Effective Date February 1, 2011

2010 - 2011

The Art Institute of California – Hollywood, The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, The Art Institute of California — Sacramento, The Art Institute of California — San Francisco and The Art Institute of California - Sunnyvale have no pending action in bankruptcy, are not operating as a debtor in possession, have not filed a petition within the preceding 5 years, or have had a petition in bankruptcy filed against them within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

MISSION, VALUES, VISION, OBJECTIVES

MISSION

The mission of The Art Institute of California – Hollywood, The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, The Art Institute of California — Sacramento, The Art Institute of California — San Francisco and The Art Institute of California - Sunnyvale is to provide postsecondary education programs that will prepare students for entry-level employment in their chosen fields through market-driven curricula.

VALUES

We believe in quality and excellence in creative, learner-centered education.

We believe that serving our students is our priority.

We believe that education is a partnership between the school, 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 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.

VISION

The Art Institutes strive to be the leaders in career-focused, creative education in California.

OBJECTIVES

Each Art Institutes student is expected to attain a body of theoretical and practical knowledge appropriate to their degree 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.
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MESSAGE FROM THE PRESIDENTS

It is our pleasure to welcome you to The Art Institutes community and congratulate you on considering an education at The Art Institutes in the creative and applied arts. More than ever, it is an exciting time to be a designer, animator, chef, or media artist and many will tell you that these are fulfilling, rewarding career paths.

With over 45 educational institutions located throughout North America, The Art Institute system of schools has been providing design, media arts, fashion, and culinary postsecondary education programs for more than 40 years. At The Art Institute, you will find like-minded students, artists who think like you and are excited by the talent you have and challenged by how you will apply it. Many of our students come right out of high school, some have tried different college programs, and others are career shifters. Something brings them to The Art Institute — a similar, often life-long, passion for their art and a desire to turn it into a career. Here, you will join a community that's committed to providing you a nurturing, stimulating environment where you are free to explore your artist’s imagination and creativity and to stretch your talent and skills. We offer professional faculty who are from the industry, so they know what is needed to be competitive in the market and they bring that knowledge into the classroom. Our schools are designed with the creative student in mind and we continually keep our eye on the industry and on emerging technology. You will find professional skills kitchens, computer labs, professional studios, resource centers, and libraries with program-specific materials and many more professional tools to aid in your education.

On behalf of the faculty and staff of The Art Institute of California – Hollywood, The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, The Art Institute of California — Sacramento, The Art Institute of California — San Francisco and The Art Institute of California - Sunnyvale, we want you to know that we are excited by your potential and enthusiasm for your art. We are committed to helping you chart the right education course for you and to help you get on the road to success. In your journey, always keep your passion for your art and your goals as a daily reminder and source of motivation. By choosing what you love to do and following your passion, you cannot go wrong. Best wishes for your academic success.

Sincerely,

Roger Gomez
President
The Art Institute of California – Hollywood

Laura Soloff
President
The Art Institute of California — Los Angeles

Gregory J. Marick
President
The Art Institute of California — Orange County

Terry Marlink
President
The Art Institute of California — Sacramento

Byron Chung
President
The Art Institute of California — San Francisco

Tim Hansen
President
The Art Institute of California - Sunnyvale
INTRODUCTION

CATALOG PREPARATION

This catalog was prepared by The Art Institute of California – Hollywood and its branch, The Art Institute of California – Sunnyvale, The Art Institute of California — Los Angeles and its three branches, The Art Institute of California — Orange County, The Art Institute of California — Sacramento, and The Art Institute of California — San Francisco, hereinafter “The Art Institute.” Curricula, fees, expenses, and other matters described herein and any accompanying addenda are subject to change without notice at the discretion of The Art Institute.

The Art Institute of California – Hollywood
5250 Lankershim Blvd.
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http://www.artinstitutes.edu/hollywood/

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2900 31st Street
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1-310-752-4700 or 1-888-646-4610
http://www.artinstitutes.edu/losangeles/

The Art Institute of California — Orange County
3601 West Sunflower Avenue
Santa Ana, CA 92704-7931
1-714-830-0200 or 1-888-549-3055
http://www.artinstitutes.edu/orangecounty/

The Art Institute of California — Sacramento
2850 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
1-916-830-6320 or 1-800-477-1957
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The Art Institute of California — San Francisco
1170 Market Street
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1-415-865-0198 or 1-888-493-3261
http://www.artinstitutes.edu/sanfrancisco/

The Art Institute of California – Sunnyvale
1120 Kifer Road
Sunnyvale, CA 94086
1-408-962-6400 or 1-866-583-7961
http://www.artinstitutes.edu/Sunnyvale/

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (2535 Capitol Oaks Drive, Suite 400 Sacramento CA 95834 www.bppe.ca.gov 1.916.574.8200, Toll-free phone: 1.888.370.7589).
The Art Institute of California – Hollywood has one branch location, The Art Institute of California – Sunnyvale. The Art Institute of California — Los Angeles has three branch locations, The Art Institute of California — Orange County, The Art Institute of California — Sacramento, and The Art Institute of California — San Francisco.

The Art Institute of California – Hollywood and The Art Institute of California – Sunnyvale are accredited by the Accrediting Council for Independent Colleges and Schools to award associate’s degrees and bachelor’s degrees. The Art Institute of California — Los Angeles, The Art Institute of California — Orange County and The Art Institute of California — Sacramento are accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate’s degrees, and bachelor’s degrees. The Art Institute of California — San Francisco is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate’s degrees, bachelor’s degrees, and master’s degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be reached at 750 First Street NE, Suite 980, Washington, DC 20002-4241 Telephone: 1-202-336-6780.

The Art Institute of California — Sunnyvale was granted temporary approval 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, 1.916.574.8200, Toll-free phone: 1.888.370.7589).

The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, and The Art Institute of California — San Francisco are authorized under federal law to enroll nonimmigrant students.

At the Art Institute of California – Los Angeles and The Art Institute of California – Orange County, the Interior Design program leading to the Bachelor of Science degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 146 Monroe Center NW, Suite 1318, Grand Rapids, MI 49503-2822.

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The Art Institute of California – Sunnyvale is owned by The Art Institute of California – Sunnyvale, Inc.
Institutes International LLC which through two intermediary limited liability companies is a subsidiary of Education Management Corporation, located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.

The Art Institutes International LLC has a three-member Board of Directors located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222. The members are: Todd S. Nelson, Edward H. West, and John M. Mazzoni.

**VETERANS’ BENEFITS**

The Art Institute of California – Hollywood, The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, The Art Institute of California — Sacramento, The Art Institute of California — San Francisco, and The Art Institute of California – Sunnyvale have been approved by the Bureau for Private Postsecondary Education (BPPE) to operate and offer programs in the state of California and have been approved by the California State Approving Agency for Veterans Education (CSAAVE) for the training of veterans and eligible veterans’ dependents. Where applicable, students sponsored or assisted by the Department of Veterans Affairs may receive assistance from the Registrar’s Office in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (see Policies and Procedures section of the catalog for more information). Students receiving veterans’ benefits must report all prior education and training before attending. The Art Institutes will evaluate prior credit and accept that which is appropriate. The time to complete the program and the total tuition will be reduced proportionately and the U.S. Department of Veterans Affairs will be notified.

Students with questions or complaints should contact the California State Approving Agency for Veterans Education at 1227 O Street, Suite 314, Sacramento, CA 95814, www.cdva.ca.gov, Phone: 1.916.503.8317 or the Bureau for Private Postsecondary Education at, 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95834, www.bppe.ca.gov, Phone: 1.916.574.7720, Toll-free phone: 1.888.370.7589.

**SERVICEMEMBERS OPPORTUNITY COLLEGES**

The Art Institute of California – Hollywood, The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, The Art Institute of California — Sacramento and The Art Institute of California — San Francisco and The Art Institute of California – Sunnyvale are members of Servicemembers Opportunity Colleges (SOC), a consortium of national higher education associations that functions in cooperation with the Department of Defense, the military services (including the National Guard), and the Coast Guard to help meet the voluntary higher education needs of Servicemembers. In cooperation with the U.S. Army Recruiting Command, this consortium includes more than 1,800 participating SOC colleges and universities that have agreed to accept for admission new Army and Army Reserves recruits at the time of their enlistment in the service. For more information about SOC, please visit the SOC Web site at www.soc.aascu.org.
CAMPUS ADMINISTRATION

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Martin Shumaker - Director of Administrative & Financial Services
Melissa Huen - Senior Director of Admissions
Michelle Estrellado - Dean of Student Affairs
Bill Kilby - Director of Career Services
Peter Argo - Director of Human Resources

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Vacant - Director of Admissions
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Louie Garcia - Senior Director of Admissions
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Donna Dessart - Director of Career Services
John McCullough - Director of Human Resources

THE ART INSTITUTE OF CALIFORNIA – SUNNYVALE

Tim Hansen- President
Jonathon DeAscentis-Dean of Academic Affairs
Joanne Graham - Director of Administrative & Financial Services
Vacant-- Senior Director of Admissions
Steve Franklin - Director of Student Affairs
Lisa O’Farrell - Human Resources Generalist
HOLLYWOOD, CALIFORNIA

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.

The history of this city also is reflected in popular destinations such as the La Brea Tar Pits, Little Tokyo and the Watts Towers. Fame and celebrity abound at the Hollywood Wax Museum, Hollywood Boulevard’s “Walk of Fame,” and Mann’s Chinese Theater. Los Angeles’ rich history of diversity has been one of its greatest strengths which is demonstrated through its food, fashion, architecture, entertainment, languages, world views, and religions that are showcased in the largest number of community and ethnic festivals in the nation.

Students and faculty at The Art Institute of California - Hollywood 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

The Art Institute of California - Hollywood is advantageously located at the crossroads of Southern California’s culinary, design, fashion and media arts industries. Opportunities abound for enrichment, real-world learning, and networking with potential employers from the fashion center downtown to the entertainment giants headquartered in the San Fernando Valley. Students can also explore the score of design firms located on the Westside and the myriad dining options located throughout Los Angeles.

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.

Whether you approach by car or foot, you’ll quickly sense that this place is something special. Architecturally striking and distinctively modern, foremost consideration was given to user needs to build a facility that will enhance both educational and professional needs. Students will find computer labs with industry relevant hardware and software, resource centers and libraries with program-specific materials, and many other professional tools to aid them in the pursuit of their education.

LOS ANGELES, CALIFORNIA

With a population of approximately four million, Los Angeles is the largest city in California and the second largest city in the United States. Nicknamed the City of Angels, it spreads over more than 498 square miles. The metropolitan area includes five counties and almost 13 million residents. The city’s rich history of diversity is demonstrated through its food, fashion, architecture, entertainment, languages, and religions. Los Angeles boasts the largest number of community and ethnic festivals in the nation. The city is also a major center for international business, education, culture, fashion, science, technology, and entertainment.

California’s cultural growth with more museums per capita than any other city in the nation. Music and theater may be enjoyed under the stars at the Hollywood Bowl or the Greek Theater, or inside at the Music Center’s Dorothy Chandler Pavilion, or Disney Concert Hall. What is more, the Los Angeles Opera, Los Angeles Philharmonic, and Center Theatre Group are among the nation’s largest and most respected companies in their respective disciplines. The city abounds with restaurants, hotels and resorts. And one can’t forget Rodeo Drive for fashion!

According to research conducted by the State of California, if the five counties that make up the Los Angeles metropolitan area were a separate nation, its gross national product would make it the eleventh largest nation in the world. Los Angeles is the top apparel manufacturing center in the nation, having surpassed New York in the 1990’s.
Los Angeles is the home of the entertainment and game industries, and innovation in all aspects of visual design. Revenue from the entertainment and game industries in Los Angeles counties surpasses that of New York City.

With more than 800 museums and art galleries, Los Angeles fosters California’s art scene. Among the newest attractions are The Getty Center in Brentwood, the Museum of Contemporary Art downtown, and the newly expanded Los Angeles County Museum of Art on the Miracle Mile.

THE ART INSTITUTE OF CALIFORNIA — LOS ANGELES
The Art Institute of California — Los Angeles is located in Santa Monica on the western edge of the Los Angeles metropolitan area. Santa Monica combines the best of California with a diverse business community comprised of large high-tech entertainment companies, corporate headquarters, luxury hotels, gourmet restaurants, and haute couture and upscale boutiques. The city is known for its healthy lifestyle offering a variety of outdoor recreational activities including surfing, hiking and mountain biking. Santa Monica is also known for its beaches and breathtaking views of the Pacific Ocean.

Located only eight miles north of Los Angeles International Airport (LAX), The Art Institute of California — Los Angeles is a short drive from downtown Los Angeles and is less than an hour from virtually every major attraction in Southern California. Santa Monica has a well-respected public transportation system, making the entire city accessible to all.

In 1997, The Art Institute of California — Los Angeles opened its location on 31st Street in Santa Monica. The campus occupies over 100,000 square feet with interiors designed with the creative student in mind. Light, spacious classrooms, studios, library, resource centers and laboratories offer a productive working atmosphere. Students and faculty at the campus can enjoy 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 to live, work, and study.

ORANGE COUNTY, CALIFORNIA

Home to a thriving metropolis, coastal living and a creative spirit second to none, Orange County is a great place to live, work, and learn. In a region that is just under 800 square miles and a population of nearly 3 million, Orange County boasts an economy of $112 billion annually and ranks fourth nationally in highest median household income. In 2000, Forbes rated Orange County seventh in its "Best Places to do Business" survey.

Who could forget the outdoors? Orange County offers 42 miles of beautiful, sandy Pacific Ocean coastline. Laguna Beach, San Juan Capistrano, and Newport Beach are known the world over. Huntington Beach is internationally known as "Surf City, USA." In fact, Orange County has become the center of the booming $3.3 billion skate and surf industries. Wilderness and mountain parks are minutes away for camping, hiking, and biking. All of this comes with one of the most desirable climates in the world, with zero days a year under 32 degrees, only five days over 90 degrees, and more than 250 sunny days per year.

Orange County also boasts famous attractions like Disneyland and Knott’s Berry Farm and world-renowned cultural events like the annual Laguna Beach Festival of Arts/Pageant of the Masters and Broadway-quality entertainment at the Orange County Performing Arts Center. Orange County has an endless array of arts venues, museums, concerts, and theaters. It’s no wonder that more than 35 million people visit Orange County yearly and USA Today says it’s the new “Capital of Cool.”

THE ART INSTITUTE OF CALIFORNIA — ORANGE COUNTY
With industry mentors, like-minded peers, and a unique artistic spirit, The Art Institute of California — Orange County offers a nurturing environment where creative students can thrive. The school was designed with the creative student in mind. Light, spacious classrooms and equipped studios, professional skills kitchens, and Mac and PC computer labs offer a productive working atmosphere to explore and render creativity. The school also includes an interior design studio, industrial design workshop, a library resource center, student gallery, student lounge, an art supply store, staff and faculty offices, and other amenities. The Culinary Department runs a dining lab/restaurant, 50 Forks, a restaurant open to the public. As a final passage to graduation, 50 Forks is operated by culinary students and overseen by professional chef faculty.
The Art Institute of California — Orange County is comprised of more than 130 faculty members who are working professionals in their respective fields. By tapping industry professionals, The Art Institute of California — Orange County is able to bring a real-world perspective, work setting, and industry standards into the classroom, preparing students for entry-level positions upon graduation. The Art Institute of California — Orange County helps prepare its students for the competitive marketplace by teaching real-world, professional skills and directs students’ portfolio development and professional résumé creation. The school’s 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.

SACRAMENTO, CALIFORNIA

Originally the home of several Native American Indian tribes, Sacramento was named by Spanish explorer Gabriel Morega when he arrived there in the early 1800s and proclaimed the area “Sacramento”, the Spanish word for holy sacrament. The city itself was founded in 1849 as a result of an amazing discovery in the nearby Sierra Nevada Mountains: gold! Perhaps the original “boomtown,” Sacramento almost immediately became a bustling economic center for the region. The city formed a perfect hub between the railroad from the west and the local river system, making the city a natural economic center for the entire California territory. Sacramento became the capital of California in 1854, four years after the state was admitted into the Union. The gold rush soon faded, but the city’s economic and political strength continued. Today, the Sacramento metropolitan area has a population of over 2 million, making it the fourth largest in California. In addition to state government, the city is a major transportation and commerce hub linking the east with much of the California coastal cities. It is also a major cultural center, with playhouses, ballet, concert venues and two professional basketball teams.

THE ART INSTITUTE OF CALIFORNIA — SACRAMENTO

In 2007, The Art Institute of California — Sacramento opened its doors. The Art Institute of California — Sacramento is an institution for career preparation in the art, design, media, and culinary-related fields. Each program is offered on a year-round basis, allowing students to continue to work uninterrupted toward their degrees. An impressive faculty of educators and artists strives to strengthen students’ skills and to cultivate their talents through well-designed curricula. Programs 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. The building’s interior is designed with the creative student in mind. Light, spacious classrooms, studios and labs, library, and a student-operated restaurant supervised by professional faculty offer a productive working atmosphere. The Art Institute of California — Sacramento Supply Store, an independent retail store provides a source for students to purchase textbooks, computer disks, and other art-related supplies, and respond to input from faculty and students on what materials to stock for student projects. Students have easy access to public transportation and part-time job opportunities.

SAN FRANCISCO, CALIFORNIA

The City by the Bay conjures up a variety of different images – from the cable cars and the Golden Gate Bridge to Alcatraz, Union Square, Haight-Ashbury, and the charming Victorian houses peeking through the fog. San Francisco residents and visitors relish the city’s diverse neighborhoods, culture, and restaurants. With a population of nearly 800,000, San Francisco has the highest concentration of arts organizations in the world, including the San Francisco Museum of Modern Art, the Legion of Honor, and the nationally acclaimed de Young Museum. From nightclubs that cater to every musical whim to independent theater productions, San Francisco offers inspiration for the creative spirit in everyone. This also makes San Francisco a great place to live and work with opportunities in fashion, design, culinary, and media arts.

A who’s who of technology, entertainment, multimedia, and fashion companies call the Bay Area home, including Pixar, Industrial Light & Magic, PDI/DreamWorks, Electronic Arts, Lucas Arts, Apple, Macromedia, Hewlett-Packard, Google, The Gap, Levi-Strauss, Koret, and Goodby Silverstein & Partners, to name just a few. This diverse, dynamic region offers abundant resources for budding designers and veterans alike.

The Bay Area also regularly hosts industry conferences such as Macworld, Seybold, and Game Developers Conference, as well as a variety of fashion and culinary events throughout the city. Students can find numerous opportunities to learn, network, and socialize with some of the country’s most exciting designers who live, work, or
visit in this city.

THE ART INSTITUTE OF CALIFORNIA — SAN FRANCISCO
The Art Institute of California — San Francisco is located in the city's Civic Center neighborhood. The school sits at the edge of San Francisco's SOMA district, within blocks of City Hall, the San Francisco Library, and the new Asian Art Museum, and minutes from the Design Center and bustling activity of Union Square. Civic Center boasts a Farmers Market every Sunday and Wednesday, and an Art and Craft Market every Thursday.

The Art Institute of California – San Francisco is easily accessible via public transportation – both MUNI and BART have a Civic Center stop, and many buses and above-ground trains run up and down Market Street for easy accessibility to campus from anywhere in the city or outlying suburbs. Facilities at the San Francisco campus include light-filled classrooms, drawing rooms and art labs, PC and MAC computer labs, Library, Career Center, student gallery, two student lounges, a student café, and an art supply store. The school offers a personal approach in all of its student services. Faculty members, many of whom are working professionals, bring real-world experiences into the classroom. The Art Institute of California – San Francisco occupies over 80,000 square feet between two buildings on Civic Center and UN Plaza.

SUNNYVALE, CALIFORNIA

Sunnyvale, located in Santa Clara County, is one of several cities that make up the world's premiere technology corridor, Silicon Valley. The region, now full of businesses known for their pioneering products, has long been a home for pioneers. In the late 1800s, the region provided wheat to other settlements along the West Coast. Wheat gave way to citrus orchards around the turn of the century. Then, after the San Francisco earthquake and fire of 1906, many businesses relocated into the Sunnyvale area, including canneries, steel mills and engine manufacturing companies. In 1930, the U.S. military opened the West Coast dirigible base in Sunnyvale (the giant hangars, once home to the airship Macon, are still there), and in 1939, the National Advisory Committee for Aeronautics (forerunner to NASA) began research at Ames Laboratory. In 1956, Lockheed moved to Sunnyvale and in 1969, AMD, one of the largest computer chip makers in the world, was founded here. Now the list of technology companies goes on and on.

Although the population of Sunnyvale proper is only 150,000, the population in the region is over 2 million. The city is bordered by the San Francisco Bay to the north, Mountain View to the west, Santa Clara and San Jose to the east and Cupertino to the south. It lies along the historic El Camino Real and Highway 101.

Sunnyvale is ranked as one of the safest cities in the United States by the Morgan Quitno Safest City Award program. For local transportation, the city is served by both Caltrain commuter rail and the Santa Clara Valley Transportation Authority with both light rail and buses.

THE ART INSTITUTE OF CALIFORNIA – SUNNYVALE
The Art Institute of California – Sunnyvale is an institution for career preparation in the art, design, media, and culinary related fields. An impressive faculty of working professionals strives to strengthen students' skills and to cultivate their talents through well-designed curricula. Programs are carefully defined with 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. The Art Institute of California – Sunnyvale opened its location and began enrollment for classes in January 2008. The building’s interior is designed with the creative student in mind. Light, spacious classrooms, studios and labs, library, and a student operated restaurant supervised by professional faculty offer a productive working atmosphere. Students also have easy access to public transportation and part-time job opportunities.
# Programs by Campus

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* Please refer to the Program Descriptions section for detailed information on both versions of the Digital Filmmaking & Video Production Bachelor of Science program.

Prospective students should contact the Admissions office directly for current information regarding program start dates.
FACULTY PROFILE

A complete list of full and part-time faculty members can be found in the Addendum to the 2010-2011 Catalog. The Addendum can be obtained from the Admissions and Academic Affairs departments at your location.
PROGRAM DESCRIPTIONS

COURSE CODE NUMBERING
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.

DEFINITION OF QUARTER CREDITS
All coursework at the school is measured in quarter credits. The Art Institute awards one quarter credit for each 11 contact hours of lecture, 22 contact hours of laboratory instruction, or 33 contact hours of internship/externship. One classroom contact hour is defined as 50 minutes.

PROGRAM LENGTH
The Master of Fine Arts program is six quarters in length. Completion of the program in six quarters is dependent upon whether the student successfully completes a minimum of 15–16 quarter credits per quarter.

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 quarter 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 five quarters in length. Completion of a Diploma program in five quarters is dependent upon whether the student successfully completes 12–13 quarter credits per quarter.
ADVERTISING
BACHELOR OF SCIENCE
Orange County & San Francisco

Program Description
The bachelor’s degree program in Advertising is a twelve-quarter program. It is designed to provide graduates with the skills needed to work in the field of advertising, art direction, copywriting, and account supervision. A solid art foundation combined with hands-on advertising curricula is designed to prepare students for entry-level positions in advertising agencies, art studios, marketing companies, production companies, and related departments. The program is designed to provide graduates with a foundation in design, copywriting, developing advertising campaigns, marketing, business, and life skills needed to develop and sustain a career in advertising and related fields. In this program, students have the opportunity to develop the creative and conceptual thinking and group awareness skills needed to produce design solutions. Students build upon the art and design foundation to produce ideas, manage, and lead imaginative teams. The curriculum focuses upon training in problem solving, group dynamics, and advanced technology.

Program Objectives
Upon successful completion of the program, graduates should be able to:

• 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.
• Develop concepts as well as analyze and incorporate aesthetics and layout in the design process for advertising campaigns and marketing communications.
• Apply industry knowledge and critical thinking skills to analyze, develop, and implement effective advertising solutions that meet professional standards.
• Possess the competencies that will allow them opportunities within design studios, advertising agencies, both traditional and interactive, as well as in other related communication companies.

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 to The Art Institute.

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<tr>
<th>Courses</th>
<th>Quarter Credits</th>
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<td>AD2201 Advertising Design</td>
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<tr>
<td>AD2205 Illustration &amp; Rapid Visualization</td>
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<td>AD2230 Introduction to Advertising Campaign</td>
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<td>AD2240 Intermediate Advertising Campaign</td>
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<td>AD3325 Art Direction</td>
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<td>AD3340 Copywriting for Broadcast &amp; Interactive</td>
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**TOTAL QUARTER CREDITS** 180

♦ **GENERAL EDUCATION**: Courses designated with a diamond are General Education courses. Five of the fourteen General Education courses required for a Bachelor of Science degree in Advertising must be chosen from upper division (300-400 level) courses.

* **ELECTIVES**: 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd, 3rd and 4th electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education courses. Prerequisites must be met.
ART OF COOKING
DIPLOMA
Los Angeles, Orange County & Sacramento

Program Description
The Art of Cooking diploma program is highly focused on fundamental skills, cooking techniques, and food science. The program concentrates on cooking skills, baking and pastry, and American regional cuisine with emphasis on plating, presentation and production. The program also offers Sanitation & Safety, Garde Manger (the art of the “cold kitchen”), Management, Supervision & Career Development, and Purchasing & Product Identification… all to balance their skills.

Students in the Art of Cooking program have the opportunity to develop skills in weight and measures, knife skills, equipment and tools identification, plating and presentation, cost control, ingredient mixing methods, soups and stocks, starch and pasta, vegetable cooking, breakfast cookery, cold salads, sauces, sandwiches, poultry and meat, and fish and shellfish handling and preparation. Students have the opportunity to learn the proper procedures of food safety and foodservice temperature control. At the end of the Sanitation & Safety class, students take the ServSafe written test and will receive a ServSafe Manager certificate after passing the test. Management, Supervision & Career Development teaches students how to run the kitchen and manage personnel. Students have the opportunity to learn how to write a resume and thank you letter, and develop job-hunting and interviewing skills. The strength of this program lies in its teaching of basic skills, techniques for cooking and baking, and production.

Program Objectives
Upon successful completion of the program, graduates should be able to:

• Demonstrate the knife skills, use of mise en place, appropriate use and care of equipment, selection of appropriate cooking techniques, and other recipe preparation skills (measuring and product identification) to successfully follow directions orally and from recipes.

• Plan, prepare, produce, and professionally present dishes while consistently maintaining a safe and sanitary work environment as defined by HACCP standards.

• Demonstrate the ethical and professional values of the culinary profession (including demonstrating the ability to conform to professional standards of conduct related to timeliness, appearance, behavior in a kitchen, especially in relating to diverse populations among coworkers and customers) through successful preparation of a resume and cover letter and the completion of team-oriented tasks.

• Seek entry-level positions in the food service industry, such as prep cook, short-order cook, and line cook.

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 to The Art Institute.

Courses                                                                                                      Quarter Credits
CUL1105  Concepts & Theories of Culinary Techniques  3
CUL1107  Sanitation & Safety                                        3
CUL1108  Fundamentals of Classical Techniques 6
CUL1116  American Regional Cuisine  6
CUL1117  Purchasing & Product Identification                                        3
CUL1124  Management, Supervision & Career Development 3
CUL1125  Introduction to Baking Science & Theory  3
CUL1126  Introduction to Pastry Techniques & Artistry  6
CUL1143  World Cuisine  3
CUL1146  Garde Manger  6
CUL2216  Classical European Cuisines  3
CUL2225  Latin Cuisine  3
CUL2302  Externship  Elective *  3
MS135   Nutrition Science ♦  4

TOTAL QUARTER CREDITS 58
* GENERAL EDUCATION: Courses designated with a diamond are General Education courses.

* ELECTIVES: Elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). Elective may not be chosen from General Education courses. Prerequisites must be met.
PROGRAMS OF STUDY

AUDIO PRODUCTION
BACHELOR OF SCIENCE
Los Angeles & San Francisco

Program Description
Because the tools for recording, editing and distribution of audio are evolving at a rapid pace, today's professional audio recordists and mixers must constantly stay abreast of current developments in equipment technology and production methods. To do this, they must know the basic principles of sound physics and acoustics as well as have skills in equipment operation, aesthetics and design. The Audio Production program is designed to meet the needs of the industry by offering a curriculum that is designed to provide students with a solid background in technology, theory and industry practices. Practical hands-on experience with recording and post production equipment is designed to prepare students to work in the contemporary market place.

While working with computer-based audio software, students are introduced to acoustic and electronic audio basics. Building on this foundation, students take recording and post-production classes, as well as courses in studio business, advanced production, sound design, audio-to-video, advanced mixing, interactive media and professional development. Students are required to create a portfolio to showcase their skills in a variety of audio formats to present to prospective employers.

To be accepted into the Audio Production program, a minimum cumulative GPA of 2.5 is required, or permission of the academic department director. See Policies and Procedures section for more details.

Program Objectives
Upon successful completion of the program, graduates should be able to:

- Conceptualize, plan, execute and deliver quality music recordings and post-production projects, demonstrating industry standards and using industry-related tools.
- Present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.
- Efficiently troubleshoot and solve problems typically encountered by audio professionals.
- Apply peer and professional critique as well as self evaluation to continuously improve the quality of their work.
- Apply the business and economic principles and practices of the audio industry while maintaining legal and ethical standards.
- Seek entry-level positions in the field of audio production and post production at production houses, radio and TV stations, recording studios, post houses, film and television shoots, audio post studios, and sound-design for game and the Internet.

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 to The Art Institute.

Courses

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<tr>
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<td>Video Production Basics</td>
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**TOTAL QUARTER CREDITS** 180

♦ **GENERAL EDUCATION**: Courses designated with a diamond are General Education courses. Six of the fourteen General Education courses required for a Bachelor of Science degree in Audio Production must be chosen from upper division (300-400 level) courses.

* **ELECTIVES**: 1st and 2nd elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 3rd elective must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.
BAKING & PASTRY
DIPLOMA
Los Angeles, Orange County, Sacramento & San Francisco

The Baking & Pastry diploma program is designed to train students in the art of baking and patisserie. Students have the opportunity to develop competencies in breads, desserts, cake decoration, and buffet centerpieces. The program focuses upon both production and individualized skills necessary to gain employment in bakeries, restaurants, and other catering or institutional settings. The program also offers Sanitation & Safety, Nutrition Science, Management, Supervision & Career Development courses and an Externship course to support and develop students’ professional skills for employment and supervision.

Students in the Baking & Pastry diploma program have the opportunity to develop skills in weight and measures, presentation, budgeting, ingredient mixing methods, working, kneading and shaping dough, artisan bread making, cookie and sweet bread preparation, icing and icing techniques, fresh desserts, preparation of soufflés, mousses and filling, preparing chocolates and candies, and preparing centerpieces and display cakes. Students have the opportunity to learn the proper procedures of food safety and food service temperature control. At the end of the Sanitation & Safety class, students take the National Restaurant Association ServSafe written test and will receive a certificate of ServSafe Manager after passing the test. The Nutrition Science class offers students nutritional information, the skills of nutrient analysis and healthy menu design. Management, Supervision & Career Development teaches students how to run the kitchen and manage personnel. Students have the opportunity to learn how to write a resume and thank you letter, and develop job-hunting and interviewing skills. Graduates are expected to be well versed with an overview of production, organization, and the business of baking and pastry catering.

Program Objectives
Upon successful completion of the program, graduates should be able to:
- Apply the principles of sanitation and safety in food service operations.
- Set up mise en place efficiently.
- Safely and properly use equipment, appliances and tools commonly found in modern industrial kitchens and bake shops.
- Identify and apply cooking techniques and preparation methods for hot and cold foods and explain how cooking procedures impact the character and chemical structure of food products.
- Follow, accurately, any given recipe and achieve the specified desired outcome.
- Produce baked goods such as cakes, pies, cookies, tarts, and a variety of international and classical desserts using decorating, plating, and display techniques.
- List the characteristics, sources, and functions of ingredients used in producing baked goods, candies and pastries.
- Select and employ proper mixing techniques to cakes, creams, and a variety of breads.
- Create, assemble and decorate display cakes such as wedding cakes.
- Apply dough lamination techniques and chocolate tempering and handling techniques.
- Discuss historical and current trends in the baking and pastry industry.
- List the characteristics, functions, and food sources of the major nutrients and discuss how to maximize nutrient retention in food preparation and storage to achieve dietary benefits.
- Demonstrate the total utilization concept.

