completion Rates are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

2. At the end of the second academic year, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Failure to meet these standards will result in Academic/Financial Aid Warning unless the student was on Financial Aid Warning the previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal.

4. **Students may not attempt** more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic/Financial Aid Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.

5. *Placement into Transitional* Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the transitional study course(s) do not count in determining the maximum time frame allowable to earn the degree and do not count in the incremental completion rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same Transitional Study upon a third attempt.

6. **Transitional** Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is dismissed and there is no right to appeal the dismissal.

7. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation or on **Academic/Financial Aid Dismissal**.

8. For Degree programs, compliance with SAP is reviewed every academic year during a student's first two years and then quarterly thereafter. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

10. **Reentries:** To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the Winter 2016 quarter and returned in the spring 2017 quarter of the
following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) and requirements). Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Both Milestones (CGPA and ICR) Must be Met</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Academic Year</td>
<td>&lt; 1.00 and/or 33.33%</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td>End of Second Academic Year</td>
<td>&lt; 2.00 and/or 66.67%</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td>End of Seventh Quarter and Thereafter</td>
<td>&lt; 2.0 and/or 66.67%</td>
<td>Academic/Financial Aid Warning (if 1st time)/ Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
</tr>
<tr>
<td>At Any Time</td>
<td>Anything in excess of 150% MTF</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
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</table>

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic/Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, Academic/Financial Aid Dismissals may be appealed. Please see the Appeal Process below.

A student enrolled in Transitional Studies courses must be able to pass the same Transitional Studies course after three attempts or that student will be placed on Academic/Financial Aid Dismissal.

If the review of a student’s Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next mandatory check point, the student will result in Academic/Financial Aid Dismissal from the Institution.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

**Procedure for Appealing Academic/Financial Aid Dismissal**

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Academic Affairs Office for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The Academic Affairs Office or an Appeals Committee will review the student’s appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Academic Affairs Office or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Academic Affairs Office both verbally
and in writing. The Appeals Committee decision will be final. Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently providing documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid for one quarter; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible) for one quarter. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have an appeal denied can reapply however the passage of time by itself does not impact the Appeal Committee’s decision.

The Academic Affairs Office is responsible for determining the appropriateness of the mitigating Circumstance in regards to severity, timing and duration of the mitigating circumstance, and for determining whether the student’s situation has changed that would allow the student to demonstrate satisfactory academic progress at the end of the academic quarter or the end of the period of the Academic Plan. Any consideration of the conditions outside of the list provided should be discussed with the Art Institute Vice President of Academic Affairs. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student’s circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student’s appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter (or two if eligible) following re-admittance. The student will be eligible for financial aid during the Academic/Financial Aid Probation period. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must develop, document and maintain as part of the appeals process a
concrete Academic Plan for how a student will complete his remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of either the Academic/Financial Aid Probation period or by the end of the quarter included in the Academic Plan. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one (1) quarter for certificate or diploma programs but for degree programs may be up to two (2) quarters if necessary for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be reviewed with the student so that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. For students in degree programs that may have an Academic Plan for more than one quarter, the student must meet the academic targets of the Academic Plan at the end the first quarter when the student is on Academic/Financial Aid Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. If the student meets the academic goals and requirements under the Academic Plan for the first quarter while on Academic/Financial Aid Probation, he or she may complete the second quarter under the Academic Plan and be eligible to receive financial aid. Failure to meet the established goals included in the Academic Plan will result in Academic/Financial Aid Dismissal.

Registrars will ensure that the Academic Affairs Office has notified students in writing that they are in Academic Warning/Financial Aid Warning, Academic Probation/Financial Aid Probation, or Academic/Financial Aid Dismissal with a student signed Satisfactory Academic Progress Prediction Calculation Form.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance. Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

Upon the Appeals Committee decision, the student is notified by the Academic Affairs Office both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic/Financial Aid Dismissal can no longer attend school nor get Title IV at the Institution.

Academic/Financial Aid Dismissal Appeals not Allowed
A student who attempts but does not pass the same Transitional Studies course three times is Dismissed and there is not a right to appeal the dismissal.

Additional Appeal Procedures:
While an appeal can be made for Maximum Time Frame, the Institution and the Art Institute Vice President of Academic Affairs must review the appeal.

If a student who has successfully appealed an Academic/Financial Aid Dismissal is later again dismissed, the student can file one additional appeal as long as the appeal is based on different mitigating circumstances from any previous appeal, the new mitigating circumstance occurred after the previous successful appeal, the student is showing significant Satisfactory Academic Progress and mathematically the student can meet the next SAP evaluation points requirements.

In addition to the Institution’s Review of the Appeal, it must also be reviewed by the Art Institute Vice President of Academic Affairs.
Explanations of Related Issues

Calculation of CGPA
A student’s cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points. Note: that if there is a change of programs, only courses applicable to the new program will be considered in the CGPA.

Transitional Studies Courses
Many Art Institutes require academic assessments. Depending on assessment scores, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, they do not count in determining the maximum timeframe and the incremental completion rate.

While Transitional Studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted no more than three times. Failure to pass the courses within the attempts permitted will result in dismissal from the Institution and there is no right to appeal the dismissal.

Repeated Courses and Grades
As courses are retaken, only the highest grade will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the incremental completion rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as credit hours attempted but not earned. The grade Incomplete (I) is calculated as if it is an F for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

Remediation of Academic Deficiencies
It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.

Transfer Credits from another Postsecondary Institution
Credits from transfer courses are calculated in the maximum allowable credits and incremental completion rate requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as Transfer Credit (TR) and will not be calculated in the student’s CGPA.

Change of Program
Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate’s program to a bachelor’s program in the same major is not considered a change of major. Courses that apply to the second major will be recorded as earned credit and will affect the student’s CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student’s academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.
Transfers from another Art Institute
A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer. An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

Please note that course credits and applicability of those credits at each Art Institute for a program can vary from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

Grading System
At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student’s academic transcript, which is updated each quarter. The criteria for determining a student’s grade shall be as follows (on a percentage of total point basis):

The Metrics of SAP
Academic Grading System
The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grading Scale</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 93</td>
<td>4.0 points</td>
</tr>
<tr>
<td>A-</td>
<td>92 – 90</td>
<td>3.7 points</td>
</tr>
<tr>
<td>B+</td>
<td>89 – 87</td>
<td>3.4 points</td>
</tr>
<tr>
<td>B</td>
<td>86 – 83</td>
<td>3.0 points</td>
</tr>
<tr>
<td>B-</td>
<td>82 – 80</td>
<td>2.7 points</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 77</td>
<td>2.4 points</td>
</tr>
<tr>
<td>C</td>
<td>76 – 73</td>
<td>2.0 points</td>
</tr>
<tr>
<td>C-</td>
<td>72 – 70</td>
<td>1.7 points</td>
</tr>
<tr>
<td>D+</td>
<td>69 – 65</td>
<td>1.4 points</td>
</tr>
<tr>
<td>D</td>
<td>64 – 60</td>
<td>1.0 points</td>
</tr>
<tr>
<td>F*</td>
<td>59 and below</td>
<td>0.0 points*</td>
</tr>
</tbody>
</table>

*F does compute in GPA and CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