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 to The Art Institute.

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**TOTAL QUARTER CREDITS** 61

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

* **ELECTIVES:** Elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). Elective may not be chosen from General Education courses. Prerequisites must be met.
BAKING & PASTRY
ASSOCIATE OF SCIENCE
Los Angeles, Orange County, Sacramento & San Francisco

Program Description
The Associate of Science degree program in Baking & Pastry is a six-quarter program. That provides 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 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 employment in bakeries, restaurants, hotels, resorts, and other catering or foodservice institutional settings.

Program Objectives
Upon successful completion of the program, graduates should be able to:
• 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.
• Seek employment in retail, commercial and institutional food service settings in entry-level job positions.

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 to The Art Institute.

Courses
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<td>CUL1202 European Cakes &amp; Tortes</td>
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<td>CUL1204 Advanced Patisseries &amp; Display Cakes</td>
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QUARTER CREDITS 90

♦ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
COMPUTER ANIMATION
MASTER OF FINE ARTS
San Francisco

Program Description
The Master of Fine Arts program in Computer Animation is a six-quarter, terminal degree program designed to prepare students to be animators. It offers a forum for advanced study and rigorous discourse, integrating art history, criticism and advanced studio exploration and experimentation. Based on individual interests and experimentation, students have the opportunity to study and examine computer animation from many different aspects. Students connect with faculty who are committed to providing ample opportunities for collaboration, inspiration, growth and exploration. The graduate program is focused on the creative process, with advanced study that combines studio work, research, interests, and abilities.

Students in the Computer Animation program have the opportunity to develop skills as traditional studio artists, filmic storytellers, art historians, and critical thinkers, as well as to strengthen their technical animation skills with hardware and software. As a capstone project, students are required to complete a significant work of authorship, the Master’s Thesis production. The curriculum is designed to place dedicated, hardworking graduates in the computer animation and media fields.

Program Objectives
Upon successful completion of the program, graduates should be able to:
• Apply theoretical underpinnings of art history, critical thinking and storytelling to the traditional and emerging forms of computer animation.
• Demonstrate proficiency with the tools and techniques of animation, and derive effective technical solutions that meet professional standards.
• Demonstrate experimentation and originality with the tools and techniques of animation, and present advanced conceptual and practical solutions.
• Enter the fields of advertising, broadcast TV, film and video production, games, virtual reality and location-based entertainment games, courtroom graphics, scientific illustration, education, military design, transportation design, electronic design, and product design.

Graduation Requirements
To receive a Master of Fine Arts degree in Computer Animation, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 3.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institute.

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**TOTAL QUARTER CREDITS** 90
CULINARY ARTS
ASSOCIATE OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
The Associate of Science degree program in Culinary Arts is a six-quarter program that develops students skills through a variety of culinary courses designed to teach classical cuisine techniques, as well as exploring 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 employment in restaurants, hotels, resorts, and other catering or foodservice institutional settings.

Program Objectives
Upon successful completion of the program, graduates should be able to:
- Establishing 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.
- Seek entry-level positions in commercial and institutional food service settings.

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 to The Art Institute.

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TOTAL QUARTER CREDITS: 90

♦ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
CULINARY MANAGEMENT
BACHELOR OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
The bachelor’s degree program in Culinary Management prepares graduates for entry-level foodservice-related management and supervisory trainee programs. The program provides an opportunity for students to become competent in the identified priorities for the foodservice industry: cooking and kitchen skills, communication, training, leadership, motivation, management, human resources, technology, accounting, marketing, and customer relations. From overseeing food quality, to dealing with customers, to making staffing decisions, a foodservice manager handles hundreds of varied yet critically important tasks every day. The manager’s capabilities and day-to-day performance, and ability to make decisions quickly often determine the ultimate success or failure of a foodservice operation.

Managers are involved in teaching, training, and motivating staff and handling all forms of human resource issues. They possess excellent interpersonal and communication skills, function as team leaders, and supervise a culturally diverse staff. Computer proficiency in foodservice operations is an integral part of a manager’s daily function. Above all, knowledge of the customer and customer relations skills empower the foodservice managers to render better service, and to cater to the demands of knowledgeable consumers and employees. Our curriculum is driven by the industry and changes with its trends. It begins with courses that give students a foundation of basic concepts such as the History and Evolution of Food, Hospitality Technology, Managerial Accounting, Marketing Applications, and the Capstone Business Plan. Students will have the opportunity to develop critical thinking and interpersonal skills while learning the business realities of the foodservice industry, like Business Communications, Human Resource Management, and Business Law.

Program Objectives
Upon successful completion of the program, graduates should be able to:
• Identify and list challenges to effective organizational management.
• Describe and articulate wine culture and perform food and wine pairing.
• Develop a business plan that is agile and appropriate for the business and the market, which includes appropriate integration of the key financial statements and how the financial statements interrelate.
• Define and articulate the professional values of the culinary profession, including the standards for presenting themselves to employers in a professional manner, personal commitments to respect coworkers, employers, and equipment, well-defined career goals, and the value of lifelong professional development.
• Demonstrate professional leadership skills, including the ability to define professional ethics, supervision skills, and a plan for professional growth within the culinary field.
• Seek entry-level positions as kitchen manager, assistant purchasing director, assistant restaurant manager, restaurant manager, food production managers, airline-catering managers, assistant catering manager, and assistant food and beverage director.

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 to The Art Institutes.

Courses                                                                 Quarter Credits
RS091 Portfolio Foundations-Pass/Fail 0
CM3305 Facilities Management & Design 3
CM3306 Foodservice Technology & Information 3
CM3315 Hospitality Marketing 3
CM3316 Legal Issues & Ethics for Culinarians 3
CM3317 Introduction to Accounting 3
CM3319 Leadership & Organizational Development 3
CM3320 Foodservice Financial Management 3
CM3322 Human Resource Management 3
CM3324 Catering & Event Management 3
CM4400 Management Externship 3
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♦️ GENERAL EDUCATION: Courses designated with a diamond are General Education courses. Four of the fourteen General Education courses required for a Bachelor of Science degree in Culinary Management must be chosen from upper division (300-400 level) courses.

* ELECTIVES: 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd and 3rd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.
DIGITAL FILMMAKING & VIDEO PRODUCTION
BACHELOR OF SCIENCE
Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
The Digital Filmmaking & Video Production program is designed to prepare students for the next generation of
digital production and delivery, for corporate communication, television, e-business, and other media outlets.
Students are taught how to create compelling, effective, and aesthetic content to be delivered on CD, DVD,
videotape, broadband Internet, and/or other emerging technologies. The curriculum focuses on three main aspects
of the production cycle: preproduction, production and post production. In preproduction courses students are
introduced to the elements of storytelling and scriptwriting, color theory, history of digital filmmaking and video
production. Production courses include audio and video production, photography and cinematography, animation,
color theory, directing, and producing. There is post production coursework in editing, compositing, motion graphics
and studio courses that simulate a production cycle.

This program is designed to prepare students for entry-level employment in the motion picture, television, and video
industries as cinematographers, lighting technicians, screenwriters, production assistants, Web broadcasters, video
editors, and effects designers.

Program Objectives
Upon successful completion of the program, graduates should be able to:
• Conceptualize, plan, execute, and deliver a production utilizing digital filmmaking and video techniques, and
demonstrating technical proficiency that meets industry standards.
• 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.
• Present and conduct themselves professionally and demonstrate an understanding of specific career paths, job
responsible and industry expectations.

Graduation Requirements
To receive a Bachelor of Science degree in Digital Filmmaking & 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 to The Art Institute.

Courses                                                                                                      Quarter Credits
RS091   Portfolio Foundations-Pass/Fail 0
DF1101  Survey of Digital Filmmaking & Video Production 3
DF1121  Fundamentals of Video Production 3
DF1122  Fundamentals of Audio 3
DF1131  Intermediate Video Production 3
DF1132  Conceptual Storytelling 3
DF1133  Fundamentals of Editing 3
DF1134  Lighting 3
DF1141  Digital Cinematography 3
DF1142  Fundamentals of Scriptwriting 3
DF1143  Intermediate Editing 3
DF1144  Fundamentals of Producing & Directing 3
DF2251  Studio Production 3
DF2252  Intermediate Audio 3
DF2254  Fundamentals of Web Design 3
DF2261  Electronic Field Production 3
DF2262  DVD Authoring 3
DF2264  Media Theory & Criticism 3
DF3311  Senior Project Production 3
DF3312  Media Production Workshop 3
DF3372  Scriptwriting 3
DF3374  History of Motion Media & Mass Communications 3
DF3381  Short Media Production 3
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<td>MA2241</td>
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**TOTAL QUARTER CREDITS** 180

◆ **GENERAL EDUCATION:** Courses designated with a diamond are General Education courses. Four of the fourteen General Education courses required for a Bachelor of Science degree in Digital Filmmaking & Video Production must be chosen from upper division (300-400 level) courses.

* **ELECTIVES:** 1st elective and 2nd elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 3rd elective must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.
DIGITAL FILMMAKING & VIDEO PRODUCTION
BACHELOR OF SCIENCE
Hollywood & Los Angeles

Program Description
The Bachelor of Science degree program in Digital Filmmaking & 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 filmmaking 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.

Program Objectives
Upon successful completion of the program, graduates should be able to:

- Conceptualize, plan, execute, and deliver a production using digital filmmaking and video techniques, and demonstrating technical proficiency that meets industry standards.
- 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.
- Present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.
- Apply business and economic principles and practices in the media industry while maintaining legal and ethical standards.
- Apply effective media-related research, writing, and verbal communication skills to their work.
- Seek entry-level positions such as production assistant, script reader, grip, gaffer, second assistant director, assistant to a film/TV executive, producer, director, writer, editor, production coordinator, or videographer and sound mixer in the television and movie industry.

Graduation Requirements
To receive a Bachelor of Science degree in Digital Filmmaking & 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 to The Art Institute.

Courses

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<tr>
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<td>DFVP3301 The Moving Camera: Methods &amp; Styles</td>
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<td>DFVP3321 The Documentary</td>
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<td>DFVP3332 The Music Video</td>
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<td>DCVP4413 Cinematography</td>
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<td>DFVP4450 Thesis Production 1</td>
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DFVP4451  Thesis Production 2  2
DFVP4452  Thesis Post-Production  2
FS122     Image Manipulation  3
VP1101    Fundamentals of Video Production  3
VP1102    Fundamentals of Editing 1  3
VP1103    Production Sound  3
VP1110    Fundamentals of Screenwriting  3
VP1111    Electronic Field Production  3
VP1112    Fundamentals of Editing 2  3
VP1113    Lighting Techniques 1  3
VP1116    Production Design  3
VP1121    Narrative Short-Form  3
VP2200    Film History & Analysis  3
VP2202    Intermediate Editing 1  3
VP2203    Post-Production Sound  3
VP2204    TV Studio 1  3
VP2205    The Commercial  3
VP2210    Intermediate Screenwriting  3
VP2212    Intermediate Editing 2  3
VP2214    TV Studio 2  3
VP2221    Directing  3
VP2222    Advanced Editing 1  3
VP2250    Portfolio Production 1  3
VP2251    Portfolio Production 2  3
VP2252    Portfolio Post-Production  3
  1st Elective *  3
  2nd Elective *  3
  3rd Elective *  3
HU110     College English ♦  4
HU111     Effective Speaking ♦  4
HU130     Visual Language & Culture ♦  4
          Humanities Art Requirement ♦  4
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DIGITAL PHOTOGRAPHY
ASSOCIATE OF SCIENCE
Hollywood & Orange County

Program Description
Photography is a major medium of communication. It shapes our perception of the world and impacts our lives in many ways. The program is meant for those with creativity, imagination, an eye for color, attention to detail, and a degree of selective critical judgment. Because graduates of the program will work with diverse subject matter and many types of people, they must be able to work as a member of a creative team, have excellent communication skills, and have good business skills. Additionally, a graduate of this program must negotiate, sell, coordinate work with others, operate equipment, use tools, follow directions, plan, make decisions, and create spatial visualization.

The Digital Photography program is designed to prepare students to seek entry-level positions such as photographer, digital studio photographer, in-house digital photographer, Photoshop color operator, production photographer, online photo image editor, digital catalogue photographer, and photo editor. This program introduces the professional, creative and technical skills employers in the digital photography field require, including critical thinking and concept development, business, marketing, and entrepreneurship.

Program Objectives
Upon successful completion of the program, graduates should be able to:
• Develop an understanding of the principles of digital photography utilizing multiple-format approaches.
• Demonstrate the ability to generate conceptual problem solving and use acquired skills to define a personal photographic style.
• Apply principles of lighting in a location or studio setting with appropriate use of lighting equipment.
• Demonstrate the basics of digital capture utilizing a digital workflow and imaging software to apply color management techniques.
• Acquire the essential communication skills and a sense of business and personal ethics to interact with clients.

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 to The Art Institute.

Courses

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**TOTAL QUARTER CREDITS** 90

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DIGITAL PHOTOGRAPHY
BACHELOR OF SCIENCE
Hollywood

Program Description
The Bachelor of Science degree program in Digital Photography is designed to provide graduates the education and practical experience needed for a highly competitive industry that demands increasingly more varied skills and knowledge. The curriculum reflects the continued impact of technology on photography and imaging and is designed to prepare students for entry-level industry positions. The program meets its mission by offering students strong technical skills and knowledge while enabling them to develop sophisticated visions representative of their unique imaging styles.

This program gives students the opportunity to specialize in a market, encourages development of personal vision, and is designed to build better business skills. Graduates have the opportunity to develop a stronger knowledge of the industry and its trends and build portfolios that demonstrate a sophistication of style and offer a unique position in the market. While building an awareness of significance in visual style, students can also develop core values based in professional standards and practices and a skill set with a solid technical and design foundation.

Students are required to execute assignments both in the studio and on location. Students can specialize in editorial, advertising, portraiture, and event photography. Graduates are prepared for entry-level positions such as photographic technician, photographer's assistant, digital-imaging artist, product or still-life photographer, newspaper editorial photographer, or photo re-touch professional. They may work in studios, advertising agencies, publishing houses, photo labs or production companies, newspapers and magazines, or as freelancers. Graduates of this twelve-quarter bachelor's degree program will be prepared with fully focused, entry-level skills to enter this fast-paced and rewarding field.

Program Objectives
Upon successful completion of the program, graduates should be able to:

- Demonstrate application of learned concepts from traditional art courses. These include: drawing, color, form, design, composition and photography skills showing a solid foundation according to industry standards.
- Demonstrate an applied technical knowledge of camera handling skills with an emphasis on the use of the view camera to control the plane of focus and perspective.
- Demonstrate the ability to correctly expose black and white and color film for reproduction purposes understand additive and subtractive color theory.
- Demonstrate an understanding of professionalism, presentation skills and core curriculum competencies through effective self-marketing.
- Demonstrate an understanding of the vocational specialty of event, sports fashion, and industrial photography.
- Seek entry-level positions such as: commercial photographer, editorial photographer, corporate photographer, advertising photographer, studio manager, photographic technician, photographer's assistant, digital-imaging artist, product or still-life photographer, newspaper editorial, photographer, photo re-touch professional. They may work in studios, or advertising agencies, publishing houses, photo labs or production companies, newspapers and magazines, or as freelancers.

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 to The Art Institute.

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<th>Courses</th>
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<tr>
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<td>Portfolio Foundations-Pass/Fail</td>
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MM1134  Introduction to Video 3
MM3333  Web Design for Graphic Artists 3
PH1102  History of Photography I 3
PH1104  Photographic Design 3
PH1110  Survey of Photography 3
PH1116  Digital Imaging I 3
PH1120  Digital Darkroom Creative Techniques 3
PH1130  Lighting 3
PH1140  Photo Essay I 3
PH1200  Business of Photography 3
PH1210  Advanced Digital Darkroom Color Management 3
PH1220  Advanced Lighting 3
PH1230  Large Format Photography 3
PH2100  Wedding & Event Photography 3
PH2103  Digital Imaging II 3
PH2104  Video for Photography 3
PH2106  Photo Criticism 3
PH2201  Studio Photography 3
PH2211  Portraiture Photography 3
PH2235  Web Photo Portfolio Exploration 3
PH2245  Editorial Photography 3
PH2255  Photojournalism 3
PH2303  Advertising/Art Direction 3
PH3101  Marketing 3
PH3106  Location Photography 3
PH3107  Digital Publishing 3
PH3114  History of Photography II 3
PH3115  Architectural Photography 3
PH3116  Creative Concepts 3
PH3201  Corporate/Industrial Photography 3
PH4202  Photo Essay II 3
PH4204  Portfolio Refinement 2
PH4206  Business Operations & Management 3
  1st Elective * 3
  2nd Elective * 3
HU110  College English ♦ 4
HU111  Effective Speaking ♦ 4
HU130  Visual Language & Culture ♦ 4
Humanities Art Requirement ♦ 4
Humanities Requirement ♦ 4
Humanities Writing Requirement ♦ 4
General Education Requirement ♦ 4
General Education Requirement ♦ 4
General Education Requirement ♦ 4
Mathematics Requirement ♦ 4
Mathematics & Sciences Requirement ♦ 4
Social & Behavioral Sciences Requirement ♦ 4
Social & Behavioral Sciences Requirement ♦ 4
Social & Behavioral Sciences Requirement ♦ 4

TOTAL QUARTER CREDITS 180

*General Education: Courses designated with a diamond are General Education courses. Four of the fourteen General Education courses required for a Bachelor of Science Degree in Digital Photography must be chosen from upper division (300-400 level) courses.

*ELECTIVES: 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd elective must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.
Program Description
A major focus of the apparel industry is fashion design. For students who seek an exciting career in a dynamic business, fashion design offers creative opportunities to transform design concepts into garments and accessories sold in retail outlets everywhere.

Fashion Design students have the opportunity to study fashion trends of the past to create the exciting future of design. Likewise, learning garment construction and mechanics enables students to transform ideas into fashions that people will buy. Students have the opportunity to gain personal satisfaction from building their creative expressions into business reality.

The objective of the Fashion Design associate’s degree program is to provide students with a foundation of knowledge and skills together with performance standards of practices and applications found in the apparel and textile industries. Students can engage in both conceptual and applied coursework, as well as hands-on technological applications.

The Fashion Design program is designed to prepare students to seek entry-level positions in the fashion design industry by providing a fundamental grounding in fashion design that includes: color theory, drawing, illustration, design, and an introduction to the theory and practice of tailoring, draping, pattern drafting, construction and sewing.

Program Objectives
Upon successful completion of the program, graduates should be able to:

- Demonstrate skills in construction, draping, fitting, patternmaking as well as knowledge of textile basics.
- Apply common industry software used for patternmaking, grading, marker making, design software, and common office software.
- Explain connections between world events and trends in the apparel industry, as well as apply the implications of current events to business trends as they affect apparel design.
- Develop and present a concept line through which they will demonstrate their knowledge of historical fashion design, its impact on current trends; knowledge of textiles as well as their illustration and technical drawing abilities.
- Apply professional standards and business concepts related to apparel design.
- Seek an entry-level position as assistant designer, assistant pattern maker or grader, quality controller, assistant costume designer, sewing teacher, color consultant, or one of the assistant technical positions in the design or production departments.

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 to The Art Institute.

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FD2222  Product Development 3
FD2227  Technical Drawing 3
FD2239  Specialty Patternmaking 3
FD2241  Computer Patternmaking 3
FD2247  Computer Production Systems 3
FD2321  Draping 3
FS101  Fundamentals/Observational Drawing 3
FS102  Fundamentals of Design 3
FS103  Color Theory 3
FS122  Image Manipulation 3
FS297  Portfolio I 3
      Elective * 3
HU110  College English ♦ 4
HU111  Effective Speaking ♦ 4
HU130  Visual Language & Culture ♦ 4
      General Education Requirement ♦ 4
      Mathematics Requirement ♦ 4
      Social & Behavioral Sciences Requirement ♦ 4

TOTAL QUARTER CREDITS 90

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

* ELECTIVES: Elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). Elective may not be chosen from General Education classes. Prerequisites must be met.
FASHION DESIGN
BACHELOR OF FINE ARTS
Hollywood, Los Angeles, Orange County & San Francisco

Program Description
Inspiration for today’s dazzling array of fashions comes from everywhere... modern artists, space travel, ancient costumes.

This degree program emphasizes innovation and creativity in fashion. After gaining practical experience, graduates may be able to open their own businesses in clothing design and production, retailing, couture, boutiques, and theater costume studios.

Students are introduced to the basic skills of construction, sewing, flat pattern drafting, and draping. By applying the principles of good design, they create fashionable garments. Courses prepare students to take an idea from the planning stage through the construction process to the finished garment. Students move on to the development of collections with opportunities to present their creativity in fashion shows and competitions.

During the program, students critique their ideas and creations as art, as a fashion statement, and as a marketable garment. An objective of the Bachelor of Fine Arts in Fashion Design degree program is to help students obtain a fundamental grounding in fashion design, an introduction to the theory and practice of draping, pattern drafting, construction and sewing, fashion illustration, and creative design. These skills are enhanced through computerized patternmaking and design hardware and software systems. Advanced courses provide students with the opportunity to focus on surface design and select a professional direction in men’s, women’s, children’s, or accessory design. The program introduces professional skills as well as technical knowledge.

Program Objectives
Upon successful completion of the program, graduates should be able to:

- Demonstrate advanced skills in construction, draping, fitting, and patternmaking as well as in specialty textile design, costume design, and product and concept development.
- Use industry software to create, grade, and mark patterns; use business software to develop specification sheets; and develop advanced knowledge of technical sketching and computer design.
- Explain connections between world events and design, color, and forecasting trends in the apparel industry, and apply current events to business trends and to specialty markets such as costume design and active and formal wear.
- Demonstrate a knowledge of apparel production processes from concept development through finished product.
- Apply knowledge of the couture market and the specific client and market drivers.
- Seek entry-level positions in the industry, such as junior designer or pattern grader, or in one of the assistant technical positions in the design or production departments.

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 to The Art Institute.

Courses                                                                 Quarter Credits
RS091              Portfolio Foundations-Pass/Fail          0
FD1119  Survey of the Fashion Industry  3
FD1121  Fundamentals of Construction  3
FD1125  Fashion Illustration  3
FD1129  Textile Fundamentals  3
FD1131  Fundamentals of Patternmaking  3
FD1135  Advanced Fashion Illustration  3
FD1139  Early History of Fashion  3
FD2201  Advanced Construction  3
FD2211  Intermediate Patternmaking  3
FD2215  Intermediate Construction  3
FD2219  Applied Textiles  3
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**TOTAL QUARTER CREDITS** 180

♦ **GENERAL EDUCATION:** Courses designated with a diamond are General Education courses. Five of the fourteen General Education courses required for a Bachelor of Fine Arts Degree in Fashion Design must be chosen from upper division (300-400 level) courses.

* **ELECTIVES:** 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd and 3rd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.
FASHION MARKETING
ASSOCIATE OF SCIENCE
Hollywood & San Francisco

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.

Program Objectives
Upon successful completion of the program, graduates should be able to:
- Demonstrate knowledge and proficiency in current industry technology.
- Apply the many facets of marketing and be able to plan and implement strategies to accommodate change in the industry.
- Demonstrate knowledge of visual merchandising as a communication tool to market merchandise to the consumer.
- Apply industry standards and business concepts related to retail and fashion industries.
- Seek entry-level positions in retail or wholesale sales and management, as consultants and stylists for clothing wholesalers and as manufacturers.

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 to The Art Institute.

Courses

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Mathematics Requirement ♦ 4
Social & Behavioral Sciences Requirement ♦ 4

TOTAL QUARTER CREDITS 90

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

♦ ELECTIVES: Elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). Elective may not be chosen from General Education courses. Prerequisites must be met.
FASHION MARKETING & MANAGEMENT
BACHELOR OF SCIENCE
Hollywood, Los Angeles, Orange County, San Francisco & Sunnyvale

Program Description
The Fashion Marketing & Management program is designed to emphasize theory and practice. The beginning of the program focuses on the foundations of the fashion design industry by concentrating on fashion history and trends. The principles of manufacturing, marketing, advertising, merchandising, and management are introduced. The program then concentrates on the application of these principles to the business of fashion. Event planning, product development, target marketing, marketing research and supply-chain distribution are emphasized. The program is designed to prepare students to seek entry-level positions such as management trainee, assistant manager, visual merchandiser, manufacturer's representative, and assistant merchandise buyer.

Program Objectives
Upon successful completion of the program, graduates should be able to:
- Demonstrate proficiency with common business computer programs including inventory management, presentation, spreadsheet, and Web software.
- Use industry terminology to analyze and meet client needs including trend forecasting, textile evaluation and usage for specific markets.
- Plan and analyze key marketing and management processes including event planning, product development, target market identification, market research strategies, and supply chain distribution.
- Demonstrate knowledge of visual merchandising as a communication tool to market the merchandise to the consumer.
- Demonstrate professional presentation skills to include appropriate interpersonal communication skills, articulation of knowledge of fashion marketing and management, and mastery of industry standards, professional practices and ethics.
- Seek entry-level positions in the industry positions such as management trainee, assistant manager, visual merchandiser, manufacturer's representative, and assistant merchandise buyer.

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 to The Art Institute.

Courses                                                                                                      Quarter Credits
RS091              Portfolio Foundations-Pass/Fail                                                     0
FD1119  Survey of the Fashion Industry 3
FD1129  Textile Fundamentals 3
FD1139  Early History of Fashion 3
FD2229  Modern History of Fashion 3
FM1101  Introduction to Fashion Marketing 3
FM1123  Fundamentals of Advertising 3
FM1135  Fundamentals of Marketing 3
FM1140  Retailing 3
FM2201  Consumer Behavior 3
FM2205  Sales Promotion 3
FM2209  Specialty Merchandise 3
FM2214  Introduction to Manufacturing 3
FM2217  Retail Buying 3
FM2220  3-D Visual Merchandising I 3
FM2224  Business Management 3
FM2229  Merchandise Management 3
FM2232  Inventory & Stock Control 3
FM2235  3-D Visual Merchandising II 3
FM2250  Entrepreneurship 3
FM2287  Fashion Show Production 3
FM3305  Store Operations 3
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**TOTAL QUARTER CREDITS**  180

♦ **GENERAL EDUCATION:** Courses designated with a diamond are General Education courses. Four of the fourteen General Education courses required for a Bachelor of Science degree in Fashion Marketing & Management must be chosen from upper division (300-400 level) courses.

* **ELECTIVES:** 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd and 3rd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education courses. Prerequisites must be met.
GAME ART & DESIGN
BACHELOR OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
The bachelor's degree program in Game Art & Design offers a broad range of work-ready design and technology competencies focused on career paths in the specialty of game art and design. Students begin with a foundation in drawing, color, design, and computer applications. From this foundation, they have the opportunity to develop advanced skills in various aspects of computer graphics and animation. Students can use tools of the computer animation profession, ranging from modeling to animation to game engines. In addition to software applications, students use scanners, printers, and classroom presentation equipment. These tools can enhance the students' flexibility and creativity, and enable them to produce an individualized portfolio that demonstrates their practical and technical abilities to potential employers.

To be accepted into the Game Art & Design program, a minimum cumulative GPA of 2.5 and a portfolio are required. See Policies and Procedures section for more details and portfolio guidelines.

Program Objectives
Upon successful completion of the program, graduates should be able to:

- Apply traditional and digital art skills showing a solid foundation of the principles of game art & design according to professional industry standards.
- Demonstrate the requisite presentation, interviewing, resume-building and game business knowledge critical to seeking an entry-level artist and/or designer position in the industry.
- Employ the principles of gaming, balance and usability to plan and create game rules, mechanics, environments, aesthetics and experiences.
- Apply the skills necessary to create game art assets for use in industry standard engines through all stages of the production pipeline.
- 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.
- Complete assignments and projects to include designing level play and background stories, creating characters and related environments, and applying knowledge of video and computer games to evaluate game products.
- Seek entry-level employment as game asset designers, 2-D and 3-D artists, lighting specialists, background artists, illustrators, level designers, digital model makers, and texture mappers.

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 to The Art Institute.

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**TOTAL QUARTER CREDITS** 180

♦ **GENERAL EDUCATION**: Courses designated with a diamond are General Education courses. Four of the fourteen General Education courses required for a Bachelor of Science degree in Game Art & Design must be chosen from upper division (300-400 level) courses.

* **ELECTIVES**: 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education courses. Prerequisites must be met.
GAME PROGRAMMING
BACHELOR OF SCIENCE
Los Angeles

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 of California – Los Angeles, students are introduced not only to coding through theory and textbooks, 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.

Program Objectives
Upon successful completion of the program, graduates should be able to:

• Demonstrate an understanding of basic design showing a solid foundation of the principles of game design according to professional industry standards.
• Apply the process of game asset creation for use in industry standard engines through all stages of the production pipeline.
• Demonstrate the managerial and developmental aspects of the game production pipeline.
• Use coding skills in object-oriented, 3-D scripting, shell scripting, console programming and game engine scripting languages.
• Be prepared for the developing challenges of online gaming environments.
• Demonstrate critical thinking and problem-solving skills and work as a team member within the field.
• Demonstrate the requisite presentation, interviewing, resume-building and game business knowledge critical to seeking an entry level programming position in the industry.

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 to The Art Institute.

Courses                                                                                                      Quarter Credits
RS091              Portfolio Foundations-Pass/Fail                                                     0
FS497  Portfolio II  2
GA1121  Survey of the Game Industry  2
GA2201  Game Design & Game Play  3
GA3312  Level Design  3
GA4402  Senior Project Planning  3
GA4412  Senior Project I  3
GP1101  Principles of Game Design  3
GP1103  Introduction to Graphics  3
GP1105  Fundamentals of Programming  3
GP1110  Fundamentals of Programming  3
GP1111  Coding for Games I  3
GP1114  Console Programming I  3
GP1120  Math for Game Developers I  3
GP1126  Object-Oriented Programming  3
GP1128  Continuous Mathematics for Applications  3
GP1140  Geometry for Computer Graphics  3
GP2099  Game Preproduction  3
GP2101  2-D Programming  3
GP2103  Introduction to Graphics II  3
GP2111  Coding for Games II  3
GP2114  Console Programming II  3
GP2120  Math for Game Developers II  3
GP2215  Programming for Shading I  3
GP2221  Design Patterns & Data Structures  3
GP2230  Physics of Motion, Light & Sound  3
GP3099  Game Production  3
GP3111  Coding for Games III  3
GP3112  Advanced Concepts in Programming I  3
GP3212  Advanced Concepts in Programming II  3
GP3310  Game Tools Development  3
GP3315  Programming for Shading II  3
GP3321  Artificial Intelligence in Game Design  3
GP3599  Programming Multiplayer Games  3
GP4099  Game Post Production  3
GP4101  Advanced Artificial Intelligence in Game Design  3
GP4111  Coding for Games IV  3
GP4422  Senior Project II  3
GP4430  Game Engine Scripting  3
GP4440  Game Engine Scripting II  3
1st Elective *  3
2nd Elective *  3
3rd Elective *  3
HU110  College English ♦  4
HU111  Effective Speaking ♦  4
HU130  Visual Language & Culture ♦  4
Humansitg Art Requirement ♦  4
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General Education Requirement ♦  4
Mathematics Requirement ♦  4
Mathematics & Sciences Requirement ♦  4
Social & Behavioral Sciences Requirement ♦  4
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Social & Behavioral Sciences Requirement ♦  4

TOTAL QUARTER CREDITS  180

♦ GENERAL EDUCATION: Courses designated with a diamond are General Education courses. Three of the fourteen General Education courses required for a Bachelor of Science degree in Game Programming must be chosen from upper division (300-400 level) courses.