<table>
<thead>
<tr>
<th>CR = Credit through examination</th>
<th>Credits Earned/TR grade. This does not affect CGPA. They do impact ICR and MTF.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I = Incomplete</td>
<td>Affects ICR/MTF/CGPA (Computes as an F)</td>
</tr>
<tr>
<td>IP = In Progress</td>
<td>This identifier is used when a student is actively registered and attending a course. This does not affect the CGPA/ICR.</td>
</tr>
<tr>
<td>IPA = Incomplete Pass</td>
<td>This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which &quot;IPA&quot; grades are assigned must be completed no later than the end of the next regular term in which the student is...</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>S = Suspension</td>
<td>Affects ICR/MTF/CGPA (Computes as an F)</td>
</tr>
<tr>
<td>NC = No Credit</td>
<td>This grade is reserved for zero-credit courses only. Non-credit courses are not computed in the CGPA/ICR/MTF.</td>
</tr>
<tr>
<td>NP = Not passing/Fail</td>
<td>Does not affect ICR/CGPA. This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course.</td>
</tr>
<tr>
<td>P or PR = Proficiency Credit by Exam or Portfolio</td>
<td>This does not affect CGPA. They do impact ICR and MTF.</td>
</tr>
<tr>
<td>PA = Pass</td>
<td>This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/CGPA.</td>
</tr>
<tr>
<td>SP or SA = Satisfactory/Pass</td>
<td>This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.</td>
</tr>
<tr>
<td>T = Termination from course</td>
<td>Affects ICR/MTF/CGPA (Computes as an F)</td>
</tr>
<tr>
<td>TR = External Transfer Credit</td>
<td>Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.</td>
</tr>
<tr>
<td>U = Unsatisfactory</td>
<td>Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.</td>
</tr>
<tr>
<td>F = Earned F</td>
<td>Students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student completed all assignments including the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course’s instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.</td>
</tr>
<tr>
<td>UF = Unearned F</td>
<td>Students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a “UF” grade on the transcript. The course’s instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.</td>
</tr>
<tr>
<td>W = Withdrawal</td>
<td>When a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add but before the end of the ninth week of the quarter. The “W” is not used in the calculation of the GPA or CGPA but is considered attempted credits but not earned credits.</td>
</tr>
<tr>
<td>WF = Withdrawal Fail</td>
<td>When a student withdraws from individual classes or a total academic program of study after the ninth week of classes.</td>
</tr>
</tbody>
</table>
The "WF" is calculated as an “F” in the GPA and CGPA. The “WF” also counts as attempted credits and not earned credits.

| WV = Waiver | Commonly used when waiving a Transitional courses and does not affect ICR/MTF/CGPA |
| WX = Course was registered for but never attended | Self-explanatory and does not affect ICR/MTF/CGPA |

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

**Repeating Courses**

Grades earned in repeated courses will replace grades of ‘F’, “UF”, ‘W’, or ‘WF’. Course credits with grades of ‘F’, ‘UF’, ‘W’, or ‘WF’ are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an ‘F’ if a grade change is not submitted by the end of the second week of the following term. The grade ‘I’ indicates Incomplete and is calculated as if it is an ‘F’ until it is changed to another grade and the course will be included as course credits attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.

**Changed Grade**

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Academic Affairs Office. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

**Calculations**

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute. Transitional study courses do not count in this calculation. Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

A = 4 grade points x 4 credit hours = 16 grade points earned
B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

16 grade points + 9 grade points = 25 total grade points
25 grade points earned divided by 7 total hours earned = student’s GPA for the quarter, 3.571 which is rounded to 3.57. Rounding occurs after the 4 digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is 4 or lower it is rounded down.
A student’s CGPA is computed in the same way by dividing the student’s total grade points earned from all quarters/semester at The Art Institute by the student’s total credit hours earned from all quarters at The Art Institute.

Incremental completion rate is determined as follows (transitional study credits do not count in this calculation):

\[
\frac{(\text{EARNED CREDITS at the institution} + \text{TRANSFER CREDITS Accepted})}{(\text{ATTEMPTED CREDITS at the institution} + \text{TRANSFER CREDITS Accepted})}
\]

The 150% MTF: Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

The 150% MTF is determined as follows:

\[
\text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM} \times 1.5 = \text{TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.}
\]

STUDENT STATUS CHANGES AND SAP
Transfer Students
Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completed rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be 180 X 1.5 = 270 credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as “TR” in the Student Information System and will not affect the student’s CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education as a campus that does not share the same leading six-digit OPE-ID number), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another affiliated Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

Changes in Program
Unless a second change is specifically approved for the specific student by the Academic Affairs Office, students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the SAP CGPA (SGPA). For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.
In the formulas below, the “CHANGE OF MAJOR” adjustment factor would be those credits from the previous major that we will NOT count in the student’s current major.

Incremental completion rate is determined as follows (Transitional credits do not count in this calculation):

\[
\frac{\text{(EARNED CREDITS in the New Program} + \text{TRANSFER CREDIT ACCEPTED)}}{\text{minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}
\]

\[
\frac{\text{(ATTEMPTED CREDITS in the New Program} + \text{TRANSFER CREDITS Accepted)}}{\text{minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}
\]

The 150% MTF Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining.

The 150% MTF is determined as follows:

\[
\text{TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times } 1.5 = \text{TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.}
\]

Second Degree

When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will be applied to the student’s new program CGPA calculation.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds

Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans’ Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Service Office for details.

Attendance Policies and Procedures

COURSE ATTENDANCE (GROUND)

The Art Institutes maintain an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, or examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in class. Although some absences are unavoidable because of illness or emergency, due to the nature of the program, there are no excused absences.

Students will not be penalized for pregnancy or related conditions, including recovery from childbirth. Students who are absent due to pregnancy or related conditions may receive an exception to the attendance policy and/or be permitted to make up missed work for as long as the student’s absence is medically necessary. To avoid being administratively withdrawn, students must contact their academic advisor or registrar about the need for a pregnancy-related exception. As with other students seeking exceptions for medical-related reasons, students seeking a pregnancy-related exception to the attendance policy must provide a doctor’s note indicating that the absences were medically necessary. Failure to provide evidence of medical necessity for any absence may result in the student being administratively withdrawn from school, and the student may not be allowed to make up any missed
Please note that a pregnancy exception to the attendance policy is only applicable to the current course and cannot be carried over into any subsequent courses.

A student who is absent for three cumulative weeks (three classes for those that meet once a week or six classes for those that meet twice a week) in an 11-week term will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid quarter ground term**) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. A student is allowed only one appeal per class. In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the registrar office.

**Appeal Process – Withdrawn from Course (Ground)**

Students who are administratively withdrawn from a single course for violating the attendance policy may submit a one-time appeal per course per term to the Academic Affairs Office for reinstatement into their course(s) in the active term. Students who appeal must do so in writing prior to the next class meeting for each course being requested for reinstatement. The instructor must determine that the student still has the potential of successfully completing the course(s) to earn a successful appeal. A copy of this appeal must be put into the student’s file.

**Consecutive Days Absence Grading Policy (Ground)**

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid quarter ground term), will be withdrawn from the Institute and will receive W’s (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid quarter ground term) students will be withdrawn from the Institute and will receive WF’s (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

**Appeal Process – Consecutive Days Absent (Ground)**

Students who are administratively withdrawn from school for violating the consecutive days absence attendance policy may submit an appeal to the Academic Affairs Office for reinstatement into their course(s) in the active term based on mitigating circumstances. Students, who appeal, must do so in writing and must include documentation of mitigating circumstances.

Mitigating circumstances may include one of the following reasons:

1. Death of an immediate family member
2. Student illness requiring hospitalization (this includes mental health issues)
3. Illness of an immediate family member where the student is the primary caretaker
4. Illness of an immediate family member where the family member is the primary financial support
5. Abusive relationships
6. Divorce proceedings
7. Previously undocumented disability
8. Natural disaster
9. Family emergency
10. Financial hardship such as foreclosure or eviction
11. Documentation from a Professional Counselor
12. A doctor documented illness of the student for a significant period of time
13. Military deployment
14. Military Permanent Change of Station (PCS)
15. Special Circumstances

New students at on-ground campuses who attend the first week of a course and fail to attend the second week of classes will be cancelled for the term start.

Continuing students at on-ground campuses who do not attend any of their classes through close of business Wednesday of the second week of classes may be withdrawn from the Institute. They must contact the campus registrar to indicate their intent to return. Additionally, the cumulative week policy (above) will still apply to any classes not attended in week 1 and beyond.