* ELECTIVES: 1st and 2nd electives may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 3rd elective must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education courses. Prerequisites must be met.
GRAPHIC DESIGN
ASSOCIATE OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
Some of today’s most dynamic industries are based on graphic design. The fields of publishing, television, and corporate design offer great opportunities for trained visual communicators.

Design studios require the talents of many professionals. Art directors work with writers to develop original concepts, supervising a creative process that relies on the expertise of layout artists, productions artists, illustrators, photographers, and printers. In the field of publishing, art directors and designers work with editors and journalists to design and produce magazines, books, and newspapers.

Graphic designers create a vast range of visual communications including corporate identity programs, consumer package designs, annual reports, exhibit materials, direct mail, brochures, and multimedia presentations. The television industry now employs hundreds of trained visual artists who use conventional and computer technology to create television commercials, sophisticated titling, and graphics.

Initially, students are introduced to the basic skills in design, and are trained in creative problem solving and the ability to offer client solutions. Students can study the skills and techniques of computer graphics, electronic imaging, and production while focusing on color and composition, visual expression, print production, and basic art direction skills. Tools include scanners, digital cameras, and computer-based hardware and software.

Program Objectives
Upon successful completion of the program, graduates should be able to:
- Use industry-related computer software programs within the context of producing concrete projects including the technical aspects of pre-press, output, and quality reproduction as well as Web design.
- Incorporate aesthetics and formal concepts of layout and design including spatial relationships, communication, legibility and effectiveness, interrelationships among imagery and text, balance, typography, and color theory.
- Articulate the vision behind their creative work and explain and promote their solutions.
- Demonstrate professional presentation skills, articulation of knowledge of graphic design and visual problem solving.
- Seek entry-level positions as production artist, graphic designer, assistant art director, production coordinator, and computer artist at design studios, publishing houses, corporate communications departments, and television studios.

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 to The Art Institute.

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**TOTAL QUARTER CREDITS** 90

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

* **ELECTIVES**: Elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). Elective may not be chosen from General Education courses. Prerequisites must be met.
GRAPHIC DESIGN
BACHELOR OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
Corporate identity programs, collateral materials, product packaging, video graphics, signs, and exhibits — all of these are created by graphic designers to communicate effectively with consumers. Graphic designers are visual communicators who combine color, composition, typography, and illustration in creative, innovative ways to inform, motivate, sell, educate, or entertain.

Graphic design students begin with foundation courses in color, design, drawing, and computer skills. The beginning of the program focuses on color and composition, visual expression, print production, and basic art direction skills. The Bachelor of Science degree program is designed to build on these skills with additional training in conceptual thinking, creativity, problem solving, market research, digital production, project management, art direction, business practices, and supervisory skills. Students use both MAC and PC computer platforms, with industry related software, for print and digital, design and production.

Guest designers, artists, and industry leaders host classroom workshops and provide lectures and critiques to provide a view of industry trends and philosophies.

Program Objectives
Upon successful completion of the program, graduates should be able to:
• Use industry-specific computer software programs within the context of producing concrete projects including the technical aspects of prepress, output, and quality reproduction as well as Web design.
• Analyze and incorporate aesthetics and formal concepts of layout and design including spatial relationships, communication legibility and effectiveness, interrelationships among imagery and text, balance, typography, and color theory.
• Develop design concepts and relate these to historical and contemporary trends and social context by producing successful visual solutions to assigned problems.
• Model the interdependence of content and visual expression and evaluate and critique their ideas.
• Articulate the vision behind their creative work and explain and promote their solutions.
• Demonstrate professional presentation, knowledge of graphic design and visual problem solving, and mastery of industry standards, professional practices and ethics.
• Seek entry-level positions such as production artist, graphic designer, assistant designer, assistant art director, production coordinator, and computer artist at advertising agencies, design studios, publishing houses, corporate communications departments, and television studios.

Graduation Requirements
To receive a Bachelor of Science degree in Graphic 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 to The Art Institute.

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**TOTAL QUARTER CREDITS** 180

♦ GENERAL EDUCATION: Courses designated with a diamond are General Education courses. Four of the fourteen General Education courses required for a Bachelor of Science degree in Graphic Design must be chosen from upper division (300-400 level) courses.

* ELECTIVES: 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd and 3rd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education courses. Prerequisites must be met.
INDUSTRIAL DESIGN
BACHELOR OF SCIENCE
Hollywood & Orange County

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 contribute to society through their design skills, technical knowledge, and aesthetic sensibilities. This program is designed to prepare students for career opportunities in a versatile and dynamic profession, providing the tools to compete in a global economy.

Industrial designers take a product and make it user-friendly, decide how it looks and feels, as well as how it functions. They take toys, phones, computers, furniture – even automobiles – and develop them, from “great idea” to manufacturer. Industrial design is a career in three dimensions: combining creative ideas, refined technical skills, and artistic application of design. It involves creating prototypes for product designs, point-of-purchase displays, exhibition design, and even special effects. It’s a combination of creativity, technical skill, and artistic talent that comes together in models or full-scale creations. Rather than focusing on one or two hard skills, an industrial designer participates in a wide role of business activities. This creates a challenge for those entering the field. While entry-level industrial designers need to offer their first employers “happy hands” (hard skills that can be put immediately to work), entry-level designers also need to have greater training and education so that they can grow more effectively in their career.

Program Objectives
Upon successful completion of the program, graduates should be able to:

• Implement the design principles that can be practically applied to current industry standards.
• Demonstrate how products work and how they are manufactured.
• Select and use industrial design tools, materials and techniques.
• Exhibit professionalism through their comprehension and application of intellectual property law, social responsibility, marketing strategies, project management and the team dynamic.
• Design products that accommodate the capabilities and the needs of the intended user population.

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 to The Art Institute.

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<th>Courses</th>
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♦ GENERAL EDUCATION: Courses designated with a diamond are General Education courses. Four of the fourteen General Education courses required for a Bachelor of Science degree in Industrial Design must be chosen from upper division (300-400 level) courses.

* ELECTIVES: 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd elective must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.
INTERIOR DESIGN
BACHELOR OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
Today's professional interior designers enhance the function and quality of interior environments. Their mission, significant in today's society, is to design spaces that improve the quality of life, protect the health, safety, and welfare of the public, and support increased productivity. The Interior Design Bachelor of Science degree program offers a well-rounded curriculum strengthened with numerous computer-based courses, preparing graduates to competently meet the current demands of the profession.

Other important topics explored include the areas of universal design, human factors, environmental and sustainable design, business aspects of the profession, and other issues related to the interior design field.

The Interior Design program begins with a foundation in art and design to increase artistic sensitivity. The program is designed to emphasize the areas of drafting, space planning, history of interior design, materials, lighting, and residential and contract/commercial design. Courses cover two-dimensional and three-dimensional computer-aided design, computer rendering, three-dimensional modeling, and architectural detailing/working drawing methods of presenting design ideas and communicating with related professional services. The analysis of client needs and desires to create design solutions that are aesthetically pleasing, functional, and in accordance with building codes and standards, is the essence of the Interior Design program.

Program Objectives
Upon successful completion of the program, graduates should be able to:
• Apply knowledge of interior design, skills, theories of design, design processes and human behavior to develop creative and meaningful design solutions.
• Identify and solve complex design problems and formulate design solutions that are functional, aesthetic, sustainable and in accordance with applicable codes and industry standards.
• Demonstrate competence in written, oral and fundamental graphic communication as applied to the field of interior design using a variety of presentation methods and media through individual and collaborative means.
• 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, interior detailing as well as environmental factors interact.
• Individually or collaboratively use 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.
• Seek entry-level positions in all areas of interior design, including commercial and residential design, facilities design, computer-aided design/drafting, showroom management, exhibit design, specialty design in kitchen and bath, lighting, and product design.

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 to The Art Institute.

Courses

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**TOTAL CREDIT HOURS 180**

♦ **GENERAL EDUCATION**: Courses designated with a diamond are General Education courses. Four of the fourteen General Education courses required for a Bachelor of Science degree in Interior Design must be chosen from upper division (300-400 level) courses.

* **ELECTIVES**: Elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses).
MEDIA ARTS & ANIMATION
BACHELOR OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
The Media Arts & Animation program is designed to prepare students for entry-level positions in television, both network and cable, major corporations, commercial postproduction facilities, and film production companies. Exciting opportunities such as animation artist, special effects artist, broadcast graphics designer, and video postproduction artist are at the forefront of an industry that repackages information in creative new ways. The computer animator is a highly skilled and specialized visual communicator who combines artistic talent with technological expertise to create impressions in a moving image format.

In this program, students begin with a substantial foundation in drawing, color, design, and computer applications. Students have the opportunity to develop advanced skills in various aspects of computer graphics and animation. Students use the tools of the computer animation profession, ranging from computer operating systems to three-dimensional modeling. These tools can enhance a student's flexibility and creativity to produce an individualized digital portfolio that demonstrates their practical and technical abilities to potential employers.

Program Objectives
Upon successful completion of the program, graduates should be able to:

- Apply concepts from traditional art courses including drawing, color, form, design, composition and digital art skills according to industry standards.
- Use standard industry animation and digital design software.
- Employ the principles of animation, acting and movement and cinematic storytelling as it relates to 2-D and 3-D animation.
- Demonstrate an understanding of professionalism, presentation skills and core curriculum competencies through effective self-marketing.
- Seek entry-level positions such as animation or digital artist, special effects artist, storyboard artist, background artist, broadcast graphics designer, or lighting designer at a commercial postproduction facility or game design company.

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 to The Art Institute.

Courses                                                                 Quarter Credits
RS091              Portfolio Foundations-Pass/Fail                                                     0
FS101  Fundamentals/Observational Drawing  3
FS102  Fundamentals of Design  3
FS103  Color Theory  3
FS111  Drawing, Proportion, & Perspective  3
FS122  Image Manipulation  3
FS131  Typography I – Traditional  3
FS497  Portfolio II  2
GA2211  Hard Surface & Organic Modeling  3
GA3311  Material & Lighting  3
GA3314  3-D Character Rigging  3
GA3324  Character Modeling  3
MA1112  Drawing & Anatomy  3
MA1121  Language of Animation & Film  3
MA1122  Character & Object Design  3
MA1123  Acting & Movement  3
MA1131  Conceptual Storytelling  3
MA1132  Life Drawing & Gesture  3
MA1133  2-D Animation Principles  3
MA1134  Principles of 3-D Modeling  3
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**TOTAL QUARTER CREDITS** 180

♦ **GENERAL EDUCATION:** Courses designated with a diamond are General Education courses. Four of the fourteen General Education courses required for a Bachelor of Science degree in Media Arts & Animation must be chosen from upper division (300-400 level) courses.

* **ELECTIVES:** 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd, 3rd and 4th electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education courses. Prerequisites must be met.
SET & EXHIBIT DESIGN  
BACHELOR OF SCIENCE  
Hollywood

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 benefit society through their design skills, technical knowledge and aesthetic sensibilities.

The program is designed to prepare students for 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.

Program Objectives  
Upon successful completion of the program, graduates should be able to:

• 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.
• 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.
• 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.
• 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.
• 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 to The Art Institute.

Courses | Quarter Credits
--- | ---
RS091 | Portfolio Foundations-Pass/Fail | 0
FS101 | Fundamentals of Observational Drawing | 3
FS102 | Fundamentals of Design | 3
FS103 | Color Theory | 3
FS111 | Drawing, Proportion & Perspective | 3
FS122 | Image Manipulation | 3
FS297 | Portfolio I | 3
FS497 | Portfolio II | 3
GD1124 | Form and Space | 3
GD1134 | Digital Illustration | 3
ID1117 | Basic Drafting | 3
ID1127 | Architectural Drafting | 3
ID1129 | Introduction to AutoCAD | 3
ID1139 | Intermediate AutoCAD | 3
ID2215 | Perspective and Rendering | 3
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**TOTAL QUARTER CREDITS** 180

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* **ELECTIVES:** 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd elective must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.
VIDEO PRODUCTION
ASSOCIATE OF SCIENCE
Los Angeles

Program Description
The Video Production 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 can 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.

Program Objectives
Upon successful completion of the program, graduates should be able to:
• Conceptualize, plan, execute, and deliver a production utilizing basic video techniques, and demonstrating technical proficiency that meets minimum industry standards.
• 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.
• Present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.
• Apply basic business practices of the media industry while maintaining legal and ethical standards.
• Apply basic media-related research, writing, and verbal communication skills to their work.
• Seek entry-level employment opportunities that exist in the preproduction, lighting, directing, technical, broadcast, production, postproduction, and business arenas.

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 to The Art Institute.

Courses | Quarter Credits
---|---
RS091 Portfolio Foundations-Pass/Fail | 0
FS122 Image Manipulation | 3
VP1101 Fundamentals of Video Production | 3
VP1102 Fundamentals of Editing 1 | 3
VP1103 Production Sound | 3
VP1110 Fundamentals of Screenwriting | 3
VP1111 Electronic Field Production | 3
VP1112 Fundamentals of Editing 2 | 3
VP1113 Lighting Techniques 1 | 3
VP1116 Production Design | 3
VP1121 Narrative Short-Form | 3
VP2200 Film History & Analysis | 3
VP2202 Intermediate Editing 1 | 3
VP2203 Post-Production Sound | 3
VP2204 TV Studio 1 | 3
VP2205 The Commercial | 3
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**TOTAL QUARTER CREDITS** 90

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

* **ELECTIVES**: 1st and 2nd electives may be chosen from lower division (1000- or 2000-level courses) or upper division courses (3000- or 4000 level course). Electives may not be chosen from General Education classes. Prerequisites must be met.
Program Description
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.

Graduates of the Visual & Game Programming program are the technical artists of the game industry. Intensely hands-on, this program combines traditional animation skills with the technical skills necessary to create programs/scripts for three-dimensional graphics animation.

Program Objectives
Upon successful completion of the program, graduates should be able to:
- Demonstrate proficiency in the areas of design, color, and drawing through their portfolio reviews and at graduation.
- Apply technical skills to set up efficient models, rigging, texturing, shading, and lighting and demonstrate a solid, consistent naming convention system in keeping with a production pipeline.
- Use programming skills in object-oriented, 3-D scripting, shell scripting and game scripting languages.
- Demonstrate clear verbal communication and critical thinking skills and work as a team member in the field.

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 to The Art Institute.

Courses

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**TOTAL QUARTER CREDITS**  180

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* ELECTIVES: 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd and 3rd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.
VISUAL EFFECTS & MOTION GRAPHICS
BACHELOR OF SCIENCE
Hollywood, Los Angeles & Orange County

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.

Program Objectives
Upon successful completion of the program, graduates should be able to:
• Apply visual effects and motion graphics skills to meet the needs of corporate communication, television, motion picture, video production, e-business, and other media outlets.
• Draw from the fields of photography, graphic design, compositing, video, film, audio and animation to create visual effects and motion graphics.
• Edit and assemble visual effects and/or motion graphics for television, movies or the Web.
• Create opening titles for feature films and television shows.
• Create station or network identification logos and bumpers.
• Design graphics that use type, color and brand elements.

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 to The Art Institute.

Courses                                                                                                      Quarter Credits
RS091              Portfolio Foundations-Pass/Fail                                                     0
EM1000  Introduction to Visual Effects & Motion Graphics 3
EM2251  Intermediate Visual Effects: Rotoscoping & Painting 3
EM2254  Matte Painting 3
EM2552  Video Production for Visual Effects & Motion Graphics 3
EM3311  Previsualization 3
EM3381  Visual Effects: Match Moving 3
EM3392  Intermediate 3-D Visual Effects 3
EM3394  Advanced Visual Effects & Motion Graphics – Plates & Elements 3
EM4402  Motion & Shot Design 3
EM4412  Broadcast Design 3
EM4414  Portfolio Development 2
EM4422  Lighting for Visual Effects & Motion Graphics 3
FS101  Fundamentals/Observational Drawing 3
FS102  Fundamentals of Design 3
FS103  Color Theory 3
FS111  Drawing, Proportion & Perspective 3
FS122  Image Manipulation 3
FS131  Typography I – Traditional 3
FS297  Portfolio I 3
FS497  Portfolio II 2
GA2211  Hard Surface & Organic Modeling 3
GA3311  Material & Lighting 3
GD1125  Introduction to Photography 3
GD1134  Digital Illustration 3
MA1134  Principles of 3-D Modeling 3
MA2204  3-D Animation 3
MA2212  3-D Camera Techniques 3
MA2241  Motion Graphics 3
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<td>MA4405</td>
<td>Intermediate Motion Graphics</td>
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<td>MA4415</td>
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<td>MA4416</td>
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<td>MM1134</td>
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**TOTAL QUARTER CREDITS**  180

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WEB DESIGN & INTERACTIVE MEDIA
ASSOCIATE OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
Interactive digital communications is an essential part of the business, education, and entertainment industries. This has led to 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 for 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 are recruited from this fascinating industry. At graduation, students have an individualized digital portfolio to showcase for prospective employers the practical skills and technical expertise they have acquired.

Program Objectives
Upon successful completion of the program, graduates should be able to:

• Use industry-specific computer software programs within the context of producing concrete projects including the technical aspects of pre-press, output, and quality reproduction, as well as Web design.
• Develop solutions for complex design problems.
• Create effective information structures appropriate to a specific audience.
• Design user-center interfaces appropriate to a specific audience.
• Create and adhere to style guides.
• Design and produce effective identity packages for both print and screen.
• Demonstrate professional presentation, and articulate knowledge of animation and visual problem-solving skills.
• Seek entry-level career opportunities as Web page designer, Web site designer, or production artist.

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 to The Art Institute.

Courses                                                                                                      Quarter Credits
RS091              Portfolio Foundations-Pass/Fail                                                     0
FS101  Fundamentals/Observational Drawing  3
FS102  Fundamentals of Design  3
FS103  Color Theory  3
FS122  Image Manipulation  3
FS131  Typography I – Traditional  3
FS297              Portfolio I  3
GD1125  Introduction to Photography  3
GD1134  Digital Illustration  3
GD2244  Advanced Image Manipulation  3
MM1111            Design Layout  3
MM1113  Introduction to Programming Logic  3
MM1123  Fundamentals of Web-based Programming  3
MM1130  Fundamentals of Animation  3
MM1132  Fundamentals of Authoring  3
MM1134  Introduction to Video  3
MM1141  Digital Typography  3
MM2201  Interface Design  3
MM2202  Intermediate Authoring  3
MM2203  Introduction to Web Design  3
MM2204  Digital Audio Editing  3
MM2205  Editing Techniques  3
MM2233  Intermediate Web-based Programming  3
HU110    College English ♦  4
HU111    Effective Speaking ♦  4
HU130    Visual Language & Culture ♦  4
         General Education Requirement ♦  4
         Mathematics Requirement ♦  4
         Social & Behavioral Sciences Requirement ♦  4

TOTAL QUARTER CREDITS  90

♦ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
WEB DESIGN & INTERACTIVE MEDIA
BACHELOR OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Sunnyvale

Program Description
The Bachelor of Science degree program in Web Design & Interactive Media is designed to assist students in gaining an advanced understanding in interactive media and Web design. The bachelor’s degree program is designed to provide a theoretical and hands-on approach to education that offers a theoretical foundation and general education to aid students in the development and maturation of their artistic abilities and to solidify their technical skills. By working in classrooms and computer labs, a foundation in drawing and design, image manipulation, interface design, scripting, sound, video, and animation is developed. More complex coursework employs authoring tools to integrate text, sound, graphics, animation, and video to complete interactive projects. The program introduces the structure of online games, information design, interactive authoring, Web animation, and e-commerce applications.

The individual interested in this field is one who feels comfortable with and challenged by technology, and who has specialized skills as a designer or technician. Faculty, many of whom are industry professionals, are committed to helping students combine their creative abilities with technical skills for entry into interactive design related professions including e-commerce, entertainment, publishing, education, and marketing.

Program Objectives
Upon successful completion of the program, graduates should be able to:

- Demonstrate knowledge of the major concepts, theoretical perspectives, empirical findings, and historical trends in interactive media.
- Apply basic research methods in interactive media, including research design, data analysis, and interpretation.
- Apply the language and concepts of the field of interactive design through effective communication and design.
- Acquire and disseminate digital information and use computers and other technology for a variety of purposes.
- Demonstrate a strong foundation in color theory, design, digital image manipulation, multimedia system design, scriptwriting, sound, video, animation, Web programming and interface design for the purposes of branding and business optimization.
- Apply the principles of form and function to produce design and business solutions appropriate to a particular client or target audience.
- Seek entry-level positions leading to careers such as interface designer, digital media producer, multimedia producer, multimedia scriptwriter, computer-based training designer, Web designer, and Web script language developer in such fields as law, medicine, science, engineering, architecture, education, corporate communications, consumer information delivery, and advertising.

Graduation Requirements
To receive a Bachelor of Science degree in Web Design & Interactive Media, 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 to The Art Institute.

Courses                                                                 Quarter Credits
RS091              Portfolio Foundations-Pass/Fail                       0
FS101  Fundamentals/Observational Drawing                         3
FS102  Fundamentals of Design                                  3
FS103  Color Theory                                            3
FS122  Image Manipulation                                      3
FS131  Typography I – Traditional                              3
FS297  Portfolio I                                              3
FS497  Portfolio II                                             2
GD1125  Introduction to Photography                           3
GD1134  Digital Illustration                                   3
GD2244  Advanced Image Manipulation                           3
MA2241  Motion Graphics                                       3
MA4405  Intermediate Motion Graphics                          3
MM1111  Design Layout                                         3
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<td>MM3321</td>
<td>eCommerce Site Design</td>
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<td>MM3322</td>
<td>Multi-user Authoring</td>
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<td>MM3323</td>
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<td>MM4402</td>
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<td>MM4413</td>
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COURSE DESCRIPTIONS

ADVERTISING

AD1105
Survey of Advertising
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The purpose of this course is to provide a critical understanding of advertising's role in society in the areas of print, television, radio, film, and the Web. Topics include the relation of advertising to consumption; the history of the advertising industry; the meaning of material goods in a capitalist society; the advertising industry's influence on institutions such as media and politics; and approaches to decoding the messages of advertising are discussed. The basic orientation of the course is to study advertising as a form of communication unique to modern society. Prerequisite: None

AD1110
Fundamentals of Advertising
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores advertising and its role in various markets (local, regional, national, and global). The course includes an overview of the following: ad agencies, campaigns, socioeconomics, research, positioning, branding, consumer behavior, target audiences, sales, marketing, management, and the ethical and legal considerations of the industry. Prerequisite: None

AD2201
Advertising Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course defines the role of the graphic designer in an advertising context. Students are introduced to informational and administrative approaches to the development of advertising. Campaign strategies, based on media and marketing realities, are defined and applied. Prerequisite: AD1105 Survey of Advertising

AD2205
Illustration & Rapid Visualization
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers techniques of basic illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. Emphasis is on the use of rapid visualization techniques in the advertising and graphic design industries. Prerequisite: FS101 Fundamentals/Observational Drawing

AD2220
Fundamentals of Marketing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the vocabulary of the marketing industry. Various techniques for researching target markets, working with focus groups, testing product and advertising designs are covered. Students are exposed to the marketing analysis. Case studies and original research are examined. Prerequisites: FS104 Computer Applications; HU110 College English; AD1105 Survey of Advertising

AD2230
Introduction to Advertising Campaign
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students research, create, and present mixed media campaigns. Prerequisite: AD2201 Advertising Design

AD2240
Intermediate Advertising Campaign
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the techniques used in a comprehensive campaign for a financial client. Prerequisite: AD2230 Introduction to Advertising Campaign
AD2242
Copywriting for Print
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to copywriting. Students are introduced to the basic principles of copywriting, the process of generating ideas, writing with various strategies and various styles. Students work individually and in teams to solve real world assignments. Prerequisite: HU110 College English

AD2245
Fundamentals of Business
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to business functions, operations, and structures and explores the role of advertising design in business. Finance, business ethics, labor-management relations, organizational behavior, and marketing are among the topics covered. In addition, guidelines and expectations for professional behavior are addressed. Prerequisites: Computer Applications Competence; HU111 Effective Speaking

AD2250
Web Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an exploration of the process of Web design from proposal to production. Students design and produce Web sites with Web editing software. Prerequisite: FS122 Image Manipulation

AD3310
Advanced Advertising Campaign
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the creation of a campaign for a nonprofit organization with publishing as a goal. Prerequisite: AD2240 Intermediate Advertising Campaign

AD3312
Advertising Media Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course emphasizes advanced skills to prepare and present various forms of information (media) to professional audiences. Students develop, prepare and present videos, moving graphics, graphics, and copy. Students create several short projects and a final project applying techniques and aesthetics discussed in the lectures, demos and readings. Professionalism and presentation techniques are covered. Prerequisite: AD2250 Web Design

AD3315
Principles of Marketing Research
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an advanced course in understanding and analyzing marketing research. Case studies, focus groups, product and branding development are analyzed and revised. Further development of researching, interpreting the research, and understanding the dynamics of a given target market are covered. Prerequisite: AD2220 Fundamentals of Marketing

AD3320
Advertising Sales & Ratings
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the analysis of ad sales and ratings. This course covers individual ad ratings and returns through sales analysis and rating placement of agencies in the industry. Prerequisites: AD1105 Survey of Advertising; AD2210 Copy & News Writing
AD3322
Interactive Advertising
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The astonishing growth of interactive commerce is one factor that has lead to the demand for advertising and marketing online. In this course students compare traditional and interactive outlets in order to develop a clear understanding of the differences and similarities between businesses in this new environment. Students apply traditional principles where appropriate and apply new fundamentals in various interactive environments. Marketing, advertising and sales on the Web, addressing the elements and requirements of information distribution are covered. This rapidly developing area both expands the use of traditional market research and creates new kinds of data. Students are introduced to the concepts, availability, and use of this data. Prerequisite: AD3312 Advertising Media Production

AD3324
Sales & Persuasive Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to the fundamentals of sales and persuasive techniques. The sales cycle, the return on profit for sales expenses, the customer to sales person relationship and the art of persuasive selling are covered. Prerequisite: AD2220 Fundamentals of Marketing

AD3325
Art Direction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course surveys the creative team’s ability to merge words and images. Prerequisite: AD2230 Introduction to Advertising Campaign

AD3331
Advertising Copy Writing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the promotional strategies used by the client specializing in one of the hospitality and service industries. Prerequisites: AD1105 Survey of Advertising; AD2210 Copy & News Writing

AD3335
Media Planning & Buying
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the role of media planning and buying in the advertising agency. The skills of planning and buying in relationship to reaching target markets, covering a comprehensive ad campaign and working with various media resources is covered. Prerequisite: AD3315 Principles of Marketing Research

AD3340
Copywriting for Broadcast & Interactive
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
From ad copy and slogans to the writing of headlines and body copy, this course covers the process of copywriting for broadcast and interactive media. Students explore the role of the writer as a member of the creative department, or ad agency. Key terms and concepts are covered including: character development, dialog, humor, storytelling, concept development, preparing a treatment, script mechanics, and writing and editing the final script. Writing for news, radio, mobile, television, and the Internet is covered. Prerequisite: AD2242 Copywriting for Print

AD3345
Digital Portfolio
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
This course focuses on the students’ development and refinement of their digital portfolio. Prerequisites: FS297 Portfolio I
AD4400
Advertising Campaign 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 a professional presentation. Prerequisite: AD2240 Intermediate Advertising Campaign

AD4405
Account Planning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students focus on a single account in planning an ad campaign and its media buying and placement. Students work in a team and may work with pro-bono clients in this advanced course. Prerequisite: AD4400 Advertising Campaign Senior Project I

AD4433
Global Business Perspective
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students in this course develop an understanding of the ethics, similarities and differences between cultures in regards to a broad ad campaign. Global business perspective advertising and the global economy are covered. Prerequisites: AD2245 Fundamentals of Business; FS239 Career Development; MM1134 Introduction to Video

AD4495
Advertising Campaign Senior Project II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students continue to work in their chosen area to research and develop their portfolio projects, incorporating all skills they have acquired throughout the program. Prerequisite: AD4400 Advertising Campaign Senior Project I

AUDIO PRODUCTION

AU1101
Fundamentals of Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course addresses the principles of recording sound and covers the study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. The role of sound in media production is explained and emphasized. Prerequisite: None

AU1103
Production Sound Recording
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 for picture are introduced. Prerequisite: AU1134 Video Production Basics

AU1111
Survey of the Audio Industry
2 Quarter Credits (22 Hrs Lecture)
Students explore the audio industry and its constituent sectors, including music performing, recording, promoting, and record distribution. Lectures and projects focus on identifying various career opportunities and typical career paths in the audio industry and knowledge and skill sets needed to succeed as an entry-level professional. Prerequisite: None
AU1121
Listening & Analysis
3 Quarter Credits (33 Hrs Lecture)
This course introduces ear training and critical listening from the perspective of the audio engineer and contemporary production techniques. Students analyze and identify typical contemporary, popular song forms and the production techniques used to create them. Prerequisite: None

AU1134
Video Production Basics
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

AU1211
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 investigate 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 is presented. Prerequisite: AU1101 Fundamentals of Audio

AU1213
Digital Audio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to 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. Through lectures and in-class projects, students develop knowledge and skills needed to operate non-linear audio workstations. Prerequisite: AU1101 Fundamentals of Audio

AU1221
Audio Technology II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students continue to study the principles of audio signals and the equipment used to record, process, and distribute audio content. 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. Some of the topics are: signal processors, dynamic range, distortion, analogue recording, and SMPTE time code. Prerequisite: AU1211 Audio Technology I

AU1223
Digital Audio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students explore 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: AU1213 Digital Audio I

AU1311
Studio Recording 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 microphone techniques for a variety of musical instruments, and basic mix-down strategies. Prerequisite: AU1211 Audio Technology I; AU1213 Digital Audio I
AU1331  
Field Recording I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces students to the equipment, techniques, protocols, and procedures used in on-site recording for film and TV. Topics include power requirements and electrical noise, acoustic isolation, sampling sounds and environments, microphone placement, and communication and audio processing in the field. **Prerequisite:** AU1211 Audio Technology I

AU1333  
Audio Electronics I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces students 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:** AU1211 Audio Technology I

AU1343  
Audio Electronics II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In the second electronics course, students explore the concepts, building, and application of transformers and filters and learn to read, interpret, and utilize data from schematic circuit diagrams. Emphasis is placed upon applying these electronic devices to the operation and troubleshooting of audio equipment. **Prerequisite:** AU1333 Audio Electronics I

AU1411  
Science of Sound I  
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 psycho-acoustics, sound propagation, transmission, reflection, diffraction, diffusion, noise reduction, basic studio and room acoustics, and sound isolation. Concepts are presented through lectures and case studies. **Prerequisite:** AU1101 Fundamentals of Audio

AU2101  
MIDI Systems I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course allows students to 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. Both live and studio applications are covered, and full use is made of the digital signal processing resources available within the equipment. **Prerequisite:** AU1213 Digital Audio I

AU2111  
MIDI Systems II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In MIDI Systems II, students develop a detailed knowledge of the MIDI language and learn to apply more flexible and in-depth uses of sequencers involving graphical and list based editing, static and dynamic parameter and tempo automation, and the basic recording of MIDI messages. Students gain greater proficiency in MIDI production processes through small group and individual production projects. **Prerequisite:** AU2101 MIDI Systems I

AU2121  
Music Theory I  
3 Quarter Credits (33 Hrs Lecture)  
This course introduces students to the rudiments of music theory. Students identify notes & common scales as well as the notation of notes, scales, & simple rhythms. The concept & structure of the lead sheet are introduced. Ear training develops skills in identifying and transcribing simple chords, melodies, & rhythms. **Prerequisite:** AU1121 Listening and Analysis
AU2131
Live Sound Reinforcement I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students set up and operate a variety of audio equipment for typical live-sound reinforcements. Topics include reading block diagrams of audio systems, wiring speakers, connecting powers, testing and adjusting microphones, troubleshooting sound systems, and fine-tuning reinforcement effects. **Prerequisite:** AU1221 Audio Technology II

AU2141
Live Sound Reinforcement II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course presents more sophisticated and complex situations for live sound reinforcement. In studio settings or real world events, students operate large format analogue and digital mixing consoles and solve signal manipulation problems with transformers. Students study professional protocols in live sound reinforcement settings. **Prerequisite:** AU2131 Live Sound Reinforcement I

AU2151
Music Editing I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers approaches to editing music in relation to television and film. Topics include matching, mood, and aesthetic. Areas of concentration may include commercials, narratives, and music videos. **Prerequisite:** AU2121 Music Theory I, AU2203 Post-Production Techniques

AU2203
Post-Production Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the artistic and technical problems of post-production sound for picture. Students will learn the terminology and techniques of dialog, sound effects and music editing and mixing as it relates to sound narrative and cinema. **Prerequisite:** AU1103 Production Sound Recording

AU2205
Video Editing Basics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the student to the editing of visuals and sound. The course covers using video recorders and players, the techniques of dubbing, assembling, and inserting visuals from source to record. **Prerequisite:** AU1134 Video Production Basics

AU2233
Digital Audio III
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the use of appropriate software in a number of different professional studio operation scenarios. Topics include SMPTE time code and synchronization and machine control in post-production, and introduction to surround mixing and surround formats. **Prerequisite:** AU1223 Digital Audio II

AU2243
Digital Audio IV
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students explore digital audio theory and interact with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include analog-to-digital/digital-to-analogue 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:** AU2233 Digital Audio III
AU2311
Studio Recording II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides further examination 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 Pro Tools 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: AU1311 Studio Recording I, AU1221 Audio Technology II

AU2331
Field Recording II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students build on basics learned in AU1331 Field Recording I through hands-on training and projects. Students participate in a location production shoot. Topics include location mixing, field and post synchronization, sampling sounds and environments, and wireless microphones. Prerequisite: AU1331 Field Recording I

AU2333
Audio Electronics III
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students focus on the theoretical principles, physical properties, build, and characteristics of various microphones. They take apart and assemble the components of a microphone and perform basic troubleshooting and repairing of microphones. Prerequisite: AU1343 Audio Electronics II

AU2411
Science of Sound II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an advanced-level course on the physical behavior of sound indoors and outdoors. Advanced concepts are presented through lectures, hands-on practice, and case studies. Prerequisite: AU1411 Science of Sound I

AU2431
Sound for Interactive Media
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Techniques of recording, mixing, and mastering for various interactive media such as CD-ROM, DVD and the Internet are introduced. 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. Prerequisites: AU3303 Advanced Post-Production

AU3101
Business of Audio
3 Quarter Credits (33 Hrs Lecture)
This course introduces the fundamentals of business. Topics 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: AU3303 Advanced Post-Production

AU3121
Music Theory II
3 Quarter Credits (33 Hrs Lecture)
This course continues with the development of the rudiments of music theory and expands into an introduction to harmony, voice leading, modes, and compound and odd 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. Prerequisites: AU2121 Music Theory I, AU2311 Studio Recording II
AU3151
Music Editing II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an advanced music editing course dealing with standard film and television industry procedures. Intended for the student who demonstrates technical fluidity with editing equipment and who intends to pursue a career in this field. Emphasis is on the responsibilities of a music editor for the “scored” film from temp tracks and spotting through dubbing. **Prerequisite: AU2151 Music Editing I**

AU3303
Advanced Post-Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers a number of techniques necessary to produce and integrate the audio assets into a final production, including automated dialogue replacement (ADR), the creation of realistic and synchronized sound effects (Foley), audio editing, and sound sweetening. Additionally, students in this course will perform final audio mixing, which can then be incorporated with picture and placed into an industry standard format. **Prerequisite: AU2203 Post-Production Techniques**

AU3313
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. **Prerequisites: AU3121 Music Theory II, AU2233 Digital Audio III**

AU3431
Sound for New Media
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The main emphasis in this course is on developing sound for new forms through sound installation, interactive media, digitalization, improvisation, and acoustic experimentation. **Prerequisite: AU2431 Sound for Interactive Media**

AU3511
Advanced Sound Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students investigate advanced levels of sound design through hands-on practice and case study. Focus is on using sound as a tool to enhance narrative, characterization, and mood. **Prerequisite: AU3431 Sound for New Media**

AU3521
Experimental Sound Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Coursework focuses on experimental performance practices, interactive performance, digital media, software design and programming, instrument design, installation works, acoustics, and music perception. **Prerequisite: AU3431 Sound for New Media**

AU4010
Senior Project I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course initiates a two-quarter long comprehensive project that will be integral to students’ final portfolios. Students employ their cumulative skills to pre-produce a significant, sophisticated, multi-track, digital audio work. Committee and/or faculty approve the project content and type of the audio work. Projects are carried out individually or in groups based on the needs of the class as determined by the instructor. **Prerequisite: Permission of Academic Director/Advisor**
AU4020
Senior Project II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues the two-quarter long comprehensive project begun in AU4010 Senior Project I. Students employ cumulative skills to produce a significant, sophisticated, multi-track, digital audio work. Projects are carried out individually or in groups based on the needs of the class as determined by the instructor. **Prerequisite:** Permission of Academic Director/Advisor

**COMPUTER ANIMATION**

CA500
Advanced Computer Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an advanced studies course culminating in a short production. It is a challenging course covering computer generated 3-D animation using industry standard software. Students focus in on the technical challenges of creating 3-D animation. **Prerequisite:** None

CA505
Advanced Computer Animation Studio
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This is an advanced studio course culminating in a short production. It is a challenging course covering computer generated 3-D animation using industry standard software. Students continue to develop an individual story and their knowledge of the animation process from visualization to production. **Prerequisite:** None

CA510
Animation Studies
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on analysis of the animation cycle and individual problems, acting, traditional animation techniques, and the study of motion and experimental animation. **Prerequisite:** None

CA515
Facial Animation Studies
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on analysis of the animation cycle and individual problems, traditional animation techniques, and the study of motion and experimental animation. Students focus on facial animation and gesture techniques. **Prerequisite:** None

CA520
Advanced Exploration of Applied Design in Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers pertinent period and historical facts of interior design, furniture design, fashion, automotive design, architecture and other topics in the applied arts. The subject matter is especially important for the animator when having to work within the constraints of historical accuracy and consistency. **Prerequisite:** None

CA530
Graduate Interactive Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is a study of paperless 2-D animation systems with an emphasis on techniques and current interactive production tools. **Prerequisite:** CA500 Advanced Computer Animation

CA536
Production Techniques in Computer Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores alternative areas of animation production: animation in an educational setting and visualization. **Prerequisite:** None
CA540
Innovative & Essential Studio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is a study of the art and history of cinematography. Students explore the effects of light, color, replication of materials and physical camera explorations as it relates to traditional and computer driven imagery. An analysis of the properties of both light and color with a special reference to the way these subjects relate to and inform each other is also covered. This is an advanced course in camera and lighting. Prerequisite: CA500 Advanced Computer Animation

CA545
Innovative & Essential Studio in Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is the study of the application of digital light, color, replication of materials and physical explorations as it relates to computer driven imagery. An analysis of the properties of both light and color with a special reference to the way these subjects relate to and inform each other is also covered. This is an advanced course in lighting, motion and mapping. Prerequisite: CA500 Advanced Computer Animation

CA550
Historical Exploration of Animation Techniques
3 Quarter Credits (33 Hrs Lecture)
The sophisticated and advanced study of all forms of animation is analyzed in historical context. Theories of techniques, technological developments and criticism of animation are all examined in relation to historical developments and styles in the visual and performing arts. Prerequisite: None

CA560
Graduate Animation Production
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This course covers the development and integration of effects into an ongoing project. Advanced techniques in production and production problems are addressed. Prerequisite: CA545 Innovative & Essential Studio in Animation

CA565
Graduate Animation Production Studio
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This course covers advanced compositing techniques in production and production problems. Prerequisite: CA545 Innovative & Essential Studio in Animation

CA570
Advanced Expressive Figure Drawing Studio I
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This is a graduate level, exhaustive drawing course. Students explore the anatomy of the human figure as it relates to animation. An advanced competency level of drawing is presumed and required. Prerequisite: CA510 Animation Studies

CA575
Master's Class Research Seminar
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course involves advanced research and technical writing for the development of each individual graduate level student's thesis topic. This course is a seminar style examination of experimental and innovative topics in animation and their relation to graduate studies required for completion. Prerequisite: CA550 Historical Exploration of Animation Techniques

CA580
History of 20th Century (Modern) Art and Design
3 Quarter Credits (33 Hrs Lecture)
This is a graduate and advanced seminar that explores information regarding the artistic character of the post-modern aesthetic and the anti-aesthetic. Included is a theoretical and critical analysis of the reduction of tradition in the visual arts. Prerequisite: None
CA590
Master Thesis I
9 Quarter Credits (33 Hrs Lecture/132 Hrs Lab)
This course is the initiation of the production of the thesis project involving a full faculty review and successful graduate committee review of defined landmarks for satisfactory completion. A formal written proposal is required, involving research, writing of the script, production planning, and technical problem solving. Prerequisite: CA575 Master's Class Research Seminar

CA600
Advanced Expressive Figure Drawing Studio II
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This is a graduate level, exhaustive drawing course. Content focuses on body form, motion, emotions and the clothed figure. An advanced competency level of drawing is presumed and required. Prerequisite: CA510 Animation Studies

CA610
Animation Technical Direction I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course presents an in-depth analysis and advanced study of technical direction with associated topics and solutions. An advanced review of animation skills, editing and design constraints, and complex problems is also covered in the course. Prerequisite: CA530 Graduate Animation Production I

CA620
Master Thesis II
9 Quarter Credits (33 Hrs Lecture/132 Hrs Lab)
This is a progressive continuation of the production of the thesis project involving a successful and full graduate committee review for satisfactory completion. This stage of thesis production usually involves such topics as stages of direction, lighting, and videography portions of the thesis project. Prerequisite: CA590 Masters Thesis I

CA630
Experimental Inquiry
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
In this course students use a dialectical approach that will lead to innovative and/or experimental solutions in the thesis. An advanced level of research skills and writing ability are presumed in order to successfully complete this course. Prerequisite: CA560 Graduate Animation Production

CA640
Animation Technical Direction II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is a continuation of in-depth analysis and advanced study of technical direction with associated topics and solutions. An advanced review of animation skills, editing and design constraints, and complex problems are included. Prerequisite: CA610 Animation Technical Direction I

CA650
Thesis Defense
9 Quarter Credits (33 Hrs Lecture/132 Hrs Lab)
Final video/film editing along with various stages of post-production issues of the thesis project are considered along with final defense strategies and preparation. The thesis project should be complete and ready for faculty review and defense by the end of this course. A unanimous vote by committee members is necessary for completion. Prerequisites: CA630 Experimental Inquiry; CA620 Master's Thesis II

CA660
Master's Colloquia
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics for this course are driven by industry developments and events. A final revision of the written component of the thesis project represents a satisfactory completion of this course. Prerequisite: CA630 Experimental Inquiry
CA670
Final Cut, Animation Art Direction
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
This course completes the technical direction inquiry initiated at the beginning of the second year of graduate study. A presumed advanced knowledge of technical direction is necessary. Prerequisite: CA640 Animation Technical Direction II

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: Computer Applications Competence

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:** CM3317 Introduction to Accounting

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

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/66 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
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. *Creativity*: Imagination, ingenuity; The ability to create; The act of relating previously unrelated things; The application of a person’s mental ability and curiosity to discover something new. *Innovation*: The introduction of something new; the development of new processes, methods, devices, products, and services for use by oneself and/or others. *Entrepreneurship*: The pursuit of opportunity without regard to resources currently controlled; The process of creating value by combining resources in unique ways to exploit opportunity. Involves taking responsibility for implementing innovative concepts. **Prerequisite:** Permission of Academic Director/Advisor

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 varietals 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

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

**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 or Corequisite:** Sanitation Certificate or Completion of TAPs
CUL1107
Sanitation & Safety
3 Quarter Credits (33 Hrs Lecture)
This course is an introduction to sanitation and safety in food production. The focus is on food-borne illnesses and their origins, and on basic safety procedures followed in the food service industry. This course was approved by the Federal Food and Drug Administration (FDA) and is recognized by 95% of State and local jurisdictions that require training or certification. Prerequisite: None

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. Corequisites: CUL1105 Concepts & Theories of Culinary Techniques

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

CUL1117
Purchasing & Product Identification
3 Quarter Credits (33 Hrs Lecture)
This course explores the basic principles of purchasing food, equipment, and supplies. The focus is on product identification, supplier selection, and the ordering, receiving, storing and issuing process. Prerequisite: None

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

CUL1125
Introduction to Baking Science & Theory
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
Students are introduced to the fundamental concepts, skills and techniques of baking. Topics include ingredient functions, production methods of yeast-risen breads, tasting and testing, mixing methods, pie dough, quick dough, cookie dough, product finishing techniques, product identification, and weights and measures as applied to baking. Students must pass a practical exam. Prerequisite: CUL1107 Sanitation & Safety

CUL1126
Introduction to Baking & Pastry Techniques
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: CUL1107 Sanitation & Safety
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

CUL1144
Planning & Controlling Costs
3 Quarter Credits (33 Hrs Lecture)
This course provides the methodologies and tools to control costs and help value the planning and control process in the food and beverage industry. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, food, beverage and labor cost controls and allocation of overhead. Prerequisite: None

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

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: CUL1125 Introduction to Baking Science & Theory
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. Prerequisites: CUL1125 Introduction to Baking Science & Theory; CUL1126 Introduction to Pastry Techniques & Artistry

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 a 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. Prerequisites: CUL1125 Introduction to Baking Science & Theory; CUL1126 Introduction to Pastry Techniques & Artistry

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. Prerequisites: CUL1125 Introduction to Baking Science & Theory; CUL1126 Introduction to Pastry Techniques & Artistry

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

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

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
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

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 Art Culinaire

CUL2301
À La Carte
6 Quarter Credits (33 Hrs Lecture/132 Hrs Lab)
This course introduces students to a restaurant kitchen with an emphasis on "a la minute" method of food preparation and dining room service standards. Topics include 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. The principles of dining room service are practiced and emphasized. The philosophy of food is explored and examined in light of today’s understanding of food, nutrition and presentation. Prerequisite: All Culinary Kitchen Courses (except Art Culinaire) or Permission of Academic Director/Advisor

CUL2302
Externship
3 Quarter Credits (99 hrs Externship)
This course provides students with real-world experience in an approved restaurant/hospitality establishment. This course is a supervised entry-level work experience requiring a minimum of 99 work hours. Individual conferences and class attendance is required. Students are responsible for securing an externship. Prerequisite: CUL1124 Management, Supervision & Career Development

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

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: All Culinary Kitchen Courses or By Permission of Academic Director/Advisor
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

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: CUL1125 Introduction to Baking Science & Theory; CUL1126 Introduction to Pastry Techniques & Artistry

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
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:** Computer Applications Competence; CUL1107 Sanitation & Safety; CUL1108 Fundamentals of Classical Techniques; CUL1200 Sustainable Purchasing & Controlling Costs

**DIGITAL FILMMAKING & VIDEO PRODUCTION**

DF1101  
**Survey of Digital Filmmaking & Video Production**  
3 Quarter Credits (33 Hrs Lecture)  
This course is a survey of the digital filmmaking & video production industries. It focuses on entry-level jobs and career paths, as well as the responsibilities and skills necessary for success. Students explore media’s impact on society and review the overall program. **Prerequisite:** None

DF1121  
**Fundamentals of Video Production**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students are introduced to the technical terms of video production and the basic operation of video production equipment, using typical industry techniques. **Prerequisite:** None

DF1122  
**Fundamentals of Audio**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course addresses the principles of recording sound and covers the study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. The role of sound in media production is explained and examined. **Prerequisite:** None

DF1131  
**Intermediate Video Production**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces the digital video camera as a technical and creative tool for communication. Students are introduced to the principles of visual design for motion pictures, develop their ability to evaluate the visual potential of locations, interpret the technical requirements of motion picture photography, and operate professional video cameras. **Prerequisite:** DF1121 Fundamentals of Video Production

DF1132  
**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:** None

DF1133  
**Fundamentals of Editing**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces the student to the editing of visuals and sound. The course covers using video recorders and players, the techniques of dubbing, assembling, and inserting visuals from source to record. **Prerequisite:** None
DF1134
Lighting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the basic concepts and principles of lighting for photography. It covers the fundamentals of controlling both natural and studio lighting with emphasis on quality, quantity, and direction and the effect of lighting on a photographic image. Prerequisite: DF1121 Fundamentals of Video Production

DF1141
Digital Cinematography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions cover the general concepts and principles of camera moves and lighting techniques. Focus is placed on applying lighting techniques to create the desired visual effects. Prerequisite: DF1131 Intermediate Video Production

DF1142
Fundamentals of Scriptwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students explore the writing and creative elements needed to create scripts. Emphasis is on format, structure, and character development. Students investigate all elements from research to proposal to treatment to script. Prerequisite: DF1132 Conceptual Storytelling

DF1143
Intermediate Editing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the post-production experience using non-linear editing software. Students are introduced to creative problem solving skills through editing. Approach, pace, tone, and rhythm of sequences are explored. Prerequisite: DF1133 Fundamentals of Editing

DF1144
Fundamentals of Producing & Directing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
It is an art in itself to organize and direct digital filmmaking and video production. This course focuses on the production processes and performances from the perspectives of a producer and director and develops the student’s talent for this unique form of art. Prerequisite: DF1121 Fundamentals of Video Production

DF2000
Content Production for New Media: Online Video, Mobile, Emerging Content Delivery
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to career opportunities, creative techniques, storytelling tools, and technical considerations that drive the growing field of content production for new media. The course focuses on the production of content for online video, mobile and emerging content delivery networks. The syllabus is anchored by three main threads of instruction: storytelling, genres, and new media content trends; group & individual projects, including social media experiments; and exposure to career paths and professional opportunities. Prerequisite: Permission of Academic Director/Advisor

DF2251
Studio Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on broadcast studio operation, live production, studio management, lighting, crew, and sound. Students explore the theoretical basis of the electronics behind the equipment needed for studio production. Students produce their own studio multi-camera program. Prerequisite: DF1121 Fundamentals of Video Production
DF2252
Intermediate Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the theories, practices, and tools used in digital audio production and techniques, focusing on the fundamental theories and concepts behind various types of digital audio tools. 
Prerequisite: DF1122 Fundamentals of Audio

DF2253
Fundamentals of Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an introduction to 2-D digital animation concepts and techniques. Students create animation using basic principles of design for time-based media. Prerequisite: FS122 Image Manipulation

DF2254
Fundamentals of Web Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the fundamentals of encoding techniques and designing features for Web pages. Students construct a Web page with dynamic media content. Prerequisite: FS122 Image Manipulation

DF2261
Electronic Field Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are immersed in the process of professional video field production in two styles: ENG (Electronic News Gathering) and EFP (Electronic Field Production). News encompasses on-the-spot coverage and storytelling in a spur-of-the-moment reporting format. The course examines EFP, single-camera location shooting as expressed in documentaries, corporate projects, or commercials. Prerequisite: DF1131 Intermediate Video Production

DF2262
DVD Authoring
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an introduction to creating interactive DVD titles. This course focuses on production techniques of DVD authoring, proofing and pre-mastering. Prerequisite: DF1133 Fundamentals of Editing

DF2264
Media Theory & Criticism
3 Quarter Credits (33 Hrs Lecture)
In this course students explore the different theories and approaches to media and their impact on society and culture so as to inform and enrich their own work. Prerequisite: None

DF3311
Senior Project Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues the three-quarter long comprehensive project begun in Senior Project Preparation. Students employ cumulative skills to produce a significant, sophisticated, digital film in a chosen genre. Projects are carried out individually or in groups based on the needs of the course as determined by the instructor. Prerequisite: Permission of Academic Director/Advisor

DF3312
Media Production Workshop
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Working in production teams, students in this workshop class deal with real clients, typically representatives of non-profit organizations. Guided by a faculty, students interview the client to determine expectations and work in a team to design and produce the media content for an intended delivery system. Prerequisite: DF1131 Intermediate Video Production
DF3372  
Scriptwriting  
3 Quarter Credits (33 Hrs Lecture)  
Students write two polished scripts in two different areas or genres for subsequent production courses. The business side of the different scripting fields is explored. **Prerequisite: DF1142 Fundamentals of Scriptwriting**

DF3374  
History of Motion Media & Mass Communications  
3 Quarter Credits (33 Hrs Lecture)  
This course is a survey of major events and developments in the history of motion media and mass communication. The survey focuses on the relationship between technology and media development and explores the impact motion media and mass communication have on society and the economy. **Prerequisite: None**

DF3381  
Short Media Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course investigates short form as a genre of media production and its features in subject matter and style. Students produce short-form news, information, and dramatic content for multiple delivery platforms. **Prerequisite: DF1131 Intermediate Video Production**

DF3382  
Sound Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course explores the various methods and techniques for digital sound composition and design. Students focus on using digital sound systems and manipulating sound elements for intended effects in media content. **Prerequisite: DF1122 Fundamentals of Audio**

DF3383  
Advanced Editing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Focused on advanced editing systems and methods, this course enables students to process audio and video elements in media content and organize such content for total effect and final delivery. Students apply a comprehensive set of critical and evaluative skills to make sound judgment calls and sophisticated editing decisions. **Prerequisite: DF1143 Intermediate Editing**

DF3384  
Multi-Camera Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Synchronizing multiple cameras and equipment, students work in teams to execute a production, typically of a live performance or function. Emphasis is placed on operating multiple pieces of equipment simultaneously and working as a production team. **Prerequisite: DF1131 Intermediate Video Production**

DF3391  
Senior Project Preparation  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course initiates a three quarter long comprehensive project that will be integral to students’ final portfolios. Students employ their cumulative skills to pre-produce a significant, sophisticated, digital film in a chosen genre. Committee and/or faculty approve the project content and genre of the digital film. Projects are carried out individually or in groups based on the needs of the course as determined by the instructor. **Prerequisite: Permission of Academic Director/Advisor**

DF3392  
Audio Post Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This post-production audio course requires students to bring together appropriate sonic elements for a final production. This includes Foley, automatic dialogue replacement, editing of music and sound sweetening. Once all the sound is locked, the student mixes down to a final audio format that can be integrated with picture into an industry standard format. **Prerequisite: DF2252 Intermediate Audio**
DF3394
Acting & Directing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course exposes students to the role and responsibilities of a director in helping actors bring their characters to life. Acting fundamentals are introduced through classroom exercises, assignments, observations and critiques. In addition, this course helps students understand the process of reading a script, conceiving a vision and communicating it to cast members to enhance performance. Prerequisite: DF1144 Fundamentals of Producing & Directing

DF4411
Senior Project Post Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course concludes the three-quarter long comprehensive project begun in Senior Project Preparation and created in Senior Project Production. Students employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre. Prerequisite: Permission of Academic Director/Advisor

DF4412
Portfolio Preparation
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
In this first portfolio course, students assess personal strengths to establish a career goal and decide how to organize their digital filmmaking and video production work in a graduation portfolio. Guided by a faculty or a team of faculty, each student assembles a preliminary portfolio and identifies areas for more work and/or content enhancement. Prerequisite: Permission of Academic Director/Advisor

DF4413
Media Delivery Systems & Distributions
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course addresses the end part of digital filmmaking and video production—delivery and distribution. Students study a variety of delivery methods and systems and determine the advantages and limitations of each. They also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each. Prerequisite: DF2262 DVD Authoring

DF4423
Media Business Practices & Law
3 Quarter Credits (33 Hrs Lecture)
This course covers the multiple facets of media business. Topics include business plan, production budget, business proposal, business contracts, business ethics, government regulations, copyright and other business laws, etc. Course topics are covered through lecture, discussion, research, writing, and presentation. Prerequisite: DF2261 Electronic Field Production

DFVP3000
Internship 3
3 Quarter Credits (99 Internship Hrs)
In field internship experience, students 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

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; VP2252 Portfolio Post-Production
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; VP2252 Portfolio Post-Production

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: DFVP3301 The Moving Camera: Methods & Styles

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

DFVP3312
Advanced Editing 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This postproduction course concentrates on narrative and documentary storytelling styles, including shot selection, building a scene, editing pace, time compression and time expansion, sound effects, and music. Prerequisite: DFVP3311 Advanced Directing

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; VP2252 Portfolio Post-Production

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; VP2252 Portfolio Post-Production
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

DFVP3331
Narrative Elements
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study and apply the aesthetics and techniques of complex single camera coverage and the direction of actors in interpreting the narrative. **Prerequisite:** DFVP3311 Advanced Directing

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:** VP2252 Portfolio Post-Production

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: VP2201 Commercials & Music Videos**

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: VP2222 Advanced Editing 1; DFVP3305 Production Planning & Financing; DFVP3331 Narrative Elements; 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: VP2222 Advanced Editing 1; DFVP3305 Production Planning & Financing; DFVP3331 Narrative Elements; 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

**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:** Computer Applications Competence

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:** EM2552 *Video Production for Visual Effects & Motion Graphics*; MA3316 *Compositing*

EM 3326  
**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 Compositing; 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
**FASHION DESIGN**

FD1119  
Survey of the Fashion Industry  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This is an overview of the fashion industry, examining how garments are designed, created, produced and marketed. **Prerequisite:** None

FD1121  
Fundamentals of Construction  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This is an introduction to apparel industry sewing standards and techniques. Students apply fundamental skills to the construction of a basic garment using industrial equipment. **Prerequisite:** None

FD1125  
Fashion Illustration  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students render the fashion figure, garments, details, and fabric types. **Prerequisites:** FS101 Fundamentals/Observational Drawing; FS102 Fundamentals of Design

FD1129  
Textile Fundamentals  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students explore natural and manufactured fibers. Topics include structure, production, uses, and characteristics. **Prerequisite:** None

FD1131  
Fundamentals of Patternmaking  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This is an introduction to the principles of patternmaking. Working from a flat pattern students draft basic blocks. **Prerequisite:** FD1121 Fundamentals of Construction

FD1135  
Advanced Fashion Illustration  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces advanced drawing techniques for rendering the fashion figure. Students use a variety of media to render garment and fabric types. **Prerequisite:** FD1125 Fashion Illustration

FD1137  
Apparel Marketing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course analyzes current market offerings in the apparel industry and develops systems for market research. Students investigate, compare, and contrast garment resources and samples. Students develop product knowledge, select resources, and apply research information to product lines. Retail and wholesale markets are examined. **Prerequisite:** FD1119 Survey of the Fashion Industry

FD1139  
Early History of Fashion  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students explore the garments accessories from ancient Egypt to the French Revolution. **Prerequisite:** None

FD2201  
Advanced Construction  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students are introduced to advanced construction techniques applied to a structured garment. **Prerequisite:** FD2215 Intermediate Construction
FD2211
Intermediate Patternmaking
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to flat pattern techniques common in garment trade practices. Emphasis is on the manipulation of patterns for complex designs. Prerequisite: FD1131 Fundamentals of Patternmaking

FD2213
Trends & Forecasting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students investigate trends, trend forecasting, demographics and social issues that affect fashion. Prerequisites: FD1119 Survey of the Fashion Industry; FS122 Image Manipulation

FD2215
Intermediate Construction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
To further refine their construction skills students apply intermediate and industrial construction techniques to garment designs. Prerequisite: FD1121 Fundamentals of Construction

FD2219
Applied Textiles
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines textile development. Using industry standard design software, students develop textiles for manufacturers. Complete boards, catalogs and swatches are created in this laboratory class. Prerequisite: FD1129 Textile Fundamentals

FD2222
Product Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students investigate the manufacturing systems in the apparel industry. Topics include product development, branding, licensing, quality management, pricing, production planning and management. Prerequisites: FD2213 Trends & Forecasting; FD2219 Applied Textiles

FD2227
Technical Drawing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students create presentation boards and technical illustrations manually and with computer-aided design technology. Prerequisites: FD1125 Fashion Illustration; FS122 Image Manipulation

FD2229
Modern History of Fashion
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students explore the evolution of garments and accessories from the French Revolution to the present. Prerequisite: FD1139 Early History of Fashion

FD2232
World Costume History
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is the study and survey of ethnic world costume history encompassing the continents of Asia, Central and South America, Africa, and Australia. European and American folk costume are also examined. Prerequisites: None

FD2239
Specialized Patternmaking
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students are introduced to patternmaking and construction techniques for stretch fabrics. Prerequisite: FD2321 Draping
FD2241
Computer Patternmaking
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students create patterns using industry standard software. Prerequisites: FD2211 Intermediate Patternmaking

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. Prerequisites: FD2213 Trends & Forecasting; FD2227 Technical Drawing

FD2245
Fit Analysis
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students are introduced to the principles and techniques for fitting garments on a body and translating changes to a flat pattern. Prerequisite: FD2321 Draping

FD2247
Computer Production Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students examine industrial applications of patternmaking, including revising style lines, grading, and creating production-ready patterns and marker making. Prerequisite: FD2241 Computer Patternmaking

FD2249
Advanced Concept Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces advanced design processes and presentation skills using computer-aided design technology. Prerequisite: FD2243 Concept Development

FD2290
Specialties Fabrics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students work with different fabrics such as leather, faux fur, and lace. Students explore the different construction techniques needed in working with difficult materials. Students create a garment based on these techniques. Prerequisites: FD2201 Advanced Construction; FD2211 Intermediate Patternmaking

FD2321
Draping
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an introduction to the principles and techniques of draping. Topics include proportion, line, grain and fit. Prerequisite: FD2211 Intermediate Patternmaking

FD3301
Technical Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students create computer generated production packages consisting of costing analysis, size specification, construction standards, materials, and production methods, front and back flats. Prerequisites: FD2227 Technical Drawing; FD2247 Computer Production Systems

FD3303
Advanced Sewing Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers couture sewing and patternmaking techniques involving fitting, fabric selection, proper cutting techniques, and inner construction methods. Prerequisite: FD2245 Fit Analysis
FD3305
Research & Sourcing Fundamentals
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
Through a variety of in-depth research and analysis, students investigate manufacturing sources and costs that affect production of a garment. Students research the financial viability of their choices. Prerequisite: FD2249 Advanced Concept Development

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: FD3303 Advanced Sewing Techniques

FD3309
Digital Textile Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students examine textile print design and fabric development and explore applied and structural techniques using pixel and vector-based software. Prerequisite: FD3315 Surface Design

FD3315
Surface Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students apply colors, prints, and motifs on a variety of fabrications. Prerequisite: FD2219 Applied Textiles

FD3325
Surface Design — Screen Printing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students are introduced to screen printing (including photo silk screen) on textiles. Students create designs and apply designs to fabric. Students use computers to prepare color separations for their screens. Prerequisites: FD3309 Digital Textile Design; FD3315 Surface Design

FD3340
Fashion Sketchbook
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students develop their fashion illustration skills. Focus is placed on creating original concepts for a variety of designs including menswear, children’s wear, and knits. This course encourages students to experiment with different materials to develop their design approach. Prerequisite: FD1135 Advanced Fashion Illustration

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: FD2239 Specialized Patternmaking; FD2241 Computer Patternmaking
FD4401
Senior Collection Concept
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students begin market research, development of concepts, technical drawings, and the sourcing of materials for their final collections. Prerequisite: FD3305 Research & Sourcing Fundamentals

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: FD3303 Advanced Sewing Techniques

FD4405
Applied Product Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students work in groups to simulate product development processes from concept to consumer. Prerequisites: FD2222 Product Development; FD3301 Technical Design

FD4423
Senior Project
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students prepare, present, and defend a project suitable for professional presentation. Prerequisite: Permission of Academic Director/Advisor

FD4407
Senior Collection Technical
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students complete technical drawings, specifications, patternmaking and fit for their design collections. Prerequisite: FD4401 Senior Collection Concept

FD4408
Fashion Entrepreneurship
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students develop a business plan for opening a fashion business. The plan includes market research, financial planning, staffing, pricing, and promotional strategies. Prerequisite: Permission of Academic Director/Advisor

FD4409
Senior Collection Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students work on the final development phase of their collections including specification packages. Emphasis is on finish construction and presentation of an original clothing line. Prerequisite: FD4407 Senior Collection Technical