Students who receive Veteran Affairs (VA) educational benefits must understand VA benefits, including tuition and fees, the monthly housing allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit hours certified. The school is required to monitor and report enrollment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrollment will likely affect payment of VA benefits, and reductions in enrollment may result in a debt to the VA for any education benefits already received. The school will report enrollment as follows:

- VA Students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- VA students who are administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- VA students who complete the term with all non-punitive “F” and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

*Reports will be available in SIS for this information; please see Course Attendance Process.

**Students in Mid quarter ground courses that meet for 5.5 weeks who miss two cumulative weeks will be withdrawn from the course and will receive a Withdrawal (W) grade before week 4 or Withdrawal/Fail (W/F) grade after week 4.

**There may be additional conditions placed on veterans for pursuing their education. VA students should see their VA Student Certification Officer (VASCO).

ATTENDANCE VERIFICATION

Students may verify their attendance at any time during the term by speaking with their instructor. In addition, they may go to the campus academic advisors. Students who need information regarding their attendance will need to request it in person. Any discrepancies should be discussed with the individual instructors.

QUALIFYING MILITARY SERVICE, DISASTERS, NATIONAL EMERGENCIES

To assist individuals who are performing qualifying military service and individuals who are affected by disaster, war or other military operation or national emergency, an attendance exception may be granted. A student is declared as military deployed upon receipt of official activation orders documentation by the school. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the school. The school’s registrar office will record the student’s actual last date of attendance and then provide an attendance exception. If the documentation shows that the student knew she/he was going to be deployed prior to the term or course start date and still decided to start, the school
will not provide this military attendance exception. For these reasons, it is required that the school personnel request deployment paperwork/orders to verify deployment status or to document evidence of a disaster area declaration prior to applying the attendance exception. The school must record the student’s actual last date of attendance regardless of the exception granted.

ONLINE ATTENDANCE POLICY AND SUBSTANTIVE PARTICIPATION CRITERIA (PLUS & AiPOD)

Students taking online classes (including students taking PLUS courses) must submit at least one academically-related posting in the learning management system each full attendance week. For online classes beginning on a Monday, the full attendance week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Sunday. For online classes beginning on Thursday, the full attendance week is defined as beginning on Thursday at 12:00 a.m. MST to 11:59 p.m. MST the following Wednesday.

1. For attendance purposes, an academically-related posting can include, but may not be limited to, posting a drop box submission, posting to a threaded discussion forum, and taking a test/quiz. If a third-party system such as MyLabs is required, usage of that system may also count for student attendance if also recorded within an approved learning management system. For attendance purposes, simply logging into an online class does not count toward attendance. It does not include orientation, reading the courses or programs syllabus or activity prior to the start date of the course.

2. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:
   - Student submission of an academic assignment
   - Student submission of an exam
   - Documented student participation in an interactive tutorial or computer assisted instruction.
   - A posting by the student showing the students participation in an online study group that is assigned by the institution.
   - Posting by the student in a discussion forum showing the students participation in an online discussion about academic matters, and
   - An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a faculty member about the subject studied in the course.

Online students are required to meet the first week’s attendance in order to be confirmed as an active student. Failure to do this could negatively impact a student’s financial aid.

During the last half week of a 5.5 week class, students taking online classes must submit at least one academically-related posting in the classroom on at least one day. For online classes that end on a Wednesday, the half week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Wednesday. For online classes that end on a Saturday, the half week is defined as beginning on Thursday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Saturday.

Students who fail to meet the attendance requirements for a week will be given an absence for that attendance week. AiPOD students who fail to meet the attendance requirements for two consecutive attendance weeks (cumulative for PLUS students) during a course will be administratively withdrawn from the course. If the student is administratively withdrawn from all current courses, the student will be withdrawn from the institution.

If the student is administratively withdrawn due to attendance on or before the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a W grade for the course. If the student is administratively withdrawn due to attendance after the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a grade of WF for the course. The last date of attendance will be the last day where the student met the attendance requirements.
In the specific case where a student has a current course grade of F but did not complete the final assignment of the course and failed the course, the final course grade of F will be considered an unearned F as it pertains to Title IV financial aid purposes.

It is the student's responsibility to immediately contact his or her instructor regarding absences due to prolonged serious illness or personal emergency. For absence due to technical problems, the student is expected to contact the facilitator immediately, after notifying the appropriate technical support. Failure to notify the facilitator will be considered a missed deadline. All assigned work must be ultimately completed regardless of the reason for absence.

THE ART INSTITUTES GRADING POLICY

Repeating courses.

If otherwise eligible, students may retake coursework for one of the following reasons:

- Failed the Course: Students who have failed the course and earned no credit hours.
- Withdrawn Course: Students who withdraw from a course will receive either a Withdrawal without penalty (W), Withdrawal with penalty (WF), or Unearned F (UF), Failing grade (F). Please refer to the grading section of the Satisfactory Academic Progress Policy for information when a W, WF, UF, F grade will be granted.
- Stale Course: By State or Accreditation requirements a student must pass a course within a specific window of time. For example, the course must be passed within the last 5 years and the course was taken 7 years ago so it must be repeated.
- Meet Progress or Professional Requirements: Students who have successfully completed the course and earned credit hours but are required to improve their grade point average (G.P.A.). For standard term-based programs, DCEH policy, as required by Department of Education regulation, will allow financial aid to cover a single repetition of a previously successfully passed course if the course is required as part of an academic plan to appeal a Satisfactory Academic Progress (SAP) termination or to help students who need a specific grade or G.P.A. to practice upon graduation or progress in the program, per the academic catalog or course requirements published and provided to students. For example, the student passed the course but the grade received is not sufficient for progression. The student receives a C but, in order to graduate, a B or better is required.

RETAKING COURSEWORK POLICY

Note: Requirements below refer to enrollment for Title IV eligibility purposes. NSLDS Enrollment Reporting/Clearinghouse enrollment status is based on all enrolled courses regardless if it is funded by Title IV aid and/or VA benefits. VA recipients will need to follow the VA requirements. VA will only cover repeated courses if the student failed or does not meet the minimum grade requirement as established by the institution.

Standard Term-based Programs

Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, some DCEH's Educational Systems have limitations on how many times students can retake failed courses before they are dismissed from the institution. Please refer to the school's SAP Policy.

For standard term-based programs, DCEH's policy will allow financial aid to cover a single repetition of a previously successfully passed course subject to certain conditions. Students who earned credit(s) may receive Title IV funds and count the course in enrollment status for one retake of any previously passed course only if they meet one of the following conditions:
• Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed, as defined under \textit{Stale Course}.

• Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination, as defined under \textit{Progress or Professional Requirements}.

• For students who need a specific grade or G.P.A. to practice upon graduation or progress in a program, as defined under \textit{Progress or Professional Requirements}.

The student must have \textit{completed} the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in the a student's enrollment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

\textbf{Non-term Based Programs}

Student's coursework is divided into payment periods based the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdrawal from a course will not earn credits for the payment period and academic year. Students who successfully completed a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

\textbf{Intellectual Property Policy}

\textbf{Introduction}

As a creative community of teachers, artists and scholars, College of Creative Arts and Design is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of College of Creative Arts and Design itself, which supports this creative and scholarly work.

\textbf{Purpose and Scope}

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational university, however, and whether the use of copyrighted material without permission falls with “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law. A violation of the College of Creative Arts and Design’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the College of Creative Arts and Design.
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

College of Creative Arts and Design’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the College of Creative Arts and Design’s information technology system. College of Creative Arts and Design’s policies prohibit use of the College of Creative Arts and Design’s computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

As a creative community of teachers, artists and scholars, College of Creative Arts and Design is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of College of Creative Arts and Design itself, which supports this creative and scholarly work.

This document expresses College of Creative Arts and Design’s policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of College of Creative Arts and Design – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with College of Creative Arts and Design, and this Policy governs in all circumstances, unless College of Creative Arts and Design has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between College of Creative Arts and Design and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair use” as defined by U.S. laws.

I. Definitions (if applicable)

The following terms are used throughout the Policy and are defined as follows:

A. Copyright - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).

B. Commissioned Work - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.

C. Independent Academic Effort or Creative Activity - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction,
methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.

D. Institutional Employee - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.

E. Intellectual Property - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.

F. Patent - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.

G. Sponsored Work - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

H. Student - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as “special status students”: e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.

I. Substantial Institutional Resources - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not “commonly provided”, is considered a use of “Substantial Institutional Resources.” This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of “Substantial Institutional Resources.” Resources not considered “commonly provided” include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.
J. **Trademark and Service Mark** - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party's goods or services from those of others.

K. **Work** - The term “Work” as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.

L. **Work Made for Hire** - A “Work Made for Hire” is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.

Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

Examples of works made for hire include software programs created within the scope of an employee's duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

II. **Policy Provisions**

A. Faculty, Staff and Student Works

1. **General Rule.**
   Subject to the exceptions noted in this Policy, as a general rule, College of Creative Arts and Design does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

2. **Exceptions to the General Rule.**
   Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:
   
   (a) The Intellectual Property is developed as a Sponsored Work.
   (b) The Intellectual Property is developed as a Commissioned Work.
   (c) The Intellectual Property is developed using Substantial Institutional Resources.
   (d) The Intellectual Property is developed by the creator within the scope of his or her employment with College of Creative Arts and Design and constitutes a Work Made for Hire.
   (e) The Intellectual Property is developed by a creator who is assigned, directed or funded by College of Creative Arts and Design to create the Intellectual Property.
   (f) The Intellectual Property is developed under a grant, program or agreement which provides College of Creative Arts and Design with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2(a) through (f) above, the Intellectual Property shall be owned by College of Creative Arts and Design (or by College of Creative Arts and Design and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by College of Creative Arts and Design under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by College of Creative Arts and Design’s President, and to execute any document deemed necessary by College of Creative Arts and Design to perfect
3. **Ownership Rights in Specific Types of Works.**

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

(a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by College of Creative Arts and Design. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to College of Creative Arts and Design.

(b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by College of Creative Arts and Design as Works Made for Hire or otherwise.

(c) If any Intellectual Property to be owned by College of Creative Arts and Design under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.

(d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of College of Creative Arts and Design will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to College of Creative Arts and Design.

(e) Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.

(f) Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her own, or developed in the context of a course, is owned by the Student and College of Creative Arts and Design will not use the Student's Work without the Student's permission to do so.

(g) Students working on a project governed by an existing written agreement to which College of Creative Arts and Design is a party are bound by all terms of that agreement.

(h) Students hired to carry out specific tasks that contribute to Intellectual Property of College of Creative Arts and Design retain no rights of ownership in whole or in part to that Intellectual Property or to the Student’s contribution to that work.

(i) Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to College of Creative Arts and Design outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.

(j) The rights of College of Creative Arts and Design to a perpetual, worldwide license (exclusive or non-exclusive, as College of Creative Arts and Design deems necessary), to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non- Institution sponsor.
B. Independent Contractor Works.
As a general rule, College of Creative Arts and Design will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or College of Creative Arts and Design has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If College of Creative Arts and Design does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties’ agreement.

IV. Institution’s Usage Rights
To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, College of Creative Arts and Design shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of College of Creative Arts and Design. Where practicable, College of Creative Arts and Design will use best efforts to cite the creator of the Work if College of Creative Arts and Design exercises such usage rights.

V. Institution’s Marks
Intellectual Property comprised of or associated with College of Creative Arts and Design’s Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the “Marks”) belongs exclusively to College of Creative Arts and Design and/or its affiliates. This Policy is designed to protect the reputation of College of Creative Arts and Design and its affiliates, and to prevent the illegal or unapproved use of College of Creative Arts and Design’s Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of College of Creative Arts and Design. However, faculty, staff, and Students may identify their status or professional affiliation with College of Creative Arts and Design as appropriate, but any use of College of Creative Arts and Design's Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, College of Creative Arts and Design. No products or services may be marked, offered, sold, promoted or distributed with or under College of Creative Arts and Design’s Marks without College of Creative Arts and Design’s prior written permission and compliance with the licensing policies of College of Creative Arts and Design. All requests for use of Institution Marks must be submitted in writing to an officer designated by the President. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise College of Creative Arts and Design’s Marks.

VI. Substantial Use of Institution Resources
Although “Substantial Institutional Resources” is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of College of Creative Arts and Design, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of “substantial use” from time to time and implement any changes or clarification to the definitions which College of Creative Arts and Design deems necessary in order to establish an appropriate standard.

VII. Review Scheme
Questions concerning this Intellectual Property Policy should be addressed to the Academic Affairs Office.
VIII. **Reservation of Rights**
College of Creative Arts and Design reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. College of Creative Arts and Design agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

IX. **Effective Date**
This Policy supersedes any preexisting Intellectual Property policy of College of Creative Arts and Design and will remain in effect until modified or revoked by College of Creative Arts and Design. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with College of Creative Arts and Design changes or terminates.

X. **Governing Law**
This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.
STUDENT LIFE

More detailed information regarding Student Life can be found in the Student Handbook available in the Student Services department at your campus location.

OUR CULTURE

Students come to College of Creative Art and Design from all over the United States and abroad. The student body at College of Creative Arts and Design is made up of men and women who have either enrolled directly after completing high school, transferred from colleges and universities, or who have left employment situations to prepare for new careers. Prospective students are encouraged to visit College of Creative Arts and Design, although a visit is not a condition for submitting the application for admission or enrollment agreement.

Language of Instruction

All instruction at College of Creative Arts and Design is conducted in English. No other language is utilized. In addition, College of Creative Arts and Design does not provide instruction in English as a second language.

Orientation

Every incoming undergraduate student, both new and re-entering, who has not earned 24 prior credits at the post-secondary level must complete the institution’s web-based orientation, consisting of 23 modules, before beginning classes. Students also are strongly encouraged to attend the campus on-ground orientation program, designed to introduce them to their learning community, campus facilities, resources, and personnel provided to support them throughout their educational journey.

Students need only complete the new orientation requirements one time, regardless of whether they defer start dates or withdraw and return. Students transferring from one campus to another, without a break in enrollment, are not required to complete orientation. Students not continuously enrolled, prior to transferring, will be treated as new students and must complete the new orientation requirements, unless they have 24 earned credits or have already completed orientation requirements at their prior campus.

Appropriate Attire

Students are requested to dress in the manner appropriate for their profession while attending College of Creative Arts and Design.

Smoking Policy

College of Creative Arts and Design provides a smoke-free environment, and all faculty and staff strictly enforce this restriction. Smoking is permitted in the outside designated area only. Smoking is not permitted outside the main entrance areas, and it is not permitted anywhere inside the buildings.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information College of Creative Arts and Design may disclose to third parties without receiving prior written consent from the student.

I. PROCEDURE TO INSPECT EDUCATION RECORDS

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Office of the Registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be
made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The institute may require the presence of an Art Institute official during the inspection and review of a student’s records.

Certain limitations exist on a student’s right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. In addition, the term “education record” does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. DISCLOSURE OF EDUCATIONAL RECORDS

The College of Creative Art and Design generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student’s prior written consent to the following individuals or institutions or in the following circumstances:

1. To College of Creative Arts and Design officials who have been determined by The College of Creative Arts and Design to have legitimate educational interests in the records. An Art Institute official is:
   a. a person employed by The College of Creative Arts and Design or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
   b. a person employed by or under contract to The College of Creative Arts and Design to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another Art Institute official. Any Art Institute official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The College of Creative Arts and Design has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.