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
**FD4450**  
Alternative Clothing Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students focus on designing environmentally friendly clothing. Students research sustainable fabrics and create an “eco-friendly” clothing line. *Prerequisites: FD2219 Applied Textiles; FD2241 Computer Patternmaking*

**FASHION MARKETING & MANAGEMENT**

**FM1101**  
Introduction to Fashion Marketing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This survey course covers the fundamentals of fashion from research and development to market distribution. *Prerequisite: None*

**FM1123**  
Fundamentals of Advertising  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is a basic introduction to advertising, its history, potential, and limitations. Students examine various definitions of advertising and different methods of communication, as well as the advertising spiral, advertising objectives, advertising copy, and federal regulations. In addition, students investigate how advertising has changed over the years and has been affected by the culture that has produced it. By exploring major events, trends, and influences on advertising students study various types of ads and advertising campaigns. Students investigate emerging trends and how to capitalize on them. *Prerequisite: None*

**FM1135**  
Fundamentals of Marketing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces the fundamental concepts and principles of marketing. This overview provides a framework in which to explore how each component contributes to the strength and utility of a marketing plan. Students investigate the ways in which world events and cultural assumptions influence marketing. *Prerequisite: None*

**FM1140**  
Retailing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course provides an overview of the retail environment. It introduces basic terminology and concepts related to retail trends, traditional and non-store retailing, operations, and planning. *Prerequisite: None*

**FM2201**  
Consumer Behavior  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course examines the cultural, social, and individual variables involved in consumer behavior. It also reviews how these variables are incorporated into buyer decision processes and marketing practices. *Prerequisite: None*

**FM2205**  
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 produce a written objective profile. Students explore the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. The instructor acts as a facilitator and guide to ensure the generation of a well developed, positioned, sales promotion. *Prerequisite: FM1123 Fundamentals of Advertising*

**FM2209**  
Specialty Merchandise  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This survey course examines the world’s most famous specialty stores along with profiling award-winning specialty designers. *Prerequisite: None*
FM2214
Introduction to Manufacturing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an overview of the fashion industries, including the terminology of fashion and an explanation of the three levels of the industry (design, production, and sales). Careers and the organization, structure, and problems of the garment industry are examined. Prerequisite: None

FM2217
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-buy. Prerequisite: FM1140 Retailing

FM2220
3-D Visual Merchandising I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an introduction to concepts relating to basic space planning. Through a combination of lectures, real-world case study analysis, and hands-on exercises using virtual 3-D space planning software, students develop a solid foundation of space planning fundamentals. Prerequisite: None

FM2224
Business Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the world of the manager, the knowledge needed, the process of managing, and the “adjusting to change” ability necessary in modern business. Prerequisite: FM1135 Fundamentals of Marketing

FM2229
Merchandise Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to the responsibilities and intricacies of retail buying. Students investigate merchandise selection, how to negotiate a purchase, and select a resource. Prerequisite: Any lower division Mathematics course

FM2232
Inventory & Stock Control
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an advanced course in the study of stock control and managing open-to-buys. This is a practicum in buying and using computer spreadsheets for data analysis. Prerequisite: Any lower division Mathematics course

FM2235
3-D Visual Merchandising II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the principles of store design with an emphasis on psychological motivation. Using 3-D visual merchant software, students practice store simulations, lighting scenarios, strategic product placement, and the use of scenery and special effects to support merchandise. Prerequisite: FM2220 3-D Visual Merchandising I

FM2250
Entrepreneurship
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Studies explore innovation and rapid change as they relate to the entrepreneur. Discussions include issues regarding financial, behavioral, organizational, and marketing challenges facing emerging enterprises. Students create a business plan for the startup of a new fashion-related company, product, or service. Special emphasis is placed on the disciplines of planning that are vital to individual success. Prerequisite: FM2224 Business 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

FM2287
Fashion Show Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students work as a team to produce a fashion show. Students are responsible for all aspects of the production and management of the show. Prerequisite: FD1119 Survey of the Fashion Industry

FM3300
Retail Math
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an opportunity to develop further financial concepts and problem solving skills. This course explores the various tools used by retailers to evaluate performance. Students simulate buying decisions and examine how to use technology as an essential buying tool. Prerequisite: Any lower division Mathematics Course

FM3305
Store Operations
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students use computer applications as they apply to the ownership and operation of a retail store. Emphasis is placed on actual usage of spreadsheets and databases for employee scheduling, inventory plans, vendor lists, and other real-world retail applications. Prerequisites: Computer Applications Competence; Permission of Academic Director/Advisor

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: FM2205 Sales Promotion; FM2220 3-D Visual Merchandising I

FM3315
Brand Marketing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Branding became a buzzword in 1990s advertising and marketing, but this process has evolved into a powerful way to organize and use an understanding of consumer needs and motivations in a changing marketplace. As the retail environment changes, marketing people can rely less on the traditional tools of print and broadcast media. Marketing strategists need to create an identity for their products and services and to use that identity to support sales. This course is an introduction to the essential concepts and skills of brand marketing. Prerequisite: None

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: FM3305 Store Operations

FM3323
Product Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the world of product development. Students examine how to take a product from concept to marketplace, researching materials and analyzing trends for the development of private label merchandise. Prototypes are developed, and manufacturing and budgetary issues are analyzed. Accounts and interfacing with advertising agencies are covered. Prerequisite: FM2209 Specialty Merchandise
FM3327
Advertising Sales & Ratings
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on a review of advertising fundamentals, their potential and limitations, advertising methods, objectives, copy, federal regulations, salesmanship, and the proper positioning of a client. Servicing accounts and interfacing with advertising agencies are covered. Prerequisite: None

FM3330
Global Marketing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is a practicum in cultural understanding and appreciation for international practices. Students consider the importance of cultural self-awareness as well as verbal and non-verbal communications in cross-cultural business settings. Prerequisites: FM2209 Specialty Merchandise; FM3315 Brand Marketing

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: FM2201 Consumer Behavior; FS122 Image Manipulation

FM4410
Executive Leadership
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is a survey of the policies and practices of employer/employee relations. This course covers behavioral problems in management, the art of dealing with people, communications, and the principles of delegation, training, control, and employee morale. Prerequisite: Permission of Academic Director/Advisor

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: FS297 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: FM3315 Brand Marketing

FM4420
Public Relations & Promotions
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the historical development of public relations, showing the principles, methods, and means of influencing public opinion. Prerequisite: FM3310 In-House Promotions
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: FM4411 Senior Project I

FM4425
Human Resource Management
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers a complete, comprehensive review of essential personnel management concepts and techniques. Prerequisite: FM2224 Business Management

FM4430
Business Ownership
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students plan the opening and management of a small store, financing, budgets, market research, inventory and staffing. This course is a workshop in which students design and prepare all business plans necessary to open a retail store. The instructor acts as facilitator and advisor to the students, but all decisions and choices are made solely by the students. Upon completion of the course, students have a comprehensive business plan that can be used as a model for actually opening a business sometime in the future and can be used as a portfolio piece to show prospective employers. Prerequisite: Permission of Academic Director/Advisor

FM4433
Feasibility Marketing
3 Quarter Credits (33 Hrs Lecture)
Students explore how to validate business ideas using, both, neutral thinking practices and research techniques to determine marketplace return-on-investment standards and to create feasibility study plans. Prerequisites: AD2220 Fundamentals of Marketing; FM1135 Fundamentals of Marketing

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

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
GA2099
Game Preproduction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course exposes students to the pre-production processes used in the Game 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 a game production. 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: GA1121 Survey of the Game Industry

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

GA2501
Pre-Visualization for Games
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the importance of rapid pre-visualization for the game industry. Different media and approaches are covered including traditionally rendered concepts, digital animatics and paper prototypes. 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: MA1134 Principles of 3-D 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: GA2211 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

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; GA2212 Game Modeling & Animation

GA3313
Designing 3-D Environments
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Most levels of popular games are designed as building interiors and contain characteristics common to interior design layouts. This is also true of the film world. This course provides the opportunity for students to create architectural interiors representing houses, buildings, and entire worlds contained under a roof, in which to place their characters. Prerequisites: GA2211 Hard Surface & Organic Modeling; MA2201 Background Design & Layout

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: None

GA3322
Advanced Level Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Building on abilities gained in the Level Design course, students create more intricate designs for levels, characters, objects, and weapons. Emphasis is on interesting game play and puzzles. Prerequisite: GA3312 Level Design

GA3323
3-D Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Scripting allows the animator to automate tedious tasks and create effects that would be otherwise time-consuming in the traditional 3-D key frame methodology. This course introduces students to scripting in a 3-D package, e.g., Maya using MEL (Maya Embedded Language). Students explore the powerful and diverse capabilities of 3-D scripting. Prerequisite: Permission of Academic Director/Advisor

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
GA3331
Game Prototyping
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course the student learns to analyze the game-play needs of the overall game project and creates 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. **Prerequisite:** Permission of Academic Director/Advisor

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:** GA3312 Level Design

GA3333
Introduction to Scripting Languages
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students develop and refine basic programming skills. The student acquires skills needed to design, develop, and produce practical applications with a specific scripting or programming language. **Prerequisite:** Permission of Academic Director/Advisor

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:** MA2204 3-D Animation or Permission of Academic Director/Advisor

GA3512
Mapping for Games
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the creation of texture art for 3-D video game environments, assets, and characters. Students learn how to understand and apply UVW mapping coordinates and to create textures and skins using digital cameras, scanners, and digital painting techniques. Students explore using reference material and the application of color and design theories for visual consistency. Projects deal with the correct use of size, scale and detail, working with grid systems, and applying aging techniques to textures. Students examine the importance of texture art as a visual storytelling device and as a vehicle for applying environmental clues in game environments. **Prerequisite:** GA3311 Material & Lighting

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:** GA2211 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
GA4401
Advanced Game Prototyping
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this continuation of the Game Prototyping course, students create and produce a stand-alone game prototype demonstrating game design principles acquired in preceding courses. The culmination of coursework results in students fine tuning their design, production, and collecting skills as well as scripting and storyboarding. Prerequisite: GA3331 Game Prototyping

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 timeline for their senior project. Prerequisite: GA3512 Mapping for Games

GA4403
Intermediate Scripting Languages
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students continue to develop and refine basic programming skills. Students acquire skills needed to design, develop, and produce practical applications in a specific scripting or programming language used with different 3-D software packages. 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

GA4422
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

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: GA3314 3-D Character Rigging

GA4435
Advanced Game Modeling & Texturing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students continue to develop their skill set with regards to next-generation game platforms. Students focus on creating art assets for a next-generation pipeline. Using a variety of tools that are available for the market, students study and apply advanced LOD modeling, normal mapping, shaders and advanced real-time texturing solutions. This course also includes an introduction to effects within a game engine. Prerequisite: GA2212 Game Modeling & Animation
**GRAPHIC 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: Computer Applications Competence*

**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: FS102 Fundamentals of Design*

**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*

**GD1132**  
**Grid Systems**  
*3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)*  
This course enables the student to better design with type and visuals, and to better utilize technology in problem solving. Emphasis is on the process of design development from roughs to comprehensives, layout, and the use of a grid system for multicomponent layouts. *Prerequisite: GD1123 Electronic Layout*

**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: Computer Applications Competence*

**GD2222**  
**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, research assignments on contemporary and master paintings as well as painting for traditional animation are covered. Problem solving and image creation skills learned here enables computer animation students to more successfully develop 2-D and 3-D animation projects including background painting, 3-D environments, rendering, and lighting. *Prerequisites: FS101 Fundamentals/Observational Drawing; FS103 Color Theory; GD2241 Concept Design*
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**

GD2241  
**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: GD1123 Electronic Layout**

GD2242  
**Illustrative Concept Design**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces the philosophy behind illustration. It also highlights the uses of illustration in the graphic design industry. Assignments focus on black and white and color techniques, using contrast, values, composition, and function. Conceptual visual problem solving plays a fundamental role in this course. **Prerequisite: GD1132 Grid Systems**

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: FS122 Image Manipulation**

GD2251  
**Branding**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course concentrates on brand identity. Students conduct an in-depth systematic study of the creation of an identity both corporate and personal. Problem solving, information gathering, system development, and application standards are discussed. Students focus on color, logotypes, symbols, and branding. **Prerequisite: GD2241 Concept Design**

GD2252  
**Corporate Communications**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This advanced design course deals primarily with the development of internal corporate imaging. Building on the theories of design, the course further examines logo design and internal application of the corporate image. **Prerequisite: GD2242 Illustrative Concept Design**

GD2253  
**Typography III — 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 word(s) affects the meaning is studied experimentally. **Prerequisite: GD2243 Typography II — Hierarchy**
GD2254
Pre-Print Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students in the electronic preparations of simple and complex designs. Image reproduction, color specification, trapping procedures, and binding and finishing techniques are explored. Production of the single and multicolor mechanical and the discussion of various printing processes and paper selections are covered in this class. Prerequisites: GD1123 Electronic Layout; GD1134 Digital Illustration

GD2255
Designing Brand Experiences
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This advanced design course builds further on the theories of Corporate Identity. The course begins with a review of the systematic development of brand identity and then further explores the creation and communication of brand experiences. Students focus on examining client needs, identifying a target audience, developing a communication strategy and implementing the strategy utilizing various, relevant forms of communication design. Prerequisite: GD2252 Corporate Communications

GD2262
Message Making
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on how messages can be constructed through images using subject matter, context juxtaposition, editing, scale, color, and composition. Materials and technologies are explored. Prerequisite: GD2241 Concept Design

GD2263
Typography IV — Publication
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Publication design is a mainstay in the study of graphic design. This course focuses on creating a publication, hierarchy, grid, page sequence, and spreads. The publication is typographically oriented with a combination of images, color, and texture as well as a typographical relationship to the subject of the publication. Prerequisite: GD2253 Typography III — Expressive & Experimental

GD2264
Digital Message Making
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students further explore through an in-depth study of the exercises learned in Message Making using the computer as the tool to create the messages. Prerequisite: GD2241 Concept Design

GD2265
Project Concept
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students explore various solutions based on common industry problems allowing them the opportunity to integrate their personal vision. Students meet with faculty to outline their time management and concept. Prerequisite: GD2264 Digital Message Making

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
GD3112
Letterpress and the Artist’s Book
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a further development into the artistic, production and presentation skills of the graphic designer through the research, planning, design, layout, production, printing, binding, displaying, marketing and selling of a limited edition collaborative artist book. Students are encouraged to explore digital and traditional methods of design while making practical decisions on paper choices, letterpress printing requirements and binding options for a limited edition book. Prerequisites: GD2263 Typography IV — Publication; GD3384 Advanced Design

GD3371
Project Study
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Through observing and documenting their own work, students focus on projects of their own within an area of interest with the approval of the Academic Department Chair. In this course, students work with non-profit organizations. Prerequisite: GD2264 Digital Message Making

GD3381
Introduction to Packaging
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students receive a broad overview that covers essential package design basics, including materials and production methods, structures and surfaces, product positioning, and environmental concerns. Prerequisite: GD2264 Digital Message Making

GD3382
Advanced Typography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a study of expressive and didactic qualities of typography. Sensitivity to typography via traditional methods and digital technology is explored. Exercises and projects focus on how the written language can relay information intuitively. Prerequisite: GD2263 Typography IV — Publication

GD3383
Photography II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on how the visual and verbal narrative interrelates through time and space. Principles of storytelling, narrative, structures, rhythm, audience, and point of view are developed. Prerequisite: GD1125 Introduction to Photography

GD3384
Advanced Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course further defines the role of the graphic designer in advertising and photography. Students are introduced to informational and administrative approaches to the development of the advertising campaign strategies. Media and marketing realities are applied. Prerequisite: GD2262 Message Making

GD3385
Copywriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to copywriting. Students learn the basic principles of copywriting, the process of generating ideas, and writing with various strategies and various styles. Copywriting for print, television, radio, and the Internet are covered. Students work individually and with teams to solve real-world assignments. Prerequisite: GD1133 Digital Grid Systems
GD3391
Graphic Design History
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the influences of social trends, historical events, technological developments and the fine arts in contemporary graphic design, illustration, typographic design, architectural design, photography, and fashion trends in general. Through lectures, supplied visual examples, independent research and design assessments, the student gains insight into a variety of major design influences. The student learns how to research and utilize a wide variety of design styles. Prerequisite: None

GD3393
Art & The Law
3 Quarter Credits (33 Hrs Lecture)
This course focuses on an analysis of current laws affecting the multimedia field, including copyright law, trademark law, the law of libel and slander, right of publicity and the right of privacy, misappropriation, unfair competition, moral rights, and trade disparagement. In addition, the course addresses sole proprietorship, partnerships, and corporations, their establishment, and the legal problems in operation under each form. To support the sales function, students learn about the legal obligations of all parties to a contract. Prerequisite: HU110 College English

GD3394
Package Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The focus is on package-branded products. Students will focus on revitalizing existing brands as well as developing new brands based on development of identity and packaging applications. Prerequisite: GD3381 Introduction to Packaging

GD3395
Package Identity
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course defines the role of packaging in product identification, presentation and production, and explores the processes used in establishing a strong identity program for consumer products. The unique challenges of adapting typography, illustration design, and materials to 3-D form are explored; and students’ skills in layout, design, and typography will be extended and strengthened. Research includes marketing objectives, structural integrity, and aesthetics. Prerequisite: GD2264 Digital Message Making

GD3397
Photo Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on using critique and conceptualization as tools for advancing the capability of communicating through photography. Each student creates an individual body of work based on a concept of their choice. This project evolves through adaptive response to critique, lectures and field trips. Topics covered are: art, texture, line, form, conceptualization, performance, image manipulation, photo history, contemporary photography, presentation and critique. Prerequisite: GD1125 Introduction to Photography

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

GD4401
Design Team I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is a special projects course in which students utilize their knowledge of design, typography, and production techniques to execute a team project. Students also apply communications, teamwork, and organizational skills. Students work cooperatively to achieve a common goal, similar to industry experience. Prerequisite: GD3384 Advanced Design
GD4402
Design Research — Marketing Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a review of popular culture as it relates to social, informational, economic, political, and educational current events. A special emphasis is placed on trends and pop topics as they relate to the design world. Current media, including literature, books, television, movies, telecommunications media, online communications, marketing trends and strategies are reviewed. Prerequisite: GD3391 Graphic Design History

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: GD3384 Advanced Design

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: GD3384 Advanced Design

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

GD4411
Design Team II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will build upon the concepts and issues explored in Design Team I. Prerequisite: GD4401 Design Team I

GD4412
Senior Project Design Studio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students develop an independent project. Developing a long-term assignment and extending the skills learned in previous studio classes are emphasized. Prerequisite: GD3384 Advanced Design

GD4413
Senior Project Lab
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
Observing and documenting their own design process, students focus on the projects of their Senior Project Design Studio. Prerequisite: GD3384 Advanced Design

GD4434
Expressive Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the verbal/visual relationships, and different methods of interpreting verbal information, from narrative to symbolic, in order to arrive at an appropriate visual solution. Emphasis is on the conceptual strategies available to the visual artist, the crucial link between text and image, and creative approaches for giving visual form to abstract concepts and ideas. Both concept and execution are stressed, as is the development of a personal visual vocabulary. Emphasis is on self-expression. Students are encouraged to experiment, explore, and refine. Prerequisite: GD2242 Illustrative Concept Design
GD4501
Research Seminar
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students explore current design trends. Students investigate a topic of contemporary significance in our culture. In the research phase, they focus on human centered research, interpreting and representing research outcomes through design, and creating innovative contexts for design brainstorming. During the development phase, work centers on ideation, concept definition, design, and analysis. Prerequisite: GD3391 Graphic Design History

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: GP2111 Coding for Games II

GP1105
Fundamentals of Programming
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This class introduces the fundamentals of games programming using an industry standard language. Prerequisite: None

GP1110
Fundamentals of Programming II
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This class builds on Fundamentals of Programming. 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.

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

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: GP1111 Coding for Games I
GP1120
Math for Game Developers I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This class introduces basic mathematics concepts for game developers. **Pre-requisite: MS111 College Algebra**

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: GP1111 Coding for Games I**

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: GP1120 Math for Game Developers I**

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: GP1105 Fundamentals of Programming**

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: GP1103 Introduction to Graphics**
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 Game Developers course. New and more advanced topics are introduced. Prerequisite: GP1120 Math for Game 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: GP1126 Object-Oriented Programming
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: Permission of Academic Director/Advisor

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: GP2111 Coding for Games II

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
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: GP2230 Physics of Motion, Light & Sound

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: GP2111 Coding for Games II

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: GP1126 Object-Oriented Programming

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

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

ID1124  
Introduction to Interior Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces the profession, its history, its related history and disciplines. The components of this course include problem identification, research methods and sources, and the parameter of design solutions appropriate to targeted markets. Idea generating exercises are introduced; and purpose and function are reflected in the resulting form. Prerequisite: ID1117 Basic Drafting

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: Computer Applications Competence; ID1117 Basic Drafting
ID1134  
Programming & Space Planning I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course explores the issues related to preliminary space planning with special emphasis on human factors, and their impact on design. Students will develop skill and judgment in organizing space and traffic patterns and the ability to graphically represent their ideas through conceptual drawings and other supporting graphic material.  
Prerequisites: ID1117 Basic Drafting; ID1124 Introduction to Interior Design

ID1135  
Design Basics 3-D  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course introduces the basic elements and principles of 3-D design and explores the visual and structural qualities of objects. Students solve problems by organizing and constructing 3-D forms within special environments. Basic architectural modeling skills are covered.  
Prerequisites: FS102 Fundamentals of Design; ID1117 Basic Drafting

ID1137  
Architecture, Interiors & Furniture — Ancient to 1830  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course examines the evolution of furniture, interiors, and architectural design from the Ancient World to 1830. Major cultural, political, social, and economic factors that affect the design of material culture and the relationship of furniture and interiors to significant movements in art and architecture are covered.  
Prerequisite: None

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

ID2214  
Programming & Space Planning II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course covers the exploration of the theoretical basis and methodology used in the arrangement and development of interior space. Students investigate project needs including function, special requirements, adjacencies, objectives, and trends. The schematic phase of design, alternate design solutions, and visual and verbal design vocabulary necessary to communicate design schemes are covered. This is a benchmark class that includes student progress assessment.  
Prerequisites: ID1127 Architectural Drafting; ID1129 Introduction to AutoCAD; ID1134 Programming & Space Planning I

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
ID2219
Architectural Detailing — AutoCAD
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study the materials and fabrication techniques involved in the design and construction of basic interior details and how these details are communicated in the documents package. Content includes cabinetry, ceiling, walls, and millwork. Prerequisite: ID1139 Intermediate AutoCAD

ID2223
Residential Design — Traditional
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This class explores the design development phase of the design process. Students research an historical period while making the transition from thinking conceptually to fully developing a detailed residential space. Course content centers on interrelationships of the elements of the 3-D aspects of space such as scale, proportion, and volume. Students apply their historical research to detailing materials, furnishings, and finishes. Discussions include physical and psychological needs unique to the home. Prerequisite: ID2214 Programming & Space Planning II

ID2225
Presentation Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Drawing and presentation techniques used to communicate design solutions are covered in this course. Course includes assembling board presentations, the use of graphics and lettering, as well as graphic techniques in refining drawings. Students use projects developed in earlier or concurrent quarters. Prerequisites: FS122 Image Manipulation; ID1129 Introduction to Auto CAD

ID2227
Interior Design Sketch Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course develops students skills in quick sketch techniques needed to quickly communicate graphic information. Students 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 types are utilized. Prerequisite: ID2215 Perspective & Rendering

ID2229
Human Factors
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the usage of proper cultural, psychological, and physical factors that affect humans on a daily basis while interacting with products, facilities, and the environment. Proxemics and anthropometrics are studied. Prerequisite: ID2214 Programming & Space Planning II

ID2233
Corporate Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is a study of the 3-D aspects of interior space and an understanding of interior spaces as volume. Students work through the process of designing a corporate space in detail from conceptualization to presentation drawings. Research centers on the technical elements involved in commercial spaces, corporate furnishings, lighting, materials, finishes, and code applications for commercial use. Prerequisite: ID2223 Residential Design – Traditional

ID2235
Lighting Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course offers a comprehensive study of the possibilities of lighting as a form giver to interior space, and the technical knowledge necessary to create a successfully lit interior. Prerequisite: ID1134 Programming & Space Planning I
ID2237
Textiles
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers an introduction to materials, finishes, fabrics, color theory, and furnishings and their application in an interior space. Students explore the nature of man-made and natural fibers, their product uses and characteristics. Content includes discussion of yarns, fabrics, finishes, design methods, aesthetic applications, and ordering specifications. Prerequisite: None

ID2299
Introduction to Building Information Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The use of building information modeling (BIM) as a design tool is explored. Students learn how create and develop a project utilizing a building information modeling data base. This class gives students a foundation in BIM and provides skills to build upon. Prerequisite: ID3316 Construction Documents & Details I

ID3313
Residential Design — Contemporary
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Design studio involving the process of programming and designing an upscale contemporary residential space. Emphasis is on special interior details. Prerequisite: ID2223 Residential Design — Traditional

ID3316
Construction Documents & Details I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course expands upon the competencies developed in Architectural Detailing. Content includes a partial set of construction drawings. An advanced study of the materials and fabrication techniques involved in the design and construction of interior details and how these details are communicated in the documents package. Content includes cabinetry, ceiling, walls, and millwork. Students produce a set of contract documents for commercial interior spaces. Prerequisite: ID2219 Architectural Detailing

ID3317
Materials & Specifications
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course develops student awareness to materials, finishes, fabrics, color theory, and furnishings and their application in an interior space. Students use computer software to estimate and record quantities, costs, and installation requirements related to construction specifications. Prerequisite: None

ID3320
Interior Design Computer 3-D Modeling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Through critical analysis, students apply basic design principles to the solution of problems using elements of 3-D design. Students conceptualize 3-D coordinate systems, and construct 3-D models of interior spaces utilizing 3-D Studio Max. Prerequisites: ID1139 Intermediate AutoCAD; ID2225 Presentation Techniques

ID3322
Sustainable Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students learn about environmental/ecological issues, and principles and criteria for sustainable design that is appropriate to today's design. The programming, schematic and design phases for sustainable design are covered in the design process, and also current LEED commercial interior credits and project needs are analyzed. The course is conducted in a combination of lecture and design studio format. Prerequisite: ID2214 Programming & Space Planning II
ID3323
Advanced Corporate Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Advanced design studio emphasizing the comprehensive synthesis of problem identification, research, programming, preliminary design, and design development in the solution of complex, upscale, commercial interior design problems. Comprehensive working drawings/documents are required. The course simulates a studio as closely as possible. This is a benchmark class that includes a student portfolio evaluation. **Prerequisite:** Permission of Academic Director/Advisor

ID3326
Building Construction & Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course studies the nature of mechanical equipment in reference to interior spaces. Electrical, heating, ventilation, air conditioning, and plumbing are studied by examining the concepts and theories of indoor air quality, acoustics, lighting applications, and calculations. Sustainable “Green Design” concepts are employed to determine the most environmentally sound solutions to mechanical and electrical systems. **Prerequisite:** ID1127 Architectural Drafting

ID3328
Building Codes & Regulations
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is the study of the physical requirements and code restrictions involved in a variety of specialty areas such as healthcare, hospitality, recreational, store planning or institutional design. Individual projects cover the total design process with emphasis on predesign research and alternate presentation methods. **Prerequisite:** ID2214 Programming & Space Planning II

ID3330
Interior Design Digital Camera & Lighting Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course compliments the skills gained in 3-D modeling. Students expand their 3-D skills by the introduction and application of camera and lighting techniques in 3-D renderings of interiors, architecture, and furniture. **Prerequisite:** ID3320 Interior Design Computer 3-D Modeling

ID3333
Institutional Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an upper-level studio course involving the total process of institutional design, from initial concepts, to final design development. Skills that are taught and developed include space planning, selecting appropriate materials and finishes, researching codes, writing specifications, and estimating quantities and cost. Special interior detailing, as well as final presentation boards are also dealt with. **Prerequisite:** ID3323 Advanced Corporate Design

ID3335
Commercial/Hospitality Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course investigates the industry standards/requirements involved in the design of hospitality space (i.e., retail, hotels, public reception space). The solutions are expected to show viability and originality of design thought and innovative presentation techniques. **Prerequisite:** Permission of Academic Director/Advisor

ID3340
Construction Documents & Details II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course expands upon the competencies developed in Architectural Detailing and Construction Documents and Details I. Content includes a comprehensive set of construction drawings. Students produce a set of construction drawings for their Thesis Project. **Prerequisite:** ID3316 Construction Documents & Details I
ID4000
Special Projects
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a hands-on, in-house design studio where students design and produce interior design solutions on a project basis for non-profit clients in the local community. Professional practices are stressed, as students gain experience and assume responsibility for scheduling, budgeting, sourcing, client communication and production supervision. Prerequisite: Permission of Academic Director/Advisor

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

ID4415
Thesis — Programming
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
This course is part one of three parts of developing a Thesis project. In this section students focus on the programming element of their chosen Thesis project. Using the selected concept development, students program a comprehensive project that incorporates and depicts the skills and technical knowledge acquired through their Interior Design education. Prerequisite: Permission of Academic Director/Advisor

ID4419
Business Management for Interior Designers
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Principles governing the business, legal, and contractual aspects of the interior design profession for both commercial and residential applications are covered. This course addresses the factors in client relationships, marketing of design services, and issues of the design profession today. 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

ID4425
Thesis — Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is part two of three parts of developing a Thesis project. In this section students focus on the design element of their chosen Thesis 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. Prerequisite: ID4415 Thesis — Programming

ID4435
Thesis — Presentation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is part three of three parts of a Thesis project. Students prepare presentation of a completed design solution for an interior in a specialty area of their choice. Students present and defend their Thesis project. Prerequisite: ID4425 Thesis — Design
**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/22Hrs 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/22 Hrs 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: Computer Applications Competence

IT2254
Manufacturing Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs 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 Auto CAD

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 Auto CAD

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: IT2261
Intermediate Product Design

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/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs 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 Computer-Aided Modeling*

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

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

MA1121
Language of Animation & Film
3 Quarter Credits (33 Hrs Lecture)
Fundamentals of animated cinematography addressed through a historical survey. This course considers trends and genres of animated film in a variety of media. Prerequisite: None

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: None

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: MA1112 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

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: FS101 Fundamentals/Observational Drawing; FS103 Color Theory

MA2201
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 learn the basics of using props as background and foreground design elements. Prerequisite: FS111 Drawing, Proportion & Perspective

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

MA2203
2-D Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students apply basic animation principles to produce a sequence. Emphasis is placed on timing and performance. Use of a capture device, pencil tests, inking, and other 2-D animation skills are explored. Prerequisite: MA1133 2-D Animation Principles
MA2204
3-D Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students are introduced to basic 3-D animation concepts by applying keyframing techniques along a timeline. Students apply changes in translation, scale, and rotation through space in time, and are introduced to camera control. Prerequisites: MA1134 Principles of 3-D 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 3-D 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 3-D 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

MA2214
Audio for Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a conceptual introduction to audio production techniques for animation. Students learn to digitize sound and apply it for audio enhancement of their animations. Students learn how to produce appropriate audio effects and transitions in computer animation. Prerequisite: Permission of Academic Director/Advisor

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

MA2224  
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

MA2900  
Drawing Studio I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course seeks to have students address individual drawing issues. Students remediate in specific areas based upon the outcomes of their fourth quarter portfolio review (individualized to the student on an as-needed basis). Prerequisite: Permission of Academic Director/Advisor

MA3220  
Visual Development & Concept Art  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Intensive research and development are utilized in the planning of a fully animated product. Illustrations and concept sketches are created reflecting the time, era, location, mood and atmosphere in which the story/project will take place. Prerequisites: MA1122 Character & Object Design; MA1132 Life Drawing & Gesture

MA3300  
Media Management  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course focuses on total project management from concept to completion including scheduling, budget management, and team building. Prerequisite: MA1121 Language of Animation & Film

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: MA2203 2-D Animation; MA2213 Digital Ink & Paint

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: MA1133 2-D Animation Principles