3. In connection with the student’s request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.

4. To organizations conducting certain studies for or on behalf of College of Creative Arts and Design.

5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.

6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

7. To comply with a judicial order or lawfully issued subpoena.

8. To appropriate parties in health or safety emergencies.

9. To officials of another Art Institute in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by College of Creative Arts and Design against the alleged perpetrator of that crime or offense with respect to that crime or offense.

11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if College of Creative Arts and Design has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of College of Creative Arts and Design’s rules or policies. (College of Creative Arts and Design, in such instances, may only disclose the name of the perpetrator — not the name of any other student, including a victim or witness — without the prior written consent of the other student(s)).
   a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

12. To a parent regarding the student’s violation of any federal, state, or local law or of any rules or policy of College of Creative Arts and Design governing the use or possession of alcohol or a controlled substance if College of Creative Arts and Design determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and College of Creative Arts and Design will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran’s status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. RECORD OF REQUESTS FOR DISCLOSURE
Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to College of Creative Arts and Design officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), College of Creative Arts and Design will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student’s education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. DIRECTORY INFORMATION
College of Creative Arts and Design designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student’s consent):

1. Student’s name
2. Address: Local, email and Website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at College of Creative Arts and Design to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar at the campus:

- Office of the Registrar / The Art Institute – Hollywood, a campus of Argosy University, 5250 Lankershim Boulevard, North Hollywood, CA 91601, 818-299-5245
- Office of the Registrar / The Art Institute – San Diego, a campus of Argosy University, 7650 Mission Valley Road, CA 92108.

Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. CORRECTION OF EDUCATIONAL RECORDS

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Academic Affairs Office to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.

2. College of Creative Arts and Design may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s privacy rights.

3. Upon request, College of Creative Arts and Design will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of College of Creative Arts and Design. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by other people, including an attorney.

4. College of Creative Arts and Design will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.

5. If, as a result of the hearing, College of Creative Arts and Design decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will:
   a. amend the record accordingly; and
   b. inform the student of the amendment in writing.

6. If, as a result of the hearing, College of Creative Arts and Design decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph 6 above, College of Creative Arts and Design will:
   o maintain the statement with the contested part of the record for as long as the record is maintained; and
disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. STUDENT RIGHT TO FILE COMPLAINT
A student has the right to file a complaint with the United States Department of Education concerning alleged failures by College of Creative Arts and Design to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC  20202-4605

RETENTION OF STUDENT RECORDS
Students academic records are permanently retained. All other record retention complies with federal, state or local or other legal requirements.

Student Conduct

SECTION I. GUIDING PRINCIPLES
College of Creative Arts and Design recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, College of Creative Arts and Design provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute’s mission.

SECTION II. SCOPE
This Student Conduct Policy applies to all students and student organizations at College of Creative Arts and Design.

SECTION III. REACH
The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms, at College-sponsored activities, or student organization sponsored events. At the discretion of the Chief Conduct Officer (Regional Dean of Student Life, the Academic Affairs Office or a delegate as appointed by the President of each campus), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP
Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.
SECTION V. DISCIPLINARY OFFENSES

The offenses listed below are given as examples only. The College of Creative Arts and Design may sanction other conduct not specifically included on this list.

Scholastic Dishonesty
- Plagiarism
- Cheating on assignments or examinations
- Engaging in unauthorized collaboration on academic work
- Taking, acquiring or using test materials without faculty permission
- Submitting false or incomplete records of academic achievement
- Altering, forging or misusing a College academic record
- Fabricating or falsifying data, research procedures, or data analysis
- Deceiving the College and/or its officials

Misuse or abuse of school assigned email address and log-in information, sharing your username or password for any school assigned system with any student or non-student individual
- Logging-in to a school assigned system with the intention to display classroom environment to other student or non-student individuals
- Allowing an individual access to post information in the online environment on your behalf or with the intention of impersonation.
  - Note: on-ground students cannot share or give access to other students or non-student individuals to access the student portal (unless designated for training purposes at the direction of a campus official)

Illegal or Unauthorized Possession or Use of Weapons
- Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on college property, or at college sponsored functions, except where possession is required by law.

Sexual Assault or Nonconsensual Contact
- Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct
- Assault, battery, or any other form of physical abuse of a student or college employee
- Fighting or physical altercation
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
- Any conduct that threatens the health or safety of another individual one’s own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student

Theft, Property Damage and Vandalism
- Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
- Extortion
- Setting fires, tampering with fire safety and/or fire fighting equipment
Disruptive or Disorderly Conduct

- Disruptive Behavior, such as, Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

Disruptive Classroom Conduct, such as:

- Engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
- Written or verbal acts or uses of technology, which have the effect of disrupting the online classroom learning environment.
- Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

- Disorderly, lewd, indecent, or obscene conduct.
- This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;
- Breach of peace on college property or at any college-sponsored or supervised program; or
- Any in-school, online classroom, or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of College of Creative Arts and Design and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

- Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the college.
- Being under the influence of illegal or controlled substances on college property, or at any college function
- Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
- Being under the influence of alcohol on college property or at any college function is also prohibited.

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or College Employee

- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Hazing

- Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

Falsification

- Willfully providing college officials with false, misleading or incomplete information
- Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

Abuse of College of Creative Arts and Design disciplinary system, including but not limited to:

- Failure to obey the summons of a disciplinary body or college official
- Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
- Disruption or interference with the orderly conduct of a disciplinary proceeding
- Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
- Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
- Failure to comply with the sanction(s) imposed under the student conduct policy
- Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

**Unauthorized Use or Misuse of College Facilities**
- Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

**Violation of Federal or State Laws**
- Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Regional Dean of Student Life within 5 days of the conviction.

**Insubordination**
- Persistent or gross acts of willful disobedience or defiance toward college personnel
- Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
- Failure to exit during fire drill,
- Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.

**Violations of College Rules**
- Violations by guest of a student on college property. Students are responsible for the actions of their guests
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
- Any violation of the institutions policies on the responsible use of technology including but not limited to:
  - The theft or abuse of computer, email, Internet or Intranet resources
  - Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
  - Unauthorized transfer of a file
  - Unauthorized downloading of copyrighted materials in violation of law
  - Unauthorized use of another individual's identification and/or password
  - Use of computing facilities to interfere with the work of another student, faculty member, or school official
  - Use of computing facilities to send obscene or abusive messages
  - Use of computing facilities to interfere with normal operation of the school's computing system
- Failure to satisfy school financial obligations
The above list is illustrative only, and College of Creative Arts and Design may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS

College of Creative Arts and Design may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). College of Creative Arts and Design reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the Student Conduct Policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school’s standards and expectations.

2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.

3. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

4. **Removal from Sponsored Housing:** The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.

5. **Suspension:** Separation of the student from the campus for a pre-determined period of time. The student may be able to return to campus once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

6. **Expulsion:** The student will be expelled from College of Creative Arts and Design immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to Campus Sponsored Housing or activities at any time or for any reason.

7. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

SECTION VII. DISCIPLINARY PROCEDURES

Complaint
Any member of College of Creative Arts and Design community may file a complaint against any student for misconduct or for otherwise being in violation of College of Creative Arts and Design policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.

2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.

3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.
The Chief Conduct Officer or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless College of Creative Arts and Design determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property
Students have no expectation of privacy in their personal property while on campus. College of Creative Arts and Design reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in Campus Sponsored Housing, student e-mail and/or computers.

Notification and Determination of Violations that Warrant Disciplinary Meeting
1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.
2. After the meeting the Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may a render and communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
   ▪ If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of College of Creative Arts and Design policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of Violations that Warrant Disciplinary Hearing or Panel
In some cases, involving serious violations, the Chief Conduct Officer or delegate, hereby referred to as “Hearing Officer”, in his or her sole discretion, may choose to assemble a Disciplinary Panel to adjudicate the process.
1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
   a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
b. The Disciplinary Panel may ask questions and may seek information not provided to it.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel’s conclusions, any sanctions, and the student’s right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student’s privacy rights.