MA3310
Directed Study II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students’ portfolio projects are mentored by an industry professional. The course gives students the opportunity to receive professional critique and direction on an ongoing basis. The course concentrates on exposing students to professional quality standards and assisting them in developing their work samples. Prerequisite: MA3324 Character Animation

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

MA3313
2-D Animation Studio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students work with team members on actual animation jobs from the field, or create a completed animation that demonstrates storytelling techniques. Prerequisite: MA3303 Advanced 2-D Animation

MA3314
Animation Studio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students work on actual media arts projects, creating a completed work that demonstrates professional techniques. Prerequisite: Permission of Academic Director/Advisor
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

MA3321
Portfolio Fundamentals
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the completion of the print portion of a student's portfolio and enables the student to begin his/her career search. The student should come into this class with print work for their portfolio. The quality of the work is evaluated and enhancements to their portfolio are made. The student completes a professional résumé and begins their job research. 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

MA3325
Advanced 2-D Animation Compositing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Advanced compositing techniques are explored using traditional animation and digital ink & paint software. Mixing in live action, keying and shadows for 2-D objects are reviewed. Integration of different elements with attention to multiple uses of elements, cycles and camera movement are advanced with an emphasis on matching size and continuity. Prerequisite: MA2213 Digital Ink & Print

MA3326
Animation for Interactive Products
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Interactive computer programs combine animation with facilities for integrating text, sound, images, and full-motion video into a wide variety of interactive products. This course allows students to explore the role of 2-D and 3-D animation in the production of interactive applications. Students utilize skills in scripting, storytelling and animation in producing prototypes of interactive applications using multimedia software. Prerequisite: Permission of Academic Director/Advisor
MA3327  
Honors 2-D Animation  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course offers the student the opportunity to further hone the craft of cell animation. This is an independent study supervised by the instructor. Students choose, design, and develop a project for traditional animation with a goal toward professional proficiency. The course may be taken only with the permission of the instructor.  
Prerequisite: MA3313 2-D Animation Studio

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

MA4406  
Advanced Web Animation  
3 quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students continue to develop the skills covered in the previous Web Animation class. Each student produces an animated portfolio piece. Prerequisite: MA3306 Web Animation

MA4407  
Drawing Remediation  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course seeks to have students address individual drawing issues. Students remediate in specific areas based upon the outcomes of their fourth quarter portfolio review (individualized to the student on an as-needed basis). Prerequisite: Permission of Academic Director/Advisor

MA4408  
Independent Study  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course serves as a group study projects focusing on the production of a short animated film or narrative. Prerequisite: Permission of Academic Director/Advisor
MA4411
Animation Portfolio Production
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
In this course students complete portfolio pieces, organize them for presentation, and focus on works that reflect and enhance their individual strengths in computer animation. This course enables students to define and pursue their career path. Prerequisite: Permission of Academic Director/Advisor

MA4412
3-D Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This 3-D illustration course focuses on the creation of 3-D models/sets for use in illustration. Techniques for maximizing modeling for higher print resolutions at detail are covered. Multiple styles of rendering, lighting and camera will be considered to further communicate ideas through illustration. Prerequisite: MA3312 Advanced Lighting & Texture

MA4413
3-D Animation Studio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students use advanced animation techniques to create, design, produce, and edit an animated short story. Prerequisite: Permission of Academic Director/Advisor

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

MA4417
Advanced 3-D Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Advanced scripting for 3-D software packages is reviewed. Cycles, loops, arrays, and custom tool design are considered. Both user interface and animation sculpting are reviewed. Prerequisite: GA3323 3-D Scripting
MA4418  
Advanced DVD & Interactive Media Authoring  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
DVD menus are of an increasingly complicated nature involving animation and advanced user interface principles. This class studies advanced interaction and animation techniques as seen in features released to DVD. Emphasis is on compression techniques. Multiple user interface perspectives are explored as well as looping animations.  
Prerequisite: MA4402 Editing Techniques

MA4419  
Honors Web Animation Studio  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course offers students the opportunity to complete a team project using Web animation. Students choose, design, and develop a project for Web animation with a goal toward professional proficiency. The course may be taken only with the permission of the instructor.  
Prerequisite: MA3313 2-D Animation Studio

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

MA4421  
Animation Senior Project  
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: Permission of Academic Director/Advisor

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

MA4430  
Acting for Animators  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course focuses on expanding students’ knowledge of how to create animation performances with character and emotion. Students produce 3-D character animation scenes that develop their ability to make acting choices, show the thoughts/emotions of characters, and reinforce applying the principles of animation (weight, balance, posing) to character scenes.  
Prerequisite: MA4423 Advanced Character Animation
MA4435
Advanced 3-D Modeling & Texturing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on advanced approaches to organic modeling utilizing texturing techniques for high resolution maps. The end product of the class is the production of detailed, portfolio-quality models and textures, using a variety of techniques. Prerequisite: MA3312 Advanced Lighting & Texture

MA4436
Digital Music Composition
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
With the gaming and animation industries growing in leaps and bounds, the need for royalty free music is also increasing exponentially. This course teaches students the ability to create royalty-free digital music using software-based music applications. This course covers MIDI studio set-up, general use of common music applications, general musical arrangement, rudimentary music theory, mixing theory and audio to video integration. Prerequisite: MA2214 Audio for Animation

DIGITAL PHOTOGRAPHY

PH1102
History of Photography I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course increases the students understanding of the history of photography through the discussion of recognized photographer’s and their influences on society. This course provides a framework for critically considering photographs through describing, interpreting, evaluating and theorizing. Students are expected to write papers and review exhibitions. Prerequisite: None

PH1104
Photographic Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course requires students to demonstrate their ability to define and solve advanced design problems. Students analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each. Students are expected to communicate ideas using symbolism appropriately. Prerequisite: FS102 Fundamentals of Design

PH1110
Survey of Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students receive an over view of the photographic industry, including specialty fields available to professional photographers and a history of these fields. A working knowledge of these career fields is obtained through lectures presented by working professionals and field trips to business locations. Prerequisite: None

PH1116
Digital Imaging I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This class provides students with a more in-depth experience using digital imaging software. Students will explore channels, masking, basic compositing, vector tools and advanced layering techniques. In addition the course will cover efficient workflow from input to output, advanced color correction and elementary color management. Prerequisite: FS297 Portfolio I

PH1120
Digital Darkroom Creative Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course the student apply the digital image manipulation process to their work, demonstrating strong research, concept, and execution through the use of advanced raster-image software. Prerequisite: FS122 Image Manipulation
PH1130  
Lighting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students are introduced to the basic concepts and principles of lighting for photography. This course focuses on the 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: GD1125 Introduction to Photography**

PH1140  
Photo Essay  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course the student develops extended photographic narratives. This course carries the student through the process of producing sets of imagery that conveys a story or ideas that have little written narrative support. Photographs are analyzed not only for their stand-alone creative content, but for their ability to introduce transition and conclude a picture story with maximum visual effect. The success of the essay will be through historical and cultural context, in-depth research and methods of project development. **Prerequisite: PH1104 Photographic Design**

PH1200  
Business of Photography  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students learn the basic concepts and principles of running a photographic-related business. Emphasis is placed on the legal and pricing aspects that are specific to the photographic industry. **Prerequisite: PH1110 Survey of Photography**

PH1210  
Advanced Digital Darkroom Color Management  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students learn and apply the techniques of digital color management to photographic production. Students build and apply color profiles for input and output devices. **Prerequisite: PH1120 Digital Darkroom Creative Techniques**

PH1220  
Advanced Lighting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course expands on the Lighting course, with an emphasis on lighting for products and people in both the studio and on location. Introduction to the necessary and correct utilization of electronic flash and lighting tools in the studio and on location are covered. **Prerequisite: PH1130 Lighting**

PH1230  
Large Format Photography  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Working individually and in teams, students utilize large format cameras both in the studio and on location, working with various light sources. Students develop a frame of reference for their own work by examining the effective and ineffective characteristics in various examples of art and design. **Prerequisite: PH1130 Lighting**

PH2100  
Wedding & Event Photography  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
This course explores the special needs of the wedding and event photographer. Students will explore photography as a consumer driven art and its impact as a vehicle to convey a visual message. The planning and logistics of shooting of events are covered. Students will also learn the basic concepts and principles of running an event based business. **Prerequisite: By Permission of Academic Department Director.**
PH2103
Digital Imaging II
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course, the student demonstrates advanced research, conceptual development, and execution through the use of industry-standard raster-image software. The student applies conceptual and photographic skills to create innovative and compelling visual composites, which portray the visual message of the concept. Prerequisite: PH1116 Digital Imaging I.

PH2104
Video for Photography
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course introduces the students to video production. Instruction is given on basic techniques of production including: camera orientation, and lighting set-up. The course provides an overview of various video and television production processes. Students will be introduced to professional video camera as a technical and creative tool for communication and art. The course will emphasize camera set-up for ENG and EFP operations. The student studies audio recording, field lighting, and shot composition using a variety of mounts. Prerequisite: MM1134 Introduction to Video.

PH2106
Photo Criticism
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will offer 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: PH1110 Survey of Photography

PH2201
Studio Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The challenges of studio photography are studied via a variety of assignments that require students to photographically render various subjects with the appropriate clarity and artistry dictated by the assignment criteria. Prerequisite: PH1220 Advanced Lighting

PH2211
Portraiture Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Workshops and critiques enable the student to learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Course emphasis is on classical portraiture with attention given to the use of lighting, posing, and facial view to create a flattering portraiture. Prerequisite: PH1220 Advanced Lighting

PH2235
Web Photo Portfolio Exploration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students begin the portfolio process by exploring creative and professional possibilities to determine a direction for their work that forms the foundation for their graduate portfolio. Students investigate industry standards and current trends in portfolio presentation. Prerequisite: MM3333 Web Design for Graphic Artists

PH2245
Editorial Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students learn to photograph “people” featured in advertising and editorial layouts. Specific subjects covered are the fields of fashion, advertising design, and marketing with concentration on editorial portraits through completion of studio location projects. Prerequisite: PH1140 Photo Essay
PH2255  
**Photojournalism**  
*3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)*  
In this course students obtain an accurate picture of photojournalism as presented by seasoned professionals. Emphasis is placed on creativity, content, gathering of information, and layout. Students learn that this field is one that requires dedication and drive. They are be shown examples of photojournalism and will be required to produce their own renditions of the picture sturdy, magazine covers, and page layouts for all types of print media.  
*Prerequisite: PH1140 Photo Essay I*

PH2300  
**Special Topics in Photography**  
*3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)*  
This is a specialized study in intermediate-level interactive media topics. Students study in depth and create projects focused on current trends in a specific area of interactive design.  
*Prerequisite: Permission of Academic Director/Advisor*

PH2303  
**Advertising/Art Direction**  
*3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)*  
This course brings together graphics and photography students in collaborative exercises that give each exposure to some of the dynamics and complexities each will experience when involved on real-world creative teams in which the art director is responsible for the final outcome of the assigned imagery. Students become familiar with the basic terminology associated with the other discipline.  
*Prerequisite: PH2201 Studio Photography*

PH3101  
**Marketing**  
*3 Quarter Credits (22 hrs Lecture/22 hrs Lab)*  
This course explores professional development tools, including résumés, cover letters, networking, and interviewing. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals.  
*Prerequisite: PH1200 Business of Photography*

PH3106  
**Location Photography**  
*3 Quarter Credits (22 hrs Lecture/22 hrs Lab)*  
This course explores the special needs of location photography. The planning and logistics of shooting on location are covered. Transportation, scouting, permits and billing, in addition to lighting, metering, and other photographic controls will be demonstrated in a variety of assignments related to fashion, portraiture, still life, product, stock, and architectural photography. Students work alone and in teams, thus sharing a number of photographic and support roles.  
*Prerequisite: PH1220 Advanced Lighting*

PH3107  
**Digital Publishing**  
*3 Quarter Credits (22 hrs Lecture/22 hrs Lab)*  
An introduction to typography, layout and digital publishing. This course will examine the fundamentals of typography and layout for publication and web design. Students will explore practical application and use of fundamental typography, layout and digital publishing skills through the use of current software packages.  
*Prerequisite: PH2103 Digital Imaging II*

PH3114  
**History of Photography II**  
*3 Quarter Credits (22 hrs Lecture/22 hrs Lab)*  
This course will provide the student with an understanding of the origin of photography. This class increases the students understanding of the history of photography as a fine arts medium through the discussion of recognized photographer’s and their influences on society. This course will cover the medium of fine art photography from 1839 – present.  
*Prerequisite: PH1102 History of Photography I*
PH3115
Architectural Photography
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course students examine architectural photography, including the planning, lighting and photographing of interiors and exteriors. Students use cameras and software to control perspective and mixed lighting conditions. Prerequisites: PH1230 Large Format Photography.

PH3116
Creative Concepts
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course concentrates upon the exploration of 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: FS297 Portfolio I

PH3201
Corporate/Industrial Photography
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students explore the special needs and challenges of the corporate and industrial photographer through a wide variety of assignments that these photographers are called on to execute. Students will shoot and produce assignments related to annual reports that will include executive portraiture, corporate-events, architectural and product photography. Prerequisite: PH2303 Advertising/Art Direction

PH3202
Photo Essay I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course, the student will develop extended photographic narratives. This course will carry the student through the process of producing sets of imagery that conveys a story or ideas that have little written narrative support. Photographs will be analyzed not only for their stand-alone creative content, but for their ability to introduce transition and conclude a picture story with maximum visual effect. The success of the essay will be through historical and cultural context, in-depth research and methods of project development. Prerequisite: PH1104 Photographic Design.

PH4202
Photo Essay II
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course, the student will be involved in advanced visual production. The class will explore and communicate current opinions, trends and newsworthy events. Single and multiple narratives, editorial portraiture and illustration will be developed for the purpose of producing a prototype publication. Prerequisite: PH1104 Photographic Design; PH2104 Video for Photography

PH4204
Portfolio Refinement
2 Quarter Credits (11 hrs Lecture/22 hrs Lab)
In this class students continue to refine and edit their work in a continuation of the portfolio process. Students more clearly articulate visually and verbally the underlying themes in their work. Prerequisite: PH3116 Creative Concepts

PH4206
Business Operations and Management
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Important business management skills and a range of practical, legal, and ethical issues for the self-employed professional photographer form the basis of this course. Students learn how to set up a business, research potential clients and contacts, put together price lists and invoices, and gain a general recognition of client needs. Course material includes promotion, pricing, accounting, studio overhead, and the development of a business plan. Prerequisite: PH1200 Business of Photography

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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 Design; 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
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 and GD2244 Advanced 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.

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 3-D 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

VISUAL & GAME PROGRAMMING

VG1102
History of Animation & Games
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)
This course presents a history of the game and animation industries. 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

VG1106
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 within the various operating systems. Students learn to write shell scripts for specific design purposes. Prerequisite: Computer Applications Competence

VG1112
Principles of Programming
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. Troubleshooting and problem-solving skills as related to scripts and programs are also addressed. Prerequisite: VG1106 Operating Systems & Shell Scripting
VG1126
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: VG1112 Principles of Programming

VG1128
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: VG1126 Object-Oriented Programming

VG1140
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: VG1128 Continuous Mathematics for Applications

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

VG2128
Discrete Mathematics
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

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: VG1126 Object Oriented Programming

VG2214
Technical 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: VG3323 3-D Scripting

VG2215
Programming for Shading 1
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: VG1128 Continuous Mathematics for Applications
VG2221
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: VG1126 Object-Oriented Programming

VG2230
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: VG2221 Design Patterns & Data Structures

VG3302
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: VG2230 Physics of Motion, Light, & Sound

VG3308
Manipulation of Motion Capture Data
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Utilizing motion capture data can be efficient and cost effective in game design. This course focuses on importing, modifying, and using motion capture data and applies such data in developing animation and games. Prerequisite: VG2230 Physics of Motion, Light, & Sound

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

VG3312
Level Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course the student learns to analyze the game-play needs of the overall game project and creates 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. Prerequisite: GA2212 Game Modeling & Animation

VG3315
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: VG2215 Programming for Shading
**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*  

**VG3321**  
**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: VG2221 Design Patterns & Data Structures*  

**VG3322**  
**Advanced Level Design**  
*3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)*  
Building on abilities gained in the Level Design course, students will create more intricate designs for levels, characters, objects, and weapons. Emphasis is on interesting game play and puzzles. *Prerequisite: VG3312 Level Design*  

**VG3323**  
**3-D Scripting**  
*3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)*  
Scripting allows the animator to automate tedious tasks and create effects that would be otherwise time-consuming in the traditional 3-D key frame methodology. This course introduces students to scripting in a 3-D package e.g. Maya using MEL (Maya Embedded Language). Students explore the powerful and diverse capabilities of 3-D scripting. *Prerequisite: Permission of Academic Director/Advisor*  

**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*  

**VG3327**  
**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: VG2230 Physics of Motion, Light & Sound*  

**VG3330**  
**Advanced Shell Scripting**  
*3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)*  
This course introduces advanced shell scripting concepts in game and animation. Students write scripts to coordinate workflow and pipeline issues and deal with rendering and processing of animation. They program solutions for project management using a database. Scripts are cross-platform and able to integrate with existing software in the development environment. *Prerequisite: VG1106 Operating Systems & Shell Scripting*
VG3331
Game Prototyping
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students create and produce a stand-alone game prototype, demonstrating game design principles acquired in preceding courses. The culmination of course work results in students fine tuning their design, production and collecting skills as well as scripting and storyboarding. Prerequisite: VG3312 Level Design

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: VG3312 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

VG4401
Advanced Game Prototyping
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this continuation of the Game Prototyping course, students create and produce a stand-alone game prototype demonstrating game design principles acquired in preceding courses. The culmination of course work results in students fine tuning their design, production and collecting skills as well as scripting and storyboarding. Prerequisite: VG3331 Game Prototyping

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

VG4425
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: VG3302 Software Development for Game & Animation

VG4426
Senior Project Preparation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students conduct research for a project concept and prepare the necessary information and materials to develop a thorough plan for the senior project. Class activities include, but are not limited to, project concept development, research, storyboarding, scriptwriting, modeling, texture mapping, production plan, etc. Prerequisite: VG3302 Software Development for Game & Animation
VG4430
Game Engine Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
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: VG2221 Design Patterns & Data Structures*

VG4450
Senior Project
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students select an area to research and develop their portfolio projects. The emphasis is a 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: VG4426 Senior Project Preparation*

**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. *Must be taken concurrently with VP1102 Fundamentals of Editing 1*

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. *Must be taken concurrently with VP1101 Fundamentals of Video Production*

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. *Prerequisites: Computer Applications Competence; VP1101 Fundamentals of Video 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. Prerequisite: 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. Prerequisite: VP1111 Electronic Field Production; GD1125 Introduction to Photography

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; VP1111 Electronic Field Production

VP2000
Internship 1
3 Quarter Credits (99 Internship Hrs)
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: HU130 Visual Language & Culture

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: Computer Applications Competence; 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; VP1112 Fundamentals of Editing 2

VP2210

Intermediate Screenwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the production of an advanced portfolio project. Prerequisites: VP1110 Fundamentals of Screenwriting; VP2201 Commercials & Music Videos

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. They learn video image manipulation, character generation and post-production studio techniques. Prerequisites: VP2201 Commercials & Music Videos; VP2202 Intermediate Editing 1

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: VP2201 Commercials & Music Videos; VP2202 Intermediate Editing 1

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: VP2210 Intermediate Screenwriting; VP2212 Intermediate Editing 2; VP2221 Directing; 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: VP2210 Intermediate Screenwriting; VP2212 Intermediate Editing 2; VP2221 Directing; 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: VP2222 Advanced Editing1; VP2250 Portfolio Production 1; VP2251 Portfolio Production 2

VP2500
Internship 2
3 Quarter Credits (99 Internship Hrs)
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

WEB DESIGN & INTERACTIVE MEDIA

WDM1111
Design Layout
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the basic principles of systems and structures of digital layout. Students learn the principles of layout for creating effective visual compositions. Prerequisite: FS102 Fundamentals of Design
WDM1113
Introduction to Programming Logic
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students develop and refine basic programming skills. Emphasis is placed on programming concepts including logic, problem solving, process flow and flowcharting, syntax and structures, and debugging and troubleshooting. Students acquire skills needed to design, develop, and produce practical interactive applications. Prerequisite: Computer Applications Competence

WDM1123
Fundamentals of Web-based Programming
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to writing and editing HTML documents for the production of Web pages. In addition, this course examines the history and future of Web media. Prerequisite: Computer Applications Competence

WDM1130
Fundamentals of Animation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to 2-D digital animation concepts and techniques. Students create animation using basic principles of design for time-based media. Prerequisite: FS122 Image Manipulation

WDM1132
Fundamentals of Authoring
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to interactive design using authoring tools. Students create animation and interactivity using basic scripting techniques. Prerequisite: MM1123 Fundamentals of Web-based Programming

WDM1134
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

WDM1141
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: FS131 Typography I — Traditional

WDM1150
Logic in Programming
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to basic concepts of computer programming using an object-oriented programming language. Topics include introduction to the development environment, and language elements. Emphasis is placed on problem solving in developing and designing Web sites. Prerequisite: Computer Applications Competence

WDM2201
Interface Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an exploration of the synthesis of visual design and principles of human interactivity. This course examines the conceptual and practical design of interfaces. Prerequisite: Permission of Academic Director/Advisor

WDM2202
Intermediate Authoring
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This is an intermediate-level course in scripting and animation for games where students script interaction, sequencing and motion for interactive projects. Prerequisite: MM1132 Fundamentals of Authoring
WDM2203
Introduction to Web Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an exploration of the process of Web design from proposal to production. Students design and produce Web sites with Web editing software. *Prerequisite: MM1123 Fundamentals of Web-based Programming*

WDM2204
Digital Audio Editing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an introduction to the design principles, terminology, and techniques of digital sound editing. *Prerequisite: Computer Applications Competence*

WDM2205
Editing Techniques
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an introduction to the design principles, terminology, and techniques of digital video editing. *Prerequisite: MM1134 Introduction to Video*

WDM2211
Digital Identity Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an examination of the role of design in brand identity and marketing. Students learn design strategies for developing integrated digital branding. *Prerequisite: MM2201 Interface Design*

WDM2213
Intermediate Web Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an exploration of intermediate Web editing techniques and production strategies for the development of comprehensive Web sites. *Prerequisite: MM2203 Introduction to Web Design*

WDM2231
User Experience
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an examination of systems for organizing and presenting information so that it is effective, efficient and understandable. Students design and organize content into information structures that encourage users to browse, search and explore. Students take projects from concept to completion, including, time management and task sequencing. Emphasis is placed on teamwork and organizational skills. *Prerequisite: MM2203 Introduction to Web Design*

WDM2233
Intermediate Web-based Programming
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the JavaScript programming language where students learn the basic principles underlying JavaScript and similar "structured" programming languages. *Prerequisite: MM1123 Fundamentals of Web-based Programming*

WDM2305
Multi-camera Video Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides experiences in producing, directing and editing multi-camera video segments for use in instructional programs within the curriculum. Students work with instructors to prepare, light, shoot and edit segments, rotating assignments as producer/director, camera, sound and technical director, then function as the editor to complete segments. Finished segments are prepared for student acquisition via the shared network, podcasts and/or Web streaming. *Prerequisites: GD1125 Introduction to Photography, MM1134 Introduction to Video; MM2205 Editing Techniques*
WDM3000
Special Topics in Interactive Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a specialized study in intermediate-level interactive media topics. Students study in depth and create projects focused on current trends in a specific area of interactive design. Prerequisite: Permission of Academic Director/Advisor

WDM3001
Interface Design II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the research and development of visual designs and principles of human interactivity with new technology. This course examines the conceptual and practical design of interfaces, and provides an introduction to creating interactive menus and screens for disc and networked device mediums. This course focuses on production techniques of authoring, designing and developing visual interfaces. Prerequisite: MM2201 Interface Design

WDM3301
Interaction Design for Entertainment
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an exploration of design for interactive entertainment. Students learn to combine principles of communication design, sequencing, and interactivity to create engaging user-centered experiences. Prerequisite: FS297 Portfolio I

WDM3304
Database Concepts
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an examination of the structure and design of databases for electronic communication and commerce. Students learn the components and functions of databases with an emphasis on data organization & output. Prerequisite: MM2233 Intermediate Web-based Programming

WDM3312
Computer-based Training
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an exploration of authoring techniques for interactive training and education. Students gain experience in the process of design, development, and evaluation of effective computer-based training systems. Prerequisite: MM3301 Interaction Design for Entertainment

WDM3314
Sound Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an exploration of sound design combining theory and practice. Principles and techniques of sound design are applied to interactive design projects. Prerequisite: MM2204 Digital Audio Editing

WDM3315
Emerging Technology
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the concepts and methodologies used in emerging technology. In this course students research new interactive media technologies and develop projects around their research. Prerequisite: MM3001 Interface Design II

WDM3321
eCommerce Site Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course provides an exploration transaction-based site design. This course focuses on communication, interaction, and structural design issues inherent to eCommerce. Prerequisite: MM3323 Advanced Web-based Programming
WDM 3322  
**Multi-user Authoring**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course provides an exploration of advanced authoring techniques for multi-user interaction design. This course examines the concepts and techniques for developing multi-user game and communication projects. **Prerequisite:**  
-MM2202 Intermediate Authoring

WDM 3323  
**Advanced Web-based Programming**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is an exploration of scripting and programming languages used to develop advanced “server-side” Web applications. Students learn how to create programs capable of storing and retrieving data from servers supporting advanced interactivity. **Prerequisite:** MM2233 Intermediate Web-based Programming

WDM 3333  
**Web Design for Graphic Artists**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is an exploration of the process of Web design from proposal to production. Students design and produce Web sites with Web editing software. **Prerequisite:** MM1123 Fundamentals of Web-based Programming or Permission of Academic Director/Advisor

WDM 4000  
**Directed Study in Interactive Design**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is an advanced study in interactive media design topics. Students create advanced interactive projects focused on current trends in a specific area of interactive design. **Prerequisites:** All 3000 level Web Design & Interactive Media courses or Permission of Academic Director/Advisor

WDM 4402  
**Senior Project Studio**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students begin the design and production of advanced interactive project. **Prerequisite:** Permission of Academic Director/Advisor

WDM 4403  
**Senior Project Development**  
2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)  
Students conduct project-based research of advanced topic in multimedia design. **Prerequisite:** Permission of Academic Director/Advisor

WDM 4413  
**Professional Practice for Multimedia**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course provides a practical examination of business for creative professionals. Topics include client relations, project management, and business practices. **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.

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: Computer Applications Competence

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 Internship Hrs)
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 Internship Hrs)
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 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 Art Institute pedagogical approaches stress diversity, respect, fairness, and a love of learning. The Art Institute 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 can 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. Communication: Graduates demonstrate the ability to analyze and synthesize information to effectively communicate ideas to specific constituencies.

2. Behavioral/Social Sciences: Using standard methods of inquiry from the social and behavioral sciences, graduates analyze the nature, diversity and impact of social, political, historical, and/or economic institutions on the diversity of human cultures and behaviors.

3. Math/Natural Sciences: Graduates demonstrate critical thinking and problem-solving skills in everyday situations and the workplace and identify and avoid the use of common fallacies in logical discourse.

4. Arts and Humanities: Graduates demonstrate the ability to interpret and analyze cultural elements of history and their importance to the human endeavor and to developing global societies.
5. Information Fluency: Graduates demonstrate the ability to discern the responsible and ethical use of information (including the importance of respecting intellectual property) by gathering, evaluating, integrating and citing valid research.

**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: None*

**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: None*

**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: None*

**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**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Lecture Hours</th>
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<tbody>
<tr>
<td>HU330</td>
<td>Ancient Art History</td>
<td>4</td>
<td>44</td>
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<tr>
<td>HU331</td>
<td>Renaissance &amp; Beyond</td>
<td>4</td>
<td>44</td>
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<tr>
<td>HU332</td>
<td>Modern Art</td>
<td>4</td>
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<tr>
<td>HU333</td>
<td>Contemporary Art</td>
<td>4</td>
<td>44</td>
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<td>HU334</td>
<td>Outsider Art</td>
<td>4</td>
<td>44</td>
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<tr>
<td>HU355</td>
<td>The Novel</td>
<td>4</td>
<td>44</td>
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<tr>
<td>HU356</td>
<td>Myth and Symbol</td>
<td>4</td>
<td>44</td>
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<tr>
<td>HU357</td>
<td>Ethics</td>
<td>4</td>
<td>44</td>
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</tbody>
</table>

**HU330 Ancient Art History**

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:** HU110 College English

**HU331 Renaissance & Beyond**

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:** HU110 College English

**HU332 Modern Art**

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:** HU110 College English

**HU333 Contemporary Art**

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:** HU110 College English

**HU334 Outsider Art**

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:** HU110 College English

**HU355 The Novel**

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**

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**

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

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: None

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: None

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: None

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: None

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: None
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: None

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: None

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: None

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: None

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: None

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: None

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: None
Social & Behavioral Sciences Upper Division

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: None

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: None

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: None

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: None

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: None

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: None
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:** None

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:** None

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:** None

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: None

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: None

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: MS111 College Algebra

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: MS111 College Algebra

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: MS111 College Algebra

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: None

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: None
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: None

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 Math 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

**Transitional Studies**

Transitional English and Math Courses
The Art Institute is committed to student success. We recognize that students come with various strengths and skill sets, and to help us determine academic preparation, we have selected the ACCUPLACER test. To ensure proper placement in college-level courses, entering students are required to take this diagnostic test. Based on the results of the academic placement test, students may be required to take Transitional Studies courses.

HU090
Transitional Studies — English
Non-Credit Course (44 Hrs Lecture)
This course introduces students to the power of language by discussing purpose, audience, and creativity as they relate to the writing process. This course emphasizes the skills needed to produce clear, competent English prose. Course work concentrates on basic paragraph writing with its attendant skills: parts of speech, various sentence structures, subject/verb agreement, correct verb tenses, pronoun/antecedent agreement, spelling, capitalization, and punctuation. A grade of C or better in Transitional English is required to advance to HU110 College English.

MS090
Transitional Studies — Math
Non-Credit Course (44 Hrs Lecture)
Students review the concepts and practice the skills necessary to succeed in a college-level mathematics and science curriculum. This non-credit course is required for students whose mathematics diagnostic test score falls short of the prerequisite for the 100-level mathematics courses. A grade of C or better in Transitional Math is required to advance to the 100-level mathematics courses.

CS001
Computer Applications Workshop
Non-Credit Course (1 Hr Lecture, 3 Hrs Lab)
This course introduces students to the basic operation of computer hardware on both Mac and PC platforms. File management and storage, basic word processing, Power Point, and spreadsheets are explored. The use of scanners, printers, external drives, and other equipment will be examined. Students will also be introduced to the Internet as a research and networking tool. The course will be delivered in two modules. Students will only take those modules that are needed for curriculum success. This may be also delivered as onboarding workshops during the orientation week at the institutions as part of the orientation process. Prerequisite: None
Portfolio Foundations Courses

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 Portfolio Foundations course.

Portfolio Foundations is an experience designed for new students at The Art Institute. It provides students with opportunities to become acquainted with faculty and staff, with themselves as learners, and with each other as valued members of The Art Institute 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 The Art Institute a positive and strengthening one, which will help to prepare them for success.

All students are required to take Portfolio Foundations*. The Portfolio Foundations course does count toward graduation requirements. 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. The Portfolio Foundations must be successfully competed in order to graduate.

* Exemptions to taking Portfolio Foundations 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 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.

RS091
Portfolio Foundations
Non-Credit Course (22 Hrs Lecture)
This course provides students with an extended orientation to college life in general and to the school in particular. It also coaches students in study strategies, time management skills, interpersonal skill, self-awareness, and career strategies for success. Students become acquainted with college and community resources, explore their goals for success, and work on establishing a visionary path for developing their professional portfolio. The course culminates with students attending the graduate portfolio show.

Students must receive a Satisfactory Pass (SP) for RS091 in order to graduate.
ACADEMIC CALENDAR

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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Mid-Quarter Calendar

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</thead>
</table>

School Holidays
- Martin Luther King Jr. Day: Monday, January 17, 2011
- President’s Day: Friday, February 25, 2011
- Good Friday: Friday, April 22, 2011
- Independence Day: Monday, July 4, 2011
- Labor Day: Monday, September 5, 2011
- Thanksgiving: Thursday, November 24, 2011
- Day After Thanksgiving: Friday, November 25, 2011
POLICIES AND PROCEDURES

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS – DIPLOMA, ASSOCIATE’S, BACHELOR’S DEGREES
A prospective student seeking admission to The Art Institute must be a high school graduate, hold a General Educational Development (GED) certificate or have earned a bachelor’s degree from an accredited postsecondary institution. Students who submit a California High School Certificate of Proficiency satisfy the proof of high school graduation requirement. An applicant who holds a bachelor’s degree may submit proof of the bachelor’s degree to satisfy the proof of high school completion requirement. High school seniors who have not yet graduated should submit their most recent partial transcript that indicates their expected graduation date.

In order to matriculate at The Art Institute, a student must provide proof of graduation from high school that is acceptable to The Art Institute in the form of one of the following:

a. an official high-school transcript from a high school whose accreditation is recognized by the U.S. Department of Education;
b. General Educational Development (GED) test scores;
c. an official transcript from a postsecondary school whose accreditation is recognized by the U. S. Department of Education —that demonstrates completion of a bachelor’s, master’s, or higher degree;
d. in lieu of the GED, an equivalent exam approved in the laws or regulation of a specific state (such as the California High School Proficiency Exam—CHSPE).

Other admissions requirements follow. Please note that a certificate of attendance or completion, or a diploma based on the passing of a series of tests other than the GED (with the exception of item d. above), is not acceptable.

Under certain conditions, a student may begin classes on a conditional basis with a less formal proof of graduation. Students that matriculate without submitting their official high school transcripts showing proof of graduation will be accepted conditionally. Students must provide one of the forms of proof of graduation listed above within their first quarter at The Art Institute (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 the school for the previous term. No financial aid can be paid until the transcripts are received. In the interest of time, The Art Institute will pay for these transcripts up to $10 per transcript.

DIGITAL BOOKSHELF AND EBOOKS

The Art Institute is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. Thus, eventually most courses will have a digital resource fee associated with them. This mandatory fee is a flat rate per course and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media, which is integrated into the course. Students are responsible for reading the Digital
Bookshelf and eBook User’s Manual publication which describes the media, access to the materials and your rights and responsibilities related to Digital Bookshelf.

Students retaking a course are charged only once for the digital resources fee associated with the same course because students have access to the digital resources materials for five years. Provided the digital resources for the retaken course still uses the same digital books, students do not purchase additional textbook(s) for these courses. On average the price of the digital resource fee is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges and immediate access to the materials. When you register for a course, the course registration will display whether there is a digital resource fee or whether paper textbooks are required for each particular course.

HARDWARE SPECIFICATIONS

eCollege and VitalSource System and Hardware Specifications
The Art Institute uses eCollege and Vital Source to deliver its digital resources. 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.

Preferred Requirements:
Preferred Software Specifications:
Mac OSX 10.5 or 10.6
- OR -
Windows 7 or Vista with Microsoft .Net 3.5 SP1
  - Latest version of Safari Browser, Mozilla Firefox, or Internet Explorer

Preferred Hardware Specifications:
  - 2.0 GHz INTEL processor
  - 1 GB of RAM
  - Graphics card capable of 1024x768 resolution or larger
  - Soundcard & speakers
  - High speed internet access

Minimum Requirements:
Minimum Software Specifications:
Apple Mac OSX 10.4
- OR -
Microsoft Windows XP SP2 or higher with Microsoft .Net 3.5 SP1
  - Safari browser 3.0.4 or higher, Mozilla Firefox 2.0 or higher, Internet Explorer 6 or higher

Minimum Hardware Specifications:
  - 1.0 GHz processor
  - 512 MB of RAM
  - Graphics card capable of 1024x768 screen resolution
  - Dial-up internet access is the minimum standard, however, a higher speed is recommended

Recommended Plug-ins or Downloads:
The course instructor may employ 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 Mac - MacOS Classic Java (MRJ 2.2.5) (http://developer.apple.com/java/index.html)
- If Window - Sun's Java 2 SDK (Java 1.5 or Java 1.6) (http://www.java.com)
- Adobe Reader (http://get.adobe.com/reader/)

Recommendation regarding “Netbooks”

Students often see "Netbooks" (small laptop computers primarily designed for web browsing and emailing) as an affordable option when looking to purchase a computer for classwork. However, it is strongly recommend that students do not purchase a Netbook. Purchasing a low-price laptop or desktop computer that meets the system requirements outlined above is a much better solution for classwork. While newer Netbooks may meet resolution and screen-size requirements for reading your eBooks, much like some older laptops, some older Netbooks may not be able to graphically handle these sites. This means that reading e-texts and participating in the classroom could become difficult. It may be challenging to scroll through your readings and effectively and efficiently work through the material.

ADMISSIONS REQUIREMENTS – MASTER OF FINE ARTS
(The Art Institute of California — San Francisco only)

Students seeking admission to the Master of Fine Arts (MFA) in Computer Animation degree program at The Art Institute of California — San Francisco must submit an application and official transcript indicating the completion of a bachelor’s degree with an overall minimum 3.0 cumulative GPA. Additionally, prospective students for the MFA in Computer Animation degree program are required to submit a portfolio consisting of a digital or demo reel and 15 (minimum) 35 mm slide or digital format examples of life drawing and/or related work. Two letters of recommendation are also required. Students must write a statement of why they have chosen advanced study in computer animation and what goals they hope to achieve as a result. A qualifying “Test of English as a Foreign Language” (TOEFL) score of 500 is necessary for all students who are not native English speakers. (Please see International Admissions Policy below for more information). Each applicant for the MFA degree program will be considered individually. A prospective student is evaluated in light of his or her experience, achievement and potential for artistic or creative growth. Preparation for graduate-level creative work is assessed as indicated through the demonstration of drawing skills, demo reel or digital portfolio, academic transcripts, letters of recommendation, personal statement and, when applicable, TOEFL scores.

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 Art Institutes location. The Art Institute requires OFFICIAL proof of high school graduation or GED scores. Prospective students are strongly encouraged to visit The Art Institute, although a visit is not a condition for submitting the application for admission or enrollment agreement. Arrangements for an interview and tour of the school may be made by contacting the Admissions Department.

Each individual who seeks admission to The Art Institute 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 The Art Institute.
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 The Art Institute.
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 150 words. The application includes topic choices for the essay.

ADDITIONAL APPLICATION REQUIREMENTS
All students must submit a non-refundable application fee of $50 with their application for admission. Additionally prior to the start date, an enrollment fee of $100 is collected along with the signed enrollment agreement.

The Art Institute reserves the right to request any additional information necessary to evaluate an applicant’s potential for academic success.

INTERNATIONAL ADMISSIONS POLICY
All international (nonimmigrant) applicants to The Art Institute must meet the same admissions standards as all other students (Please refer to Admissions Requirements for all students in this Catalog).

ENGLISH LANGUAGE PROFICIENCY POLICY
All applicants to The Art Institute whose first language is not English must demonstrate competence in the English language. Demonstration that English is an applicant’s “first” language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant’s “first” language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL Internet (iBT) equivalent. A minimum score of 500 on the written TOEFL or 61 on the TOEFL Internet (iBT) is required for diploma programs. A minimum of 500 on the written TOEFL or 61 on the TOEFL Internet (iBT) is required for all associate and bachelor’s level degree programs. A minimum of 550 on the written TOEFL or 79-80 on the TOEFL Internet (iBT) is required for master’s level degree programs.

Applicants should contact the Admissions Office to determine other examinations for which official scores, equivalent to TOEFL, are acceptable as an alternative to TOEFL.

ADMISSIONS REQUIREMENTS FOR NONIMMIGRANT STUDENTS
Applicants seeking to enroll in valid student nonimmigrant status must submit each of the following items:

1. A completed and signed Application for Admission Form including required essay;
2. A completed and signed Enrollment Agreement;
3. Original or official copies of all educational transcripts (secondary school and, if applicable, university-level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation; Official credential evaluation of non-American educational credentials, if applicable; please note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see www.naces.org;
4. Proof of English language proficiency (see English Language Proficiency Policy);
5. A completed and signed Sponsor’s Statement of Financial Support. (This statement is not required if the student is self-sponsored);
6. Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
7. Students must submit a non-refundable application fee of $50 with their application for admission. Additionally prior to the start date, an enrollment fee of $100 is collected along with the signed enrollment agreement.
8. A photocopy of the student's passport to provide proof of birth date and citizenship. (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);

9. For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I-94 arrival departure record (both sides);

10. For all nonimmigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to The Art Institute;

11. Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant, seeking to enroll in valid student nonimmigrant status, is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required.

If the applicant is accepted, he/she will be sent additional information regarding the student visa application process.

The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, and The Art Institute of California — San Francisco are authorized under federal law to enroll nonimmigrant students.

The Art Institute of California – Hollywood, The Art Institute of California – Sunnyvale, and The Art Institute of California – Sacramento are NOT authorized under federal law to enroll nonimmigrant students.

**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**

1. Five (5) observational/life drawings
2. 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:

1. Select three (3) to five (5) familiar objects. Arrange them, then draw them, giving consideration to line
and tone.
2. Make a free-hand drawing of one corner of a room in your home. Include at least three pieces of furniture.
3. Create a self portrait in any medium. Do not refer to a photograph. Using a mirror is allowed.
4. Using a person or photograph as your model, draw what you see.
5. Using “nature” or “city” as a theme, create a collage by tearing images from a magazine and pasting them on a sheet of paper.
6. 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.

NON-DISCRIMINATION POLICY
The Art Institute does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability, genetic marker or any other characteristic protected by state, local or federal law in the administration of any of its educational programs or activities, or with respect to admission or employment.

Director of Human Resources / The Art Institute of California — Hollywood, 5250 Lankershim Boulevard, North Hollywood, CA 91601, 818-299-5245

Director of Human Resources / The Art Institute of California — Los Angeles, 2900 31st Street, Santa Monica, CA 90405-3035, 310-752-4700.

Director of Human Resources / The Art Institute of California — Orange County, 3601 West Sunflower Avenue, Santa Ana, CA 92704-7931, 714-830-0200.

Human Resource Manager / The Art Institute of California — Sacramento, 2850 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, 916-830-6320.

Director of Human Resources / The Art Institute of California — San Francisco, 1170 Market Street, San Francisco, CA 94102-4928, 415-865-0198.

Human Resources Generalist/ The Art Institute of California — Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400.
FINANCIAL INFORMATION
A complete list of current tuition and fees can be found in the Addendum to the 2010-2011 Catalog. The Addendum can be obtained from the Admissions and Academic Affairs departments at your location.

STUDENT FINANCIAL SERVICES
The Art Institute has Student 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 The Art Institute 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 are also 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 Art Institute is eligible for financial aid and participates in many programs to assist students with their education

POLICIES AND PROCEDURES FOR VERIFICATION
The Art Institute has developed the following policies and procedures in accordance with federal financial aid regulations:

1. 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 return from the prior year.

2. The Art Institute will inform students of the required documentation that is missing. The school 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. The school will notify the student of the result of verification and any other documentation needed. The school will assist the student in correcting any information that is inaccurate and will notify any student whose award changes via an award letter.

3. If the student supplies inaccurate information on any application and refuses to correct it after being counseled by the school, the school 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.

4. 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.

5. No Pell Grant or FSEOG funds will be disbursed prior to the completion of verification.
6. Federal Direct Student Loan applications may be certified by the school prior to the completion of verification. However, the funds may not be received until verification is complete.

7. 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 school for payment of all tuition and fees due or risk termination from school. 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, The Art Institute 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:

1. Students have 30 days from the date that the school receives the output document to submit documentation of eligible non-citizen status.

2. Students must submit documentation of their legal permanent status to the Student Financial Services Office. This documentation must be current, official, and legible.

3. The school will initiate secondary confirmation within 10 business days of receiving both output documents and student’s immigration status documents.

4. The school 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.

5. Failure to submit the documentation by the deadline prevents the school from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.

ART INSTITUTES EARLY PAYMENT INCENTIVE CREDITS (AiEPIC)
The Art Institute Early Payment Incentive Credits (AiEPIC) program was devised to reward students and their families for making an earlier financial commitment to their education.

WHAT IS AiEPIC?
Simply said, AiEPIC provides a student’s family with a risk-free financial incentive to make early monthly payments toward the cost of education so that future monthly education expenses at The Art Institute are more affordable.

AiEPIC BENEFITS
For every five on-time monthly payments made to the school before the student starts classes, the student will receive an AiEPIC equal to the lowest monthly payment of those five payments. The credit is posted to the student’s account upon 30 days attendance at The Art Institute. If for some reason the student does not start school, all payments received under this program will be refunded in full within 30 days of the request to return the funds. Please contact Financial Aid for details.
SCHOLARSHIPS
The Art Institute offers various merit and competitive scholarships, including the following:

EDMC EDUCATION FOUNDATION SCHOLARSHIP
The Education Foundation was established in 2000 to offer scholarships to students interested in continuing their education at one of the EDMC schools. For more information about this scholarship, please contact Student Financial Services.

THE ART INSTITUTE MERIT AWARD PROGRAM
(The Art Institute of California — Los Angeles and The Art Institute of California — Sacramento)
The Art Institute Merit Award Program provides scholarships to students who show evidence of merit and the motivation to complete the program, but who are unable to enter or continue classes without additional financial assistance. The award amount varies according to the student’s unmet need. During the Academic Year 2010-2011 awards generally range from $100 to $350 quarterly. Details of the merit and need criteria are available from Student Financial Services.

INSTITUTIONAL GRANT
Students who apply and are accepted for admission are eligible to receive an institutional grant which is awarded to students who demonstrate financial need. To apply for an institutional grant students must submit an application which is available in the Student Financial Services office.

PORTFOLIO SCHOLARSHIP
Prospective students who apply and are accepted for admission are eligible to apply for a portfolio scholarship. Up to four (4) scholarships per year will be awarded to students entering The Art Institute for the first time. Scholarships are awarded based on the quality of portfolios submitted by new students as judged by the school’s scholarship committee. The amount of the scholarship awards can vary depending on the amount raised during the previous year.

General Award Criteria:
- Applying Art Institute students must submit their portfolio containing work created by the student by the stated deadline along with a completed application.
- Judging of submissions will focus on quality and originality or work and demonstrated technique. All work must be the original work of the artist.
- Students must be registered and actively attending classes in the quarter immediately following notification of the award.

THE ART INSTITUTE BEST TEEN CHEF COMPETITION
High school seniors may compete in The Art Institutes Best Teen Chef competition. Local Cook-off Competitions will be held at participating schools on April 30, 2011. Each first place local cook-off competition winner will receive a $5,000 tuition scholarship for an Art Institute school that offers a Culinary Arts program. Details may be obtained by calling The Art Institutes location of the student’s choice. Entries must be received at The Art Institute no later than February 4, 2011.

THE ART INSTITUTE SCHOLARSHIP COMPETITION
(The Art Institute of California — Los Angeles, The Art Institute of California — Sacramento, and The Art Institute of California — San Francisco only)
High school seniors and international students may compete in The Art Institutes Scholarship Competition. The Art Institutes will award partial tuition scholarships to a student who demonstrates ability and commitment to succeed in a creative career. Scholarship awards are based on the quality of projects submitted by students and vary by school. Details may be obtained by calling The Art Institutes school of your choice.
THE ART INSTITUTE OF CALIFORNIA — ORANGE COUNTY SCHOLARSHIP COMPETITION
(The Art Institute of California — Orange County only)
High school seniors and international students may compete in The Art Institute of California – Orange County Scholarship Competition. Scholarship awards are based on the quality of projects submitted by students. Up to eleven half-tuition scholarships are awarded annually at The Art Institute of California - Orange County to high school graduates who demonstrate ability and commitment in one of the programs of study offered at The Art Institute of California – Orange County. To enter, a student must fulfill all general competition guidelines and individual program entry requirements for the program of their choice. For more information, call an Art Institute of California — Orange County Admissions Representative at 888.549.3055 or www.ocscholarship.com. Scholarship entries are due by April 1, 2011.

INTERNATIONAL SCHOLARSHIP COMPETITION
(The Art Institute of California — Orange County only)
Winners of The Art Institute of California — Orange County International Scholarship Competition will win $5,000 (first place) and ($2,500 (second place) scholarship to The Art Institute of California — Orange County. To enter, you must be graduating by June 2010 or be a past graduate of a foreign institution or equivalent to a U.S. high school. For more information, call an Art Institute of California — Orange County Admissions Representative at 888.549.3055 or www.ocscholarship.com. Scholarship entries are due April 1, 2011.

HIGH SCHOOL GRADUATE SCHOLARSHIP COMPETITION
(The Art Institute of California — Orange County only)
If you are a U.S. high school graduate or equivalent prior to January 31, 2010, you may enter to win The Art Institute of California — Orange County Graduate Scholarship competition. First Place Winner: $10,000 tuition scholarship to The Art Institute of California — Orange County. Second Place Winner: $5,000 tuition scholarship to The Art Institute of California — Orange County. For more information, call an Art Institute of California — Orange County Admissions Representative at 888.549.3055 or go to www.ocscholarship.com. Scholarship entries are due by April 1, 2011.

THE ART INSTITUTE AND AMERICANS FOR THE ARTS POSTER DESIGN COMPETITION
(The Art Institute of California — Hollywood, The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, The Art Institute of California — Sacramento, and The Art Institute of California — San Francisco only)
This fresh approach to scholarship competition brought The Art Institute together with Americans for the Arts, the nation’s leading non-profit organization for advancing the arts in America. High school seniors interested in studying graphic design submit original poster designs that support the Americans for the Arts theme “Life is Better with Art In It.” Winners of this contest are awarded a partial- or full-tuition scholarship at The Art Institute location of their choice. The contest is open to students interested in other programs, as long as the rules are followed. More than $200,000 in scholarships will be awarded, with the first place prize-winning student receiving a $25,000 scholarship to study design at one of 46 Art Institutes locations throughout North America. All complete entries must be received by February 4, 2011. Each local first place winner will be notified by The Art Institute school where they entered the competition by March 25, 2011. Selection and notification of the national winners will be made by May 20, 2011.

NATIONAL ART HONOR SOCIETY SCHOLARSHIP
(The Art Institute of California — Los Angeles and The Art Institute of California — Orange County only)
High school seniors who belong to the National Art Honor Society may apply for an Art Institutes National Art Honor Society Scholarship. Senior class members of the National Art Honor Society are eligible to compete for these tuition scholarships: $20,000 first place winner; $10,000 second place winner; $5,000 third place winner; $3,000 fourth place winner; $2,000 fifth place winner. Details may be obtained by calling The Art Institute location of the student’s choice or 1-800-275-2440. Applications must be
postmarked by midnight, March 1, 2011. Winners will be notified after May 2, 2011.

THE ART INSTITUTE PASSION FOR FASHION COMPETITION
(The Art Institute of California – Hollywood, The Art Institute of California — Orange County and
The Art Institute of California — San Francisco only)
High school seniors interested in studying fashion design, fashion marketing, fashion merchandising, or
retail management have an opportunity to win a full-tuition fashion scholarship to a participating Art
Institutes school. Students choose to participate in either the Fashion Design competition or Fashion
Marketing & Merchandising and Retail Management competition. For more information, please visit
www.aii.edu/passion4fashion.

EVELYN KEEDY MEMORIAL SCHOLARSHIP
(The Art Institute of California — Los Angeles and The Art Institute of California — Orange County only)
High school seniors who show dedication to their education and a desire for a creative career may apply
for the Evelyn Keedy Memorial Scholarship through The Art Institute. A $30,000 tuition scholarship is
awarded each year to a worthy high school senior enrolled at one of the 46 eligible Art Institute locations.
Details and applications may be obtained by contacting The Art Institute location of the student’s choice
or 1-800-275-2440. Applications are due May 2, 2011. The winner will be notified by June 1, 2011.

SKILLSUSA CHAMPIONSHIP
(The Art Institute of California — Los Angeles and The Art Institute of California — Orange County only)
Students who belong to SkillsUSA may compete in local, state, and national championships. Winners at
the national level are awarded a variety of scholarships. Winners of the culinary, advertising, design, and
photography fields are awarded $20,000 tuition scholarships. Winners of 3-D imaging/animation and the
video production fields will be awarded $10,000 tuition scholarships. Each Art Institutes school has a
limited number of scholarships. Winners are permitted to choose their Art Institutes location on a first-
come, first-served basis. For more information about SkillsUSA, please visit their Web site at
www.skillsusa.org. National competition will be held in June 2011.

THE SCHOLASTIC ART & WRITING AWARDS COMPETITION
(The Art Institute of California — Los Angeles and The Art Institute of California — Orange County only)
Four $10,000 tuition scholarships are awarded by The Art Institute to the Scholastic National Award
recipients on a first-come, first-served basis. Information can be obtained from Scholastic, Inc. at 1-212-
343-6100 or from their Web site at www.scholastic.com/artandwriting. National winners must contact
Julie Walsh at The Art Institute, 1-800-275-2440.

TECHNOLOGY STUDENT ASSOCIATION COMPETITION
Members of the Technology Student Association who win first place at the national championships in the
high school category of Cyberspace Pursuit and Imaging Technology will receive a $5,000 tuition
scholarship to The Art Institute location of their choice. Students who have questions regarding the
organization or competition should contact the Technical Student Association at 1-703-860-9000 or by
visiting their Web site at www.tsaweb.org.

CAREERS THROUGH CULINARY ARTS PROGRAM (C-CAP) SCHOLARSHIP
(The Art Institute of California — Los Angeles and The Art Institute of California — Orange County only)
C-CAP students can compete for one, two-year scholarship of approximately $49,000 for a Culinary Arts
Associate of Science degree program or approximately $21,000 for a Baking & Pastry diploma program.
The scholarship can be applied at The Art Institutes location of the student’s choice. Only students
enrolled in a C-CAP program are eligible for this scholarship. For more information, students should
contact the C-CAP director at their high school, or please visit the C-CAP Web site at www.ccapinc.org
or call 212-974-7111.
PROSTART
(The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, and The Art Institute of California — San Francisco only)
First Place winners of the National ProStart Student Invitational Culinary Competition and Management Competition are awarded a $3,000 tuition scholarship to The Art Institutes location of their choice. Second Place winners receive a $2,000 scholarship and Third Place winners receive a $1,000 tuition scholarship. Applicants must be a student of a ProStart Culinary curriculum to participate. To find out more about ProStart, contact the National Restaurant Association at 1-800-765-2122, or visit their Web site at www.nraef.org/prostart. Winners of the National ProStart Student Invitational may contact Julie Walsh of The Art Institute at 1-800-275-2440 for scholarship details.

NEW YORK CITY PUBLIC SCHOOLS SCHOLARSHIP COMPETITION
New York City public high school students may compete in the All-City Student Art Exhibit. The winner will receive a $25,000 tuition scholarship to The Art Institutes location of their choice. For information, call Art Institutes representative Ann Chaperone at 1-718-428-6908 or Julie Walsh at 1-800-275-2440. Deadline is Spring 2011. All scholarship winners must adhere to the scholarship rules established by The Art Institute. Scholarship winners must apply to, and be accepted at an Art Institutes location to validate the scholarship. Scholarships can be applied toward tuition only. For additional details on the above scholarships, please visit www.artinstitutes.edu/financialaid_scholarships.asp.

MILITARY SERVICES

Post 9/11 GI Bill (Chapter 33) Benefits
The Art Institute is an active participant in the Post-9/11 GI Bill, (Chapter 33) which can include a Yellow Ribbon GI Education Enhancement Program component. The Yellow Ribbon component allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with the U.S. Department of Veteran’s Affairs (the “VA”) to fund tuition and/or fee expenses at a school if they exceed the highest public in-state undergraduate tuition rate. Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the percentage of tuition and fees that will be waived. VA will match that percentage and issue payment directly to the institution.

Veterans that participate in Post 9/11 GI Bill (Chapter 33) Benefits and are enrolled full-time, are entitled to a tuition benefit, monthly housing allowance, and a yearly books and supplies stipend. The monthly housing allowance is based on military housing benefit rates and the location of the receiving institution. Active duty members, veterans enrolled half-time or less, and veterans enrolled in distance education programs are not eligible for the housing allowance.

Military Discount for students not utilizing Post 9/11 GI Bill (Chapter 33) Benefits
The Art Institute offers a special military tuition of 20 percent less than our current rate for U.S. Military personnel who are on active duty, in the reserves, or starting classes within one year of a discharge under honorable conditions. Special military tuition offered provided the student remains enrolled (maintain a minimum of 12 credits per quarter) and completes his or her program of study without interruption (including voluntary withdrawal, suspension, or termination) within 150% of the standard program length or 54 consecutive months (18 consecutive quarters) whichever first occurs. Students receiving Post 9-11 GI Bill (Chapter 33) benefits are not eligible to receive the Military discount.

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 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 The Art Institute 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 Art Institute participates in the following financial 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; 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). This is gift aid; it does not have to be repaid.

ACADEMIC COMPETITIVENESS GRANT (ACG)
The Academic Competitive Grant (ACG) is available to students who are receiving a Pell Grant, are full time in their first or second year of college in a degree program, who graduated from high school in 2005 or later, and who took a program of study in high school that is considered to be rigorous. Each eligible student may receive 2 years of ACG. The award is up to $750 the first year and up to $1,300 the second year. To receive a second-year grant, the student must have a minimum cumulative GPA of 3.0 at the end of the first year.

NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT (SMART) GRANT
SMART Grants are available to eligible students in the third and fourth years of certain bachelor’s degree programs. Students must be receiving a Pell Grant, be a US Citizen, and have a minimum cumulative GPA of 3.0. If transferring from another school, the student must have a 3.0 in courses for which credits are being transferred. The admissions office can provide the student with a list of eligible programs. Awards are up to $4,000 per year. Currently, the SMART Grant is available to students enrolled in the following programs: Game Art & Design (BS); Visual & Game Programming (BS); Visual Effects & Motion Graphics (BS); and Web Design & Interactive Media (BS).

FEDERAL DIRECT SUBSIDIZED LOAN
The Federal Direct Subsidized Loan is a variable interest loan available to students through eligible lenders. The loan is obtained directly from private banks, savings and loan associations, and credit unions. To be eligible, a student must be a citizen or permanent resident alien of the United States and meet other eligibility requirements. Repayment of the loan begins six months after the student’s last day of attendance.
FEDERAL DIRECT UNSUBSIDIZED LOAN
The Federal Direct Unsubsidized Loan is a variable interest loan available to students through eligible lenders. Independent students may borrow the Unsubsidized Loan without credit requirements. The Unsubsidized Loans repayment begins six months after the student's last day of attendance. Dependent students who do not meet the need requirements for a Subsidized Loan, or whose parents are denied a PLUS Loan, may also apply for this loan.

DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)
The Direct Parent Loan for Undergraduate Students is a variable interest loan available to parents through eligible lenders. 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 PERKINS LOAN
Federal Perkins Loans offer a low 5% interest rate and repayment terms as long as ten years. Because funds under this program are limited, priority is given to students with the greatest financial need. Repayment on the loan generally does not begin until nine months after a student leaves school or coursework is reduced to less than half-time (or less than 6 credits in a quarter).

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 Student 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 The Art Institute Complete Guide to Financial Aid.

CALIFORNIA STATE GRANT (CAL GRANT)
The Art Institute is approved by the California Student Aid Commission for students to receive Cal Grant funds under Cal Grant A, B, and C programs. Cal Grant programs require academic qualifications as derived from the Student Aid Commission Grade Point Average (GPA) Verification Form. Both the Free Application for Federal Student Aid (FAFSA) form and the GPA Verification (Cal Grant application) must be completed and postmarked by March 2 each year.

Cal Grant Subsistence Funds will be applied to the student’s account at the time the funds are received from the California Student Aid Commission. A student has the right to have these funds released directly to the student and not applied to the account. To do so, the student needs to provide a written request to the Student Financial Aid Office prior to the beginning of the academic quarter.

OTHER AGENCIES
Some students are eligible for aid administered outside of the school such as the Workforce Investment Act (WIA), Rehabilitation Programs, Department of Veterans Affairs Benefits, community organization scholarships, and company reimbursement plans. The Student 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 The Art Institute 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 The Art Institute Student Financial Assistance Review Committee.
STUDENT FINANCIAL ASSISTANCE REVIEW COMMITTEE
This committee consists of The Art Institute President, Director of Administrative and Financial Services, and Director of Student 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
1. Must write a letter to the attention of The Art Institute’s Director of Student Financial Services that details all mitigating circumstances. This letter must be received within 10 days after notification of financial aid denial.
2. Must attach any documents that evidence justification or reason for the student’s situation leading to the denial of financial assistance.
3. May request a personal appearance before the Student Financial Assistance Review Committee.

THE REVIEW COMMITTEE
1. Will secure a copy of the student’s academic and financial aid records.
2. May request the appearance of the student to clarify any materials/statement presented by the student.
3. Will review all materials presented by the student and available from The Art Institute, and renders a final decision regarding the student’s financial assistance status.

REFUND POLICY

REFUND POLICY PRIOR TO MATRICULATION
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, before the beginning of classes. An applicant not requesting cancellation before the starting date indicated on the Enrollment Agreement will be considered a student.

1. The Art Institute will notify the applicant, in writing, of his/her acceptance/rejection. All monies paid by the applicant will be refunded if he/she is not accepted for admission. Diploma students are refunded the application fee.
2. All monies, less the nonrefundable $50 application fee paid by the applicant, will be refunded if requested by the applicant within five business days after signing the Enrollment Agreement. Diploma students are refunded the application fee.
3. Applicants who postpone starting school after the original start date noted on the Enrollment Agreement may be required to reapply and will be subject to the tuition, fees, and other conditions on the revised Enrollment Agreement.
4. Applicants requesting cancellation more than five business days after signing the Enrollment Agreement (and making an initial tuition payment), but prior to the first day of classes, will receive a refund of all monies paid, less a cancellation fee of $100 (includes the non-refundable $50 application fee and $50 of the administration fee). The cancellation fee does not apply to Diploma students.
5. All tuition and fee monies paid by an applicant, less the non-refundable application fee, will be refunded if requested within three business days after his/her first tour of the school and inspection of equipment, or, if requested, within three business days of the student’s attendance at the regularly scheduled orientation program for their starting date, whichever is sooner. The application fee is refunded to Diploma students. Refunds will be made within 30 calendar days after the applicant’s/student’s request or within 30 calendar days after his/her first scheduled class day.

CANCELLATION OF START DATE
Cancellation of a scheduled class start date for any program shall entitle the enrollee to elect either: [1] a guaranteed reservation in the next scheduled class for that program, or [2] cancellation of enrollment with
a full refund of all monies paid.

REFUND POLICY AFTER MATRICULATION (ALL QUARTER STARTS)
RETURN OF FEDERAL TITLE IV AID POLICY

Official Withdrawals:
An official withdrawal date is determined when a student starts the process of officially withdrawing from the school or the date the student provided official notification either orally or in writing of his/her intent to withdraw. To officially withdraw, the student will need to notify the Registrar's Office or his/her Academic Advisor intent to withdrawal. The Academic Advisor will advise the student of the withdrawal and the Registrar will determine the last date of attendance. The Registrar will also record the date of determination based on the date the Academic Advisor or Registrar first received notice that the student intended to officially withdraw or began the withdrawal process.

Unofficial Withdrawals:
For students who cease attendance but do not officially withdraw, the Registrar will determine the last date of attendance using attendance records and the Registrar will annotate the date of determination as the earlier of the date the student violated the attendance policy (only if the violation requires termination) or will annotate the date on which the institution first made the determination that the student was no longer attending.

The Financial Aid Office will perform a Return of Title IV Funds calculation when a Title IV recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the federal student financial aid programs. In some cases, the student will be required to return Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for tuition and fees. It is highly recommended that the student speak with their Financial Aid Advisor prior to withdrawing.