Disciplinary Panel
A Disciplinary Panel may consist of members of the College Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the Panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the Panel. Failure to sign the permission constitutes an agreement to have no student on the Panel.

Administrative Interim Suspension
Students may be administratively suspended on an interim basis when:

1. Serious allegations are being investigated;
2. Serious allegations are pending before a disciplinary panel;
3. In advance of a disciplinary panel hearing; or
4. When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community.

During the Interim Suspension, students are denied access to Campus Sponsored Housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate.

This Interim Suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in Campus Sponsored Housing.

The Interim Suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

SECTION VIII. APPEAL PROCEDURES.
Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to College of Creative Arts and Design policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from Campus Sponsored Housing must leave in accordance with the directions indicated in the decision.
- The student must write a letter of appeal in the student’s own words, addressed to the President of College of Creative Arts and Design or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to College of Creative Arts and Design policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student’s receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.

The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.

The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.

Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.

Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

APPELLING A FINAL COURSE GRADE

A student who is concerned with a final grade in a course should initially speak with the course instructor in order to understand how the grade was derived based on the course grading criteria. If, after meeting with the instructor, the student is not satisfied with the explanation of the final grade and does not feel that the grade is justified or appropriate, the student should meet with the Program Chair or Program Coordinator to discuss the situation. If a resolution is not met at this level, the student may file an official grade appeal by submitting an Appeal Grade Change form, which includes a written account explaining their perspective as to why the grade is not appropriate based on the course grading criteria and the steps taken to remedy the situation. In addition, the student should include his or her name, phone number, and ID number. This written account should be provided to the Academic Affairs Office before the end of Week One of the quarter immediately following the finalized grade being appealed.

The Academic Affairs Office will convene a committee of qualified academic staff or faculty to review the appeal and reach a final decision. The student may be required to meet with the committee and to provide requested assignments and/or projects from the course. All decisions made by the appeal committee are final and will be communicated to the student within one business day and prior to the end of the schedule adjustment period.

Anti-Hazing Policy

Hazing involving the College of Creative Arts and Design students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at the College of Creative Arts.
and Design. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Regional Dean of Student Life. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

No Harassment Policy

The College of Creative Arts and Design is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the “Student Grievance Procedure”). Students who have been subjected to sexual violence should also review the Policy Concerning Sexual Violence (and Programs and Procedures Regarding Sexual Assault, available in the Student Services Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, College of Creative Arts and Design will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, College of Creative Arts and Design will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints

The College values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at the College and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of
a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how the College will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

I. Preliminary Issues & Important Definitions

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one’s biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus, including at internship/externship/practicum sites, if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

A. What is “Sexual Misconduct”?

Sexual Misconduct includes:

- **Sexual Assault**: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

- **Non-Consensual Sexual Contact**: Any intentional sexual touching with any body part or object by any person upon any person without Consent.

- **Sexual Exploitation**: An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.

- **Indecent Exposure**: The exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

- **Sexual Harassment**: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

B. What is “Relationship Violence”?

Relationship Violence includes:

- **Domestic Violence**: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
• Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.

• Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveills, threatens, or communicates to or about a person or interferes with a person’s property.

The following also constitute violations of this Policy:
• Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.

• Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

C. Who are “Complainants” and “Respondents”?
The College is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

D. Defining Consent
In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. The existence of a dating relationship between the persons involved should not be assumed to be an indicator of consent. Consent is demonstrated through affirmative, mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one’s responsibility to obtain Consent or negate one’s intent.

Consent to engage in sexual activity must be ongoing throughout a sexual activity and may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation...
is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

E. Title IX Coordinator & Deputy Coordinators
The Title IX Coordinator for The Art Institutes schools is: Diane Rouda, Associate Vice President of Student Regulatory Affairs. The Title IX Coordinator is responsible for, among other things, coordinating the campus’s efforts to comply with and carry out the campus’s responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the School has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

II. Reporting & Confidentiality
We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

- **CONFIDENTIAL REPORTING:** Some individuals are required to maintain near complete confidentiality. The Title IX Coordinators, Alisa Krouse (akrouse@southuniversity.edu) and Diane Rouda (drouda@dcedh.org) and the Title IX investigator, Nicole Schell (nschell@dcedh.org) serve in this role. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.

- **NON-CONFIDENTIAL REPORTING.** Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Director of Student Services, other Student Services staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School’s review and investigation of any complaint covered by this Policy. The School will
honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.

Other Code of Conduct Violations: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in School housing. Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

III. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Director of Student Services, or the Campus President. If a report is made verbally, the School will request a written statement by the student.

Upon receipt of a report, the School will generally proceed as described below.

A. Investigation Commencement

The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

B. Initial Response

Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

C. Interim Intervention

Pending a final determination, the Title IX Coordinator and/or Student Services staff will take appropriate interim measures. The University will take steps to prevent the recurrence of harassment and to correct its discriminatory effects on the Complainant and others, if appropriate. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications, and/or transfer or removal from an internship/externship/practicum site. Student Services staff may limit a student or organization's access to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

D. Decision to Proceed to Investigation

If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.
If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

E. Investigation Procedure
Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents. The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Director of Student Services for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student or third party. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation. The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

F. Determinations
1. For cases where the Respondent is a student.
   The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

   The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.
   The investigator will present all evidence to the Ethics Committee of DCEH. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

3. For cases where the Respondent is a Third Party
   The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.
The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

If the Title IX Coordinator determines that this Policy has been violated by a third party at an associated off-campus location, such as an internship or practicum site, the Title IX Coordinator will review the terms of any contract or Affiliation Agreement and determine what appropriate action should be taken pursuant to the written agreement.

G. Standard of Proof
In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H. Potential Sanctions
If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees, and termination of any relationship/contract/Affiliation Agreement in the case of a third party.

I. Outcome Notifications
Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any. If the Respondent is a third party, the notice of outcome will include a finding of fact and a justification for the decision based on appropriate legal standards.

J. Appeals
If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus Leadership within 15 business days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.
3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus Leadership, or designated representative, will notify the non-appealing party of the request for an appeal. Within five business days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party’s written statement if it is not submitted within the designated time limit.

The Campus Leadership will endeavor to make a determination of the appeal within 15 business days of receipt. The Campus Leadership’s decision is final.
STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the College of Creative Arts and Design Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with the:
   - Human Resources Generalist, The Art Institute – San Diego, a campus of Argosy University, 7650 Mission Valley Road, San Diego, CA 92108, 858-598-1200;
   - Online students should file complaints with studentcomplaints@aii.edu

Online students should file complaints with studentcomplaints@aii.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. The Human Resources Generalist or the Academic Affairs Office will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the College of Creative Art and Design’s final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals’ privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Human Resources Generalist or the Academic Affairs Office may be appealed by either the complainant or the accused by petitioning the campus Leadership. The written appeal must be made within 20 calendar days of receipt of the determination letter from Human Resources Generalist or the Academic Affairs Office. The Campus Leadership, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The Campus Leadership’s decision shall be final.

5. The College of Creative Arts and Design will not retaliate against persons bringing forward allegations of harassment or discrimination.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or College of
Creative Arts and Design Academic Catalog. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education

CAMPUS SECURITY

The College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Life office during regular business hours. Copies of the Crime Report are available on the College website at


The College reports to the campus community concerning the occurrence of any crime includable in the annual security report is reported to campus security or local police and that is considered to be a threat to students or employees.

The College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Services Available To Students

ACADEMIC ADVISING SERVICES

Academic advising is provided by Academic Advisors, Faculty, and other personnel in the Academic Affairs Office. Campus personnel are available to advise students in personal and other nonacademic areas. Advising services are provided on an individual and small group basis to help students deal with concerns or problems so that they may maximize their Art Institute experience.