For Return of Title IV calculation purposes, the payment period for students attending the Institute is determined based on the period that the student registered for.

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the calendar days in:

- the quarter (if the student registered for courses that last the entire quarter) period, or
- if the student is a mid-quarter start and thus only registered for the mid-quarter period, or
- if the student only registered for first session courses, the first session period.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by comparing the total number of days completed before the student withdrew from the program to the total number of days in the payment period.

For example, if the student withdrew on the 15th day of a payment period that has 63 days, the student has completed 23.8% of the payment period and has, therefore, earned 23.8% of the federal student financial aid that was disbursed or could have been disbursed. This means that 76.2% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid program. The numerator and the denominator include weekend days but not scheduled breaks of five consecutive days or more. A student earns 100% of the aid once he or she has completed more than 60% of the payment period. As an example a student who attends 38 days or more in a payment period of 63 days would earn 100% of his/her aid since 38/63 equals 60.3%.
If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal account. In returning unearned funds, the institution is responsible for returning the portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of funds, or the entire amount of excess funds. If the student is required to return any of the excess funds, then the student must repay any loan funds in accordance with the terms and conditions of the promissory note. If part of what has to be returned is a grant, then the amount of the grant overpayment that exceeds 50 percent of the amount of grant received is the amount of the grant overpayment. Any grant overpayment must be paid in full by the student or the student must make satisfactory arrangements to repay the overpayment within 45 days.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student’s account. If a student (or parent for a PLUS loan) is eligible to receive a post-withdrawal disbursement of a federal loan, the student (or parent) will be asked for his/her permission to either disburse all or a portion of the loan funds to the student’s account to reduce the balance owed to the institution, or disburse the loan funds directly to the student (or parent). The University has 30 days from the date of the institution’s determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student or the parent in the case of a PLUS Loan. The student (or parent) has 14 days from the date the institution sends the notification to accept the post-withdrawal disbursement. If the student accepts the post-withdrawal disbursement, the University will make payment within 180 days. If part or all of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student without permission.

Once The Art Institute’s portion of the return of funds has been calculated, the Financial Aid Office will return the aid within 30 days to the appropriate federal student financial aid program(s) in the order specified below. If this creates a balance on the student’s account, the student will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full or the school has accepted the student’s plan to pay the outstanding balance.

The Institute will return the unearned Title IV funds in the following order:
1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. FFEL/Direct PLUS
5. Federal Pell Grant
6. The American Competitiveness Grant
7. National SMART Grant
8. FSEOG

Please note:
- that the Return to Title IV Program is a calculation independent from the institution’s refund policy:
- the length of time in a quarter, session or mid-quarter are calculated each quarter, session or mid-quarter; the last date of attendance is the last recorded date of a student’s educational activity.

**STUDENT WITHDRAWAL**
A student may voluntarily withdraw from The Art Institute by notifying the Office of the Registrar in writing.
or in person. The refund policies outlined above shall apply in the event that a student withdraws, is suspended, or is terminated from school.

Withdrawal Definitions
In the calculation of refunds, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. Student officially notifies The Art Institute that he/she is withdrawing at that time. The notification date is the date of withdrawal.
2. Student officially notifies The Art Institute that he/she is withdrawing at a later date. The later date is the last date of attendance and the date of withdrawal.
3. *Student does not notify The Art Institute that he/she is withdrawing but stops attending. The date that The Art Institute determines that the student is not attending the current term or is not returning for the next term is the date of withdrawal.
4. *The Art Institute terminates the student’s enrollment in accordance with institutional policies. The termination date is the date of withdrawal. Refund is made within 30 calendar days from the date of withdrawal as described above.

*A student will be withdrawn by the institution after 14 consecutive days of non-attendance.

CALIFORNIA STATE REFUND POLICY
REVISED: JUNE 4, 2010

When a student totally withdraws from The Art Institute, The Art Institute will retain tuition and fee charges based on the daily charge for the term (total institutional charges for the term divided by the number of days in the term multiplied by the number of days attended) up to the 60% point in the term. At and after the 60% point of the term, the student will be charged for 100% of the tuition and fees. See example below.

For those students who are Title IV recipients, The Art Institute will first calculate how much needs to be returned as unearned under the federal return of Title IV Aid Policy. The amount will then be subtracted from the amount Title IV funding that was disbursed for the quarter in which the student withdraws to arrive at the adjusted amount paid by Title IV funds.

The Art Institute will then calculate how much of the tuition and fee charges can be retained based on The Art Institute policy. The amount that can be retained will be subtracted from the adjusted amount paid from all sources. If there is additional money to be refunded from federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student’s authorization, to the federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford or Direct Loan, Subsidized Stafford or Direct Loan, Perkins Loan, Federal Direct PLUS Loan. If kits, components of the kit, books, or supplies, are returned to the bookstore in re-salable condition within 21 days of withdrawal, a credit will be given. All refunds and return of funds will be made within 30 days of the date that the student notifies the school of his/her intent to withdraw or the date on which the institution determined that the student withdrew from The Art Institute.

Non-payment of charges:
Non-payment of tuition, housing, fees and/or other charges due to The Art Institute will result in the student being obligated for interest, collection agency costs and additional collection costs, and legal costs. In addition, The Art Institute 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 Art Institute are paid in full.
**Cancellation Refund Example** (prior to matriculation)
A student enrolls in a program delivered in quarter and pays for just the first quarter (including kit), with tuition cost totaling $5,760 and $790 for a starting kit. If the student cancels the Enrollment Agreement on or before the first day of class, the student receives a full refund. The refund amount would be $6,550 assuming the student returns the starting kit as described in the kit return policy. As later described, if the kit is not returned in re-salable condition within 21 days, the student would receive $5,760 back.

**California Policy - Withdrawal Refund Example**
A student enrolls in a 12 quarter program. For this example, the quarter in which the student withdraws is 75 days in length and after attending on the 25th calendar day since the first day of the quarter, the student withdraws. The tuition and fees charged for that student’s days attended are $5,760 and $250 of fees (not including equipment). Therefore, the tuition and fees that The Art Institute may retain equals $6,010.

The Art Institute calculates the daily cost by dividing the total tuition charge by the days in the quarter in which the student is enrolled charge period) or $6,010 / 75 days = $80.13 per day.

Since the student attended the 25th day of the quarter, which is less than 60% of the quarter, The Art Institute would multiply $80.13 times 25 days and thus be able to retain $2003.25 of tuition and fees. The student in this example is assumed to have paid cash and received no financial aid.

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**MID-QUARTER START ADJUSTMENT OF CHARGES – CALIFORNIA STATE REFUND POLICY**

**MID QUARTER Term Starts**

**I. Refund Policy After Matriculation,**
This academic mid-quarter start is approximately 5 and ¼ weeks in duration.

**II. Adjustments of the Tuition and Fee Charges**
State of California policy:
If a student withdraws from the program after the first day of instruction, The Art Institute will retain a prorated amount of earned tuition and fees through the 60 percent point in the mid-quarter portion of the term. On or after the 60 percent point of the mid-quarter portion of the term, the student will be charged 100% of the tuition and fees.

This calculation is as follows:
Tuition and fees for the term divided by the number of calendar days in the mid-quarter term equals the cost per day. The calculation for a student who withdraws during a mid-quarter works in the same fashion as a full quarter except the days in the term is adjusted for the shorter length.

**III. Students who only enroll for the first Session of a Term**
The first session is approximately 5 and ¼ weeks

The calculation for a student who only registers for first session courses and who withdraws during his/her first session works in the same fashion as a full quarter except the days in the term is adjusted to the session. On or after the 60 percent point of the session, the student will be charged for 100% of the tuition and fees.

**IV. Students who register for second session courses but those second session courses are not taken**

have their tuition adjusted as follows:
1. Students who are registered for a second-session class and who withdraw from school during Session 1 of a term will have the second-session class “voided” (or “unregistered” in CampusVue). This means that they will not be charged for the class, the class will not appear on the transcript, and there will be no academic progress implications for that class.

2. Students enrolled for a second-session class who remain in school, but choose not to take the second-session class must notify the school that they will not take that class prior to the end of the drop/add period for the mid-session start. If they do that, they will be “unregistered” from the class, 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 those courses.

Students should be aware that not attending courses or withdrawing from courses may reduce some or all of their financial aid awards.

V. Kit Return Policy
Students who leave The Art Institute during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit and/or individual components of the starting kit within 10 days of your last date of attendance of the mid-quarter if the kit are in re-salable condition.

VI. Information in the Catalog or Student Handbook will Apply Except for the Following Changes:
ADD/DROP period is two days from the start of the mid-quarter session. If you drop or add one or more class, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

VII. Return of Title IV Funds
The Return of Title IV Calculation as described in the Enrollment Agreement for the mid-quarter session will apply using the mid-quarter start and end dates.
Note: The number of calendar days in the quarter, session or mid-quarter can vary and tuition, fee and kit costs in the examples are only for illustrative purposes.

STUDENT TUITION RECOVERY FUND (STRF)
EFFECTIVE: FEBRUARY 1, 2010

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California
resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

California law requires that, upon enrollment, a fee be assessed by the institution in relation to the cost of tuition (New California Education Code §94945). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution; (b) the institution’s breach of or anticipatory breach of the agreement for the program of instruction; or (c) a decline in the quality or value of the program or instruction within the 30 day period before the institution’s closure. The STRF fund protects only California students and The Art Institute’s participation is mandatory.

Please note that (a) if the student is a recipient of third-party payer tuition and course cost, the student is not eligible for protection under the STRF, and (b) the student is responsible for paying the state assessment amount for the STRF. A third party payer means any employer, government program, or other payer that pays a student’s total charges directly to the institution when no separate agreement for the repayment of the payment exists between the third party and the student.

ACADEMIC PLACEMENT

PLACEENT IN TRANSITIONAL STUDIES
The Art Institute is committed to academic success. We recognize that students come with various strengths and skill sets, and to help us determine academic preparation, we have selected the ACCUPLACER test. To ensure proper placement in college-level courses, entering students are required to take this diagnostic test. Based on the results of the academic placement test, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in their program of study. Transitional Studies course credits do not count toward the total number of credits for graduation nor do they count in the Cumulative Grade Point Average (CGPA); however, they do count in determining the maximum time frame and the Incremental Completion Rate (ICR). Transitional Studies courses may be individually attempted no more than three (3) times. Failure to pass the course after three (3) attempts will result in academic termination.

Students who have applied and accepted for admission are encouraged to take the ACCUPLACER assessment at The Art Institute before classes begin. Students who do not take the ACCUPLACER assessment before the start of their first quarter at The Art Institute and who are not granted exceptions per the following criteria, will be automatically enrolled in Transitional Studies courses.

Exceptions will be granted to:
1. Those with transferable college credits in 100-level and above Mathematics and/or English courses (grades of C or higher).
2. Those with scores of 450 or higher in the verbal portion of the SAT and/or 400 or above in the Mathematics portion.
3. Those with a composite score of 17 or higher on the ACT.
4. Those with Advanced Placement (AP) scores of three or higher in English and/or Mathematics.
5. Those that have a score of 50 on the CLEP exam in English and/or Mathematics.

TRANSITIONAL STUDIES COURSES
Transitional Studies courses are designed to help build and strengthen the foundation skills. All Transitional Studies courses must be attempted within the student’s first two quarters. Students enrolled in Transitional Studies courses may be required to take from three (3) to six (6) credits in addition to their standard program of study credit requirements. Students must successfully complete such courses with a grade of C or better in order to progress in their program of study. These credits will increase the total number of credits students must take, and they will not count toward graduation. However, they will be included in determining the maximum time frame and the Incremental Completion Rate (ICR). These credits will be charged at the current per credit hour rate.

Transitional Studies English must be completed prior to attempting any humanities, social and behavioral sciences, or liberal arts courses.

Transitional Studies Math must be completed prior to attempting any mathematics courses.

COMPUTER APPLICATIONS COMPETENCE
Students are expected to be competent in the basic operation of computer hardware (file management and storage, basic word processing, spreadsheet, database techniques; the use of scanners, printers, and external drives; and using the Internet as a research and networking tool).

Entering students are required to take the ACCUPLACER Computer Applications diagnostic test to demonstrate that they are proficient enough to take computer-related courses. A minimum score of 54% in Computer Applications is required to pass the test. Students whose scores fall short of that will be required to increase their proficiency through the Computer Applications Workshop, and will need to retake the test until they receive a passing score. Students will NOT be allowed to take any computer-related courses listing “Computer Applications Competence” as a prerequisite until they have successfully passed the ACCUPLACER Computer Applications test.

ADVANCED STANDING
Course credits may be awarded for advanced course credit, proficiency examination, or proficiency for prior experiential learning (The Art Institute of California — Los Angeles, The Art Institute of California — Sacramento, and The Art Institute of California — San Francisco only). 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 The Art Institute 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 approved by the Bureau of Private Postsecondary Education or accredited by an accrediting association that is recognized by the U.S. Department of Education. Students with questions or complaints should contact the Bureau for Private Postsecondary Education (2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95834, 1.916.574.8200, www.bppe.ca.gov).

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 The Art Institute. The Art Institute 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.

TRANSFER OF CREDIT POLICY FOR INCOMING STUDENTS

1. An official transcript, or transcripts, accompanies the request, which must be made prior to matriculation (defined as the first day of scheduled attendance) at The Art Institute.
2. All credits requested have been completed prior to matriculation unless a request for concurrent enrollment has been approved by the Dean of Academic Affairs.
3. Official course descriptions from the sending college or college catalog can be used along with an official transcript to assist in determining comparability of coursework. Course descriptions must be received prior to matriculation.
4. Those students entering the school with an academic associate’s or bachelor’s degree or higher from an accredited institution may be granted a blanket transfer of credit for their General Education requirements as long as their transcript demonstrates that they have completed, with a grade of C or better, at least one college-level course in each of the subject areas of Composition, Math and Social Sciences, and at least one course in Art History.
5. If the student has earned an academic associate’s or bachelor’s degree, and the above conditions are not met, credit for any other courses may be granted on a course-by-course basis.
6. Students with degrees from international colleges and universities must submit official translation and an evaluation from an official third-party National Association of Credential Evaluators (NACES) member foreign credential evaluation agency (such as World Education Services, www.wes.org).
   a. Requests must be received prior to matriculation.
   b. Credits may be granted on a course-by-course basis.
7. Students who have earned credits at a postsecondary institution, but did not complete an academic associate’s or bachelor’s degree, may request transfer credit by submitting a transcript along with the request. Credit may be granted on a course-by-course basis if:
   a. Credit is applied for prior to matriculation.
   b. Grades earned are C (2.0) or higher.
   c. Credit must be college level (100 level of higher)

Please note: Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

THE PROCESS FOR EVALUATION OF TRANSFER CREDIT:
Transfer credit must meet the expectations of the faculty, Academic Directors, and the Dean of Academic Affairs, and must be appropriate to the degree sought. Academic credit earned within 10 years prior to admission will be reviewed as to applicability to the present course of study. Due to the frequent developments and upgrades that take place in technology-based classes (hardware systems, software, codes, etc.), academic credit earned in technology courses may be considered for transfer credit only if it has been completed within three years prior to admission.

The review committee reserves the right to require examinations or other proof of competence regardless of transfer credits listed on the student’s records. It is not the policy of The Art Institute to impose redundant programs or requirements on any student. All transfer credits must be reviewed prior to the student’s matriculation (defined as the first day of scheduled attendance).

ADMINISTRATIVE POSITION RESPONSIBLE FOR TRANSFER EVALUATION:
The Dean of Academic Affairs is the administrator ultimately responsible for the transfer evaluation, though the Dean may delegate individual evaluations to faculty members or academic staff.
TRANSFER CREDIT AFTER MATRICULATION
Requests for transfer of credit from an accredited institution, for a course taken concurrently with an Art Institute full-time schedule, after a student’s matriculation at The Art Institute may be made to the Dean of Academic Affairs. All coursework must be approved prior to enrollment in the course and must be completed prior to the student’s final term of study. Only one course per quarter in concurrent enrollment could be accepted. Credit may be granted if:

- Concurrent enrollment is approved prior to enrollment in the course.
- Grades earned are C (2.0) or higher.
- Credit must be college level (100 level of higher).
- An official transcript, or transcripts, accompanies the request.

TRANSFER OF CREDIT AFTER MATRICULATION BUT UPON RE-ENTRY
Requests for transfer credit from accredited institutions, for a course taken while a student was not in attendance at The Art Institute, but after a student’s initial matriculation may be made to the Dean of Academic Affairs.

TRANSFERS FROM ONE ART INSTITUTES SCHOOL TO ANOTHER
A student must be in satisfactory academic and conduct standing to be allowed the opportunity of transferring from one Art Institutes school to another. Any student dismissed for academic progress cannot transfer to another Art Institutes school until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress. A student who is terminated is not eligible for transfer status. All appeals must be done at the original Art Institutes location through Academic Affairs or Student Affairs.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at The Art Institute 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 program of study 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 Art Institute to determine if your credits or degree, diploma or certificate will transfer.

PROFICIENCY CREDIT
Students may request proficiency credit for courses in their program of study in one of two ways: proficiency exam or a portfolio evaluation. Students may have the opportunity to test out of some courses prior to the first day of class of the initial quarter. Proficiency exams may only be attempted once. Students must pay a non-refundable proficiency exam fee of up to $100 (USD) per proficiency exam taken. A portfolio of examples or documentation of experiential learning demonstrating proficiency must be supplied to the appropriate Academic Director prior to the first day of scheduled attendance of the initial quarter of study. Students will be charged a nonrefundable administrative fee of $100 (USD) per course for which credit is sought.

PROFICIENCY FOR PRIOR EXPERIENTIAL LEARNING
(The Art Institute of California — Los Angeles, The Art Institute of California — Sacramento, and The Art Institute of California — San Francisco only)
Credit for experiential learning shall only be granted by the Dean of Academic Affairs upon the written recommendation of a faculty member and may be granted only if all the following conditions apply:

1. The experiential learning is equivalent to a college or university level of learning.
2. The experiential learning demonstrates a balance between theory and practice.
3. The credit awarded for the experiential learning directly relates to the student’s degree program and is applied in satisfaction of some of the degree requirements.
4. The student has documented in writing each college- or university-level experiential learning for which credit is sought.
5. In evaluating experiential learning, The Art Institute staff may factor in the assessment of certain external organizations based on published guidelines.

PRIOR WORK/LEARNING DOCUMENTATION:
(The Art Institute of California — Los Angeles, The Art Institute of California — Sacramento, and The Art Institute of California — San Francisco only)
Each college- or university-level work/learning experience will be evaluated by faculty qualified in that specific subject area who shall ascertain to what college- or university-level learning the student’s prior experience is equivalent and how many credits toward a degree may be granted for that experience. In addition, the faculty evaluating the prior work/experiential learning must complete a credit equivalency report containing all of the following:

1. The documents in the student’s record on which the faculty member relied in determining the nature of the student’s prior experience.
2. The basis for determining that the prior experience is equivalent to college- or university-level learning, and demonstrates a balance between theory and practice.
3. The basis for determining to what college- or university-level the experience is equivalent and, the proper number of credits to be awarded toward the degree for that experience. The Dean of Academic Affairs is responsible for the implementation of the policy regarding credit for prior work/experiential learning and the review of faculty determinations regarding the award of credit for prior work/experiential learning. The Dean of Academic Affairs is to document that he or she has periodically reviewed faculty evaluations to assure that the faculty written evaluations and awards of credit comply with this section and the institution’s policies and are consistent. All applications for prior work/experiential learning credit must be reviewed prior to the student’s matriculation at The Art Institute. The Art Institute relies on external evaluations of credit from foreign institutions of higher education. The student is responsible for providing this evaluation.

PRIOR EXPERIENTIAL LEARNING MAXIMUM CREDIT LIMITS
ASSOCIATE’S DEGREES
(The Art Institute of California — Los Angeles, The Art Institute of California — Sacramento, and The Art Institute of California — San Francisco only)
For prior experiential learning credit, The Art Institute will recognize a maximum of 25 quarter credits of the 90 quarter credits necessary to receive an associate’s degree. Each course is worth two, three, four, or six quarter credits and the program consists of approximately 35 courses.

BACHELOR’S DEGREES
(The Art Institute of California — Los Angeles, The Art Institute of California — Sacramento, and The Art Institute of California — San Francisco only)
For prior experiential learning, The Art Institute will recognize a maximum of 45 quarter credits of the 180 quarter credits necessary to receive a bachelor's degree. For the calculation of these credits, no more than 25 credits may be applied to coursework in the first 80 quarter credits of the curriculum and no more than 25 credits can be applied for coursework in the remaining 100 quarter credits of the bachelor’s degree program. Each course is worth two, three, four, or six quarter credits and the program consists of approximately 60 courses.

MASTER’S DEGREE
(The Art Institute of California — San Francisco only)
Of the first 45 quarter credits awarded a student in a graduate program, no more than 9 quarter credits may be awarded for prior experiential learning. Of the second 45 quarter credits (i.e. credits 46 to 90) awarded a student in a graduate program, no more than 4.5 quarter credits may be awarded for prior experiential learning. No credit for experiential learning may be awarded after a student has obtained 90 quarter credits in a graduate program. Each course is worth three or nine quarter credits, and consists of approximately 24 classes. *Note: a 1.5 quarter credits to semester credits conversion has been used.*

**MAXIMUM ADVANCED STANDING**

The Art Institute offers Diploma programs in Art of Cooking and Baking & Pastry, which last just over one academic year and contain 58 quarter credits and 61 quarter credits, respectively. Each Diploma program includes 4 quarter credits in General Education.

The Art Institute offers Associate of Science degree programs, which last just over two academic years and contain 90 quarter credits. Each Associate of Science degree program includes 28 quarter credits in General Education.

The Art Institute offers Bachelor of Science and Bachelor of Fine Arts degree programs, which last three calendar or four academic years and contain 180 quarter credits. Each program includes 56 quarter credits in General Education.

The Art Institute offers a Master of Fine Arts degree program (The Art Institute of California — San Francisco only) which lasts one and a half calendar years and contains 90 quarter credits.

For each Diploma program, no more than 75 percent of the quarter credits required for graduation from The Art Institute may be satisfied through a combination of transfer credit, credit for prior experiential learning, and/or challenge exams. This percentage allows for a maximum of 44 quarter credits for the Art of Cooking Diploma program, and 46 quarter credits for the Baking & Pastry Diploma program.

For the Associate of Science, the Bachelor of Science, the Bachelor of Fine Arts, and each Diploma program, as much as 75 percent of the quarter credits required for graduation from The Art Institute may be satisfied through a combination of transfer credit, credit for prior experiential learning, and/or challenge exams. This percentage equals 68 quarter credits for associate’s degree programs and 135 quarter credits for bachelor’s degree programs.

No more than 50 percent of the credits required for the Master’s program may be transferred from another institution. This percentage equals 45 quarter credits.

**ACADEMIC POLICIES AND PROCEDURES**

**ACADEMIC FREEDOM**

The Art Institute values the rights of expression pertaining to the teaching and research of its faculty. The Art Institute 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 (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.

The Art Institute reserves the right to modify the school 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 Department 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 is financially responsible for all registered courses based on the Refund Policy on page 215.

WITHDRAWAL FROM SCHOOL
Students who do not attend any courses by the end of the Schedule Adjustment Period will be withdrawn from school. Students who voluntarily withdraw from school must complete the required paperwork, obtaining all required signatures, and return it to the Registrar’s Office.

Students who withdraw from school are subject to a tuition increase upon readmission.

READMISSION AFTER WITHDRAWAL
Any student who has withdrawn from The Art Institute 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 school 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 classes, your financial aid eligibility may change. Please see a financial aid officer before adding or dropping a
class. Tuition will be charged based on registered credits at the end of this period. Students will be responsible for all charges regardless of attendance.

1. Students who are registered for a second-session class and who withdraw from school during Session 1 of a term will have the second-session class “voided” (or “unregistered” in CampusVue). This means that they will not be charged for the class, the class will not appear on the transcript, and there will be no academic progress implications for that class.

2. Students enrolled for a second-session class who remain in school, but choose not to take the second-session class must notify the school that they will not take that class prior to the end of the drop/add period for the mid-session start. If they do that, they will be “unregistered” from the class, 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.

CHANGE OF PROGRAM OF STUDY
Students can change their program of study once. Changing from a day to an evening program of study is not considered a change of program. Changing from one degree level to another degree level in the same program is not considered a program change.

Courses taken in one program of study applicable to the second program of study will be transferred with the grade. If students have taken a course more than once, then all grades relevant to that course will apply to the second program of study. Grades earned in the original program of study will count toward the cumulative grade point average. However, in cases in which 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 not be applied to the student’s new program CGPA calculation. The grades will be recorded as TR.

For ICR purposes, only those courses transferred will apply to the new program. The maximum allowable time frame shall be calculated as the total number of credits in the program minus the number of credits applied to the new major X 150%. Example: if a student transfers 36 credits to a new program consisting of 180 credits, the calculation would be 180 – 36 = 144 X 150% = 216 credits. Second example: if a student earned 36 credits in the original program that are applicable to the new program, but transfers 48 credits due to repeating failed classes, then the maximum allowable time frame is reduced to 198 credits.

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 school 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.

GRADUATE EMPLOYMENT INFORMATION
The Art Institute maintains graduate employment information. For specific employment data, contact the Director of Career Services at your location.

RETENTION OF RECORDS
The time period that The Art Institute maintains student records complies with federal, state, or local law or other legal requirements.

ONLINE COURSES
ONLINE POLICY
The Art Institute 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. The Art Institute 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 The Art Institute. Students are not, however, required to purchase or lease any hardware or software through The Art Institute. 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, The Art Institute 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” (withdrawal 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 the college the subsequent quarter.

Students withdrawing from school 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 The Art Institute system.

STUDENT SERVICES FOR STUDENTS TAKING ONLINE COURSES
The Art Institute 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 The Art Institute for all students who reside locally or via email and telephone (at The Art Institute’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.
DIGITAL BOOKSHELF AND EBOOKS
The Art Institute is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. Thus, eventually most courses will have a digital resource fee associated with them. This mandatory fee is a flat rate per course and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media, which is integrated into the course. Students are responsible for reading the Digital Bookshelf and eBook User’s Manual publication which describes the media, access to the materials and your rights and responsibilities related to Digital Bookshelf.

ACADEMIC ASSESSMENT

ACADEMIC GRADING SYSTEM
The grading system incorporates letter grades and codes that have the following numeric equivalences and definitions:

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LETTER CODES USED BY LA, OC, SAC, SF

IP = In Progress.
“IP” indicates work is in progress and assignment of a final grade is pending completion of coursework. “IP” does not equate to credit and therefore is not included in any calculations.

P or PR = Proficiency credit.
Campuses that award proficiency credit do so on the basis of an examination and/or portfolio review. These courses are assigned a “P”. Such credit is applied to the total credits required for graduation, but has no grade point value and is not computed in a grade point average.

TR = External transfer credit.
Course credit transferred from another accredited postsecondary institution is assigned a “TR” code.

W = Withdraw from course. If a student withdraws from a course after the Schedule Adjustment Period and before the tenth week of a quarter, a “W” is assigned to that course. “W” is not used in the computation of a grade point average.

WF = Withdraw failing from course. If a student withdraws from a course during the tenth or eleventh week of a quarter, a “WF” is assigned to that course. “WF” is used in the computation of a grade point average.
There are no tuition refunds for course withdrawals after the end of the schedule adjustment period.

For online course withdrawals, refer to the Online Schedule Adjustment Policy on page 157. For information about withdrawing from the program, refer to the school’s Refund Policy on page 150.

**P = Pass**
The “P” code indicates that the student has passed a course that is taken on a Pass/Fail basis.

**F = Fail**
The “F” code indicates that the student has failed a course that is taken on a Pass/Fail basis.

**LETTER CODES USED BY LA, OC, SF**

**SP = Satisfactory Pass.**
“SP” indicates that a student passed a course taken on a Pass/Fail basis.

**NP = Not Pass.**
“NP” indicates that a student failed a course taken on a Pass/Fail basis.

**ADDITIONAL LETTER CODES SPECIFIC TO EACH CAMPUS**
In addition to the codes listed above, the following codes have been used at these campuses and may therefore be found on students’ records at that campus:

**The Art Institute of California — Los Angeles**
• K = External Transfer Credit (applies to credits reviewed prior to July 2004)
• PR = Proficiency Credit
• S = Suspension from Course (applies only to those enrolled October 1999 and prior)
• T = Termination from The Art Institute (applies only to those enrolled October 1999 and prior)

**The Art Institute of California — Orange County**
• K = External Transfer Credit (applies only to those enrolled prior to April 2004)
• P = Pass (applies only to those enrolled prior to July 2003)
• S = Suspension from Course (applies only to those enrolled prior to July 2003)
• U = Unsatisfactory (applies only to those enrolled prior to July 2003)

**The Art Institute of California — San Francisco**
• FS = Failed/Suspended from Course (applies only to those enrolled April 2004 and prior)
• K = External Transfer Credit (applies to credits reviewed prior to July 2004)
• S = Satisfactory (applies only to those enrolled starting January 2003 to April 2008)
• U = Unsatisfactory (applies only to those enrolled starting January 2003)
to April 2008)
• WV = Waiver (applies only to those enrolled October 2001 and prior)

REPEATING COURSES
Every required course for which a student received an “F,” “W,” or “WF” grade/code must be repeated and/or completed with a passing grade, prior to the final quarter of study. It is strongly recommended that any student with W, F or WF grades register for the same courses in the subsequent quarter to improve academic achievement. 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 (not the original grade) will be computed in the grade point average. Tuition is charged for repeated courses.

GRADE APPEAL
When a final grade has been established and recorded in a student’s record, the grade may not be changed without approval of the course instructor, Academic Department Director, and the Dean of Academic Affairs. Students who feel that they have received an erroneous grade may appeal that grade to their instructor. If the student and the instructor do not reach a resolution in the matter, the Academic Director, after consultation with the instructor and student, will make a final determination.

A change of grade must be submitted by the instructor prior to the end of the schedule adjustment period for the subsequent quarter (the Monday of week 2).

ACADEMIC PERFORMANCE MEASUREMENTS
Student academic performance is recorded, reported, and monitored by the Registrar each quarter, according to the following:

GRADE POINT COMPUTATION
The grade point value for an individual course is determined using the equivalent grade points listed in the Academic Grading System section. The total grade points for an individual course are determined by multiplying the equivalent grade points for the letter grade times the credit hours for the course.

QUARTERLY GRADE POINT AVERAGE (QGPA)
The quarterly grade point average is computed by dividing the total grade points earned in the quarter by the total credits attempted in that quarter.

CUMULATIVE GRADE POINT AVERAGE (CGPA)
A cumulative grade point average (CGPA) is computed by dividing the total grade points earned for all courses attempted at The Art Institute by total credit hours attempted. When a course has been repeated to improve the grade only the points and credits for the course with the higher grade count. The resulting CGPA is expressed as a whole number and a tenth, i.e., 2.5, 3.2. The CGPA is calculated by rounding up to the nearest tenth if the last digit is five or greater. It is rounded down to the nearest tenth if the last digit is less than five. Ex: 3.64 = 3.6, 3.65 = 3.7, 3.66 = 3.7.

DEFINITION OF STUDENT STATUS (BASED ON CREDIT HOURS)
• Full load: full-time course load schedule averages 12 credits for diplomas, 16 credits for associate’s and bachelor’s degrees, and 15 credits for master’s degrees.
• Full-time: enrolled in 12 credit hours or more in an academic quarter
• Three-quarter time: enrolled in 9–11 credit hours in an academic quarter
• Half-time: enrolled in 6–8 credit hours in an academic quarter
• Less than half time: enrolled in 1–5 credit hours in an academic quarter
• Academic Year: 36 quarter credits (3 Quarters in length)
HONORS AND AWARDS

CRITERIA FOR QUARTERLY HONOR DESIGNATION
To promote academic excellence and to recognize exemplary academic achievement, students are recognized on a quarterly basis and upon graduation. Any student who enrolls for and completes 12 credits or more and meets the following criteria, may receive