GENERAL INFORMATION

The mission of the Student Life Department is to supplement The Art Institute’s educational processes and to support its stated purpose by providing assistance and services to the student body in the areas of advocacy, disability, student development, counseling, international advising. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, and professional development. To fulfill its mission, the Student Life Department has established the following objectives:

- Provide independent housing resources.
- Provide student support services.
- Provide resources and assist international students with their transition into this country.
- Provide student engagement and networking activities to complement your academic experience.
- Serve as the point of contact for military and veteran students.

Career & Professional Readiness

The Department of Career & Professional Readiness partners with students as they explore employment possibilities, develop job skills, and connect with potential opportunities related to their professional
endeavors. Our goal is to encourage the career potential of students by facilitating opportunities for them to explore their interests and gain valuable professional experience while utilizing a variety of resources that may be delivered in self-directed, virtual or in-person formats.

Students can seek guidance in building a resume, career planning, developing job-search strategies, preparing for an interview and evaluating potential job opportunities. The Department of Career & Professional Readiness will also work to plan and deliver career readiness workshops, individual or group career planning sessions, job board resources and industry guest speakers in both virtual and in-person platforms.

Graduate employment information is available on the College website under student consumer information.

**Alumni Services**

The Career and Professional Readiness Department offers a variety of online services and resources to Art Institute graduates. The self-directed alumni website ([www.alumni.artinstitutes.edu](http://www.alumni.artinstitutes.edu)) is available to graduates and to students in their last quarter.

The website exists to support the creative endeavors of our graduates and to provide a forum for networking with fellow classmates. Art Institutes graduates can connect from anywhere around the world. Alumni can share their challenges and victories, access services to elevate their career, showcase artwork, and demonstrate their impact in their personal and professional communities. Information about career services, campus events, Art Institute news is also available.

The website is exclusive to Art Institute graduates and there are no costs, fees or dues to access these services. The Art Institutes values our talented alumni community and we strive to build and maintain the alumni relationship through e-communications, virtual events, and campus activities. Alumni are invited to share their personal and professional updates with The Art Institutes community!

For more information, visit [www.alumni.artinstitutes.edu](http://www.alumni.artinstitutes.edu) or email AiAlumniSupport@aai.edu

**DISABILITY SERVICES**

The Art Institutes provide accommodations to qualified students with disabilities. The Office of Disability Support Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institutes. Students who seek reasonable accommodations should notify the Office of Disability Support Services at 1-855-855-0567 or via email at _TheCenterDSS@dcedh.org_ of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with The Office of Disability Support Services to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Office of Student Conduct and Resolution at studentresolution@dcedh.org. Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment.

**ALUMNI SERVICES AND BENEFITS**

As graduates progress in their careers, the continued assistance of College of Creative Arts and Design Student Services Department will remain available through Alumni Relations. Continued contact with alumni is important to College of Creative Arts and Design, and is maintained through periodic events, mailings, exhibitions, and newsletters. Alumni are eligible to use College of Creative Arts and Design’s facilities when not in use by current students, and during regular open lab hours, for the purpose of
upgrading skills and portfolios. Alumni who are interested in using College of Creative Arts and Design’s facilities should contact the Career Services Department to make those arrangements.

**Notice of the Policy to Comply with the Higher Education Opportunity Act of 2008**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law.

A violation of the institution’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys’ fees. The government also can file criminal charges that can result in fines and imprisonment.

The College of Creative Arts and Design’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system. The College of Creative Arts and Design’s policies prohibit use of the College of Creative Arts and Design computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files), without permission.

**Minimum Academic Achievement Standards for Student Receiving Department of Defense Tuition Assistance:**

In addition to the College’s Standards of Satisfactory Academic Progress Policy, in order for a Service member student to continue to receive Tuition Assistance (TA) military education benefits for TA-funded courses, the following minimum academic standards must be achieved.

The Department of Defense requires reimbursement from the Service member if a successful course completion is not obtained. For the purpose of reimbursement, a successful course completion is defined as a grade of “C” or higher for undergraduate courses, a “B” or higher for graduate courses and a “Pass” for “Pass/Fail” grades. Reimbursement will also be required from the Service member if he or she fails to make up a grade of “I” for incomplete within the time limits stipulated by the educational institution or 6 months after the completion of the class, whichever comes first.

Students using TA must maintain a cumulative grade point average (GPA) of 2.0 or higher after completing 15 semester hours/23 quarter hours, or equivalent, in undergraduate studies, or a GPA of 3.0
or higher after completing 6 semester hours/9 quarter hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA funded courses falls below these minimum GPA limits, TA will not be authorized and Service members will use alternative funding (such as financial aid or personal funds) to enroll in courses to raise the cumulative GPA to 2.0 for undergraduate studies or 3.0 for graduate studies.

The Secretary of the Military Department will establish recoupment processes with the Service member directly for unsuccessful completion of courses.

**Late Start Policy**

Effective immediately and beginning with the Fall II (November) 2014 start, there will be **NO LATE STARTS**. A late start is defined as someone who would enter on or after the first day of the scheduled start, including the drop/add or schedule adjustment period.

In order to start at the next scheduled start, a student must be:

1. Completed and submitted an application by 5 p.m. one week before the start day (Monday – Main Start, Friday – Mid-Session Start)
2. Accepted, as defined in the ADCOM policy, planned at a 4 or 5 financial status, registered, by the Wednesday preceding the start date. (Main Start) and Monday for a mid session start.
3. Must meet attendance and confirmation policies for the first week of class.

All placement tests must also be completed if the student is to be entered into a class that requires it; for instance, English or online. If a student is transferring credits in lieu of a placement test, transcripts (either official or unofficial) must be in the admission packet in order to place a student into the appropriate classes.

**Orientation**

Every incoming undergraduate student, both new and re-entering, who has not earned 24 prior credits at the post-secondary level must complete the institution’s web-based orientation, consisting of 23 modules, before beginning classes. Students also are strongly encouraged to attend the campus on-ground orientation program, designed to introduce them to their learning community, campus facilities, resources, and personnel provided to support them throughout their educational journey.

Students need only complete the new orientation requirements one time, regardless of whether they defer start dates or withdraw and return. Students transferring from one campus to another, without a break in enrollment, are not required to complete orientation. Students not continuously enrolled, prior to transferring, will be treated as new students and must complete the new orientation requirements, unless they have 24 earned credits or have already completed orientation requirements at their prior campus.

**Student Complaints Policy**

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following policy provides for a more formal process to be pursued. Complaints made under this policy will be monitored and reviewed to enable the Institution to continually improve processes and services in support of student learning.

**Informal resolution of concerns**

1. Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.
(2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.

(3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Institutional Dean of Student Affairs/Director of Student Services at the campus:

- Shelby Gugel, Regional Dean of Student Life / The Art Institute – Hollywood, a campus of Argosy University, 5250 Lankershim Boulevard, North Hollywood, CA 91601, 818-299-5225
- Shelby Gugel, Regional Dean of Student Life / The Art Institute – San Diego, a campus of Argosy University, 7650 Mission Valley Road, CA 92108.

**General Student Compliant Procedure**

If you have a complaint or problem, you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Regional Dean of Student Life if related to non-academic issues or to the Academic Affairs Office for academic issues. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

The appropriate College staff member or department will be notified of the complaint. A follow-up meeting with you and the Regional Dean of Student Life and/or the Academic Affairs Office will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

If you are not satisfied with the results, you may file an appeal with the Campus Leadership’s Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to:

- Bureau of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
- Or you may contact:

  WASC Senior College and University Commission of the Western Association of Schools and Colleges, 985 Atlantic Avenue, Suite 100, Alameda, California, 94501, [http://www.wascsemester.org](http://www.wascsemester.org)
ACADEMIC AND FACULTY PROFILES

ACADEMIC LEADERSHIP

MELINDA LESTER, ED.D.
Senior Director of Institutional Effectiveness
Associate Accreditation Liaison Officer
  • Pepperdine University, Doctor of Education in Organizational Leadership
  • California State University, Fullerton, Master of Arts in Art
  • California State University, Fullerton, Bachelor of Arts in Art

DAVID SCHREIBER
Dean of Academic Affairs – Hollywood
  • New York University, Master of Fine Arts in Motion Picture Production
  • University of California, Los Angeles, Bachelor of Arts in Philosophy

JONATHAN GONZALEZ, ED.D.
Associate Dean of Academic Affairs - San Diego
  • Northcentral University, Doctorate of Education in Educational Leadership
  • Nova Southeastern University, Master of Science in Human Resources Management
  • Wittenberg University, Bachelor of Arts in Sociology

CULINARY

MAURO DANIEL ROSSI – Chef Director - Hollywood
  • California State University, Northridge, Master of Arts in Anthropology
  • California State University, Northridge, Bachelor of Arts in Anthropology
  • Los Angeles Valley College, Associate of Arts in Liberal Studies
  • Los Angeles Mission College, Associate of Arts in Interdisciplinary Studies
  • CEC, CEPC, CCE, CCA, and ACE certifications

MARK BLAAUBOER – Chef Director - San Diego
  • Johnson & Wales University, Bachelor of Science in Business Education Food Service
  • Johnson & Wales University, Associate of Science in Culinary Arts

KELLY FUNES
  • University of Hawaii at Manoa, Bachelor of Science in Food Science & Nutrition
  • The Culinary Institute of America, Associate of Occupational Studies in Culinary Arts

RUDY KLOEBLE
  • The Art Institute of Pittsburg, Online, Bachelor of Science in Culinary Management
  • Culinary Institute, Munch, Germany, Diploma in Culinary Arts
  • Culinary Institute, Germany, Apprenticeship Training / Steinberger Hotel School, Bad Reichenhall Germany, Technical College Diploma

MELANIE SHALCHIAN
  • University of Phoenix, Bachelor of Arts in Business Management
  • The Art Institute of California – Los Angeles, Associate of Science in Culinary Arts
DESIGN, FASHION AND FOUNDATION STUDIES

RUSSEL BURT
  - California Institute of the Arts, Master of Fine Arts in Composition/New Media
  - Berklee College of Music, Boston, Bachelor of Music in Arranging/Synthesis
ROBERT DELGADILLO
  - Savannah College of Art & Design, Master of Arts in Illustration
  - The Art Institute of California – Orange County, Bachelor of Science in Graphic Design
JESSICA NEWMAN
  - Academy of Art University, Master of Fine Arts in Painting
  - Fashion Institute of Technology, Bachelor of Fine Arts in Interior Design
SHIDEH SHIRDEL
  - California State University, Northridge, Master of Arts in Apparel Design and Merchandising
  - National University of Iran, Bachelor of Arts in English Literature and Language
  - National University of Iran, Master of Arts in Education
KATHIE TAYLOR
  - San Diego State University, Master of Fine Arts in Theatre Arts Design, Specializing in Costume Design
  - San Diego State University, Bachelor of Arts in Journalism, Specializing in Television and Film Broadcast
  - Fashion Institute of Design and Merchandising, Associate of Arts in Fashion Design

MEDIA ARTS

JOE BARRERA
  - North Texas State University, Master of Arts in Music Composition
  - North Texas State University, Bachelor of Arts in Music Composition
MICHAEL E. KLINE
  - California Institute of the Arts, Master of Fine Arts in Experimental Animation
  - California Polytechnic University, Bachelor of Fine Arts in Graphic Design
SANDEEP KULKARNI
  - University of Cincinnati, Master of Fine Arts in Electronic Arts
  - University of Mumbai, Bachelor of Science in Physics/Electronics Instrumentation
GRADY WILLIAMS
  - The Academy of Art University, Master of Fine Art in Computer Animation
  - Art Center College of Design, Bachelor of Fine Arts in Illustration
ARTICULATION AGREEMENTS

The agreements between the following high schools and colleges include courses in the specific programs as indicated below. Each signed agreement is with either of the two campuses of The Art Institutes in California. Students should contact the Admissions office at the college campus to get further information about possible transfer credits through articulation agreements. Specific articulation agreements can also be found on each school’s Consumer Information pages.

<table>
<thead>
<tr>
<th>College Approved Transfer Pathways</th>
<th>Maximum Quarter Credits Accepted</th>
<th>College of Creative Arts and Design Programs (all campuses)</th>
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<tbody>
<tr>
<td><strong>Chaffey College</strong> 5885 Haven Avenue, Rancho Cucamonga, CA 91737</td>
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<td>AA Art/Digital Media</td>
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<td><strong>College of the Desert</strong> 43-500 Monterey Avenue, Palm Desert, CA 92260</td>
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<td><strong>Diablo Valley College</strong> Pleasant Hill Campus: 321 Golf Club Road, pleasant Hill, CA 94523</td>
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<td><strong>El Camino College</strong> 16007 Crenshaw Boulevard, Torrance, Ca 90506</td>
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<td>Computer Animation</td>
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<td>Photography</td>
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**Fashion Institute of Design & Merchandising** 919 South Grand Avenue, Los Angeles, CA 90015

<table>
<thead>
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<th>Program</th>
<th>Credits</th>
<th>Bachelor's Degree</th>
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<td>AA Entertainment Set Design &amp; Decoration</td>
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<td>Set &amp; Exhibit Design Bachelor of Science</td>
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<td>AA Apparel Industry Management</td>
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<td>AA Graphic Design - Branding</td>
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<td>AA Graphic Design - Entertainment</td>
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<td>AA Merchandise Marketing</td>
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**Los Angeles Harbor College** 1111 Figueroa Place, Wilmington, CA 90744

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<td>AS Studio Arts for Transfer Degree</td>
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<td>Associate in Science in Digital Media: Game Programming</td>
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<td>Visual &amp; Game Programming Bachelor of Science</td>
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### College Articulation/Transfer Agreements

<table>
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<tr>
<th>Agreement</th>
<th>Maximum Quarter Credits Accepted</th>
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**American River College** 4700 College Oak Drive, Sacramento, CA 95841

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<td>AA Fashion Design &amp; Fashion Design Certificate</td>
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<td>Certificate Patternmaking &amp; Draping</td>
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<td>Certificate Runway Design</td>
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<td>AA Art New Media</td>
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<td>AA Interior Planning and Design</td>
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<td>Certificate Para Professional Interior Planning and Design</td>
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<td>Certificate 3D Modeling and Texturing</td>
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<td>AA Clothing and Textiles: Fashion Design</td>
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<td>AA Family and Consumer Services: Clothing and Textiles</td>
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<td>Cañada College</td>
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<tr>
<td>City College of San Francisco 50 Phelan Avenue, San Francisco, CA 94112</td>
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**College of the Canyons** 26455 Rockwell Canyon Road, Santa Clarita, CA 91355

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College of the Redwoods 7351 Tompkins Hill Road, Eureka, CA 95501

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Crafton Hills College 11711 Sand Canyon Road, Yucaipa, CA 92399

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Cuyamaca College 900 Rancho San Diego Parkway, El Cajon, CA 92019

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East Los Angeles College 1301 Avenida Cesar Chavez, Monterey Park, CA 91754

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Folsom Lake College 10 College Parkway, Folsom, CA 95630

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<td><strong>San Bernardino Valley College</strong> 701 S. Mt. Vernon Avenue, San Bernardino, CA 92410</td>
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<td>Santiago Canyon College 8045 East Chapman Avenue, Orange CA 92869-4512</td>
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<td>Advanced Foods &amp; Catering</td>
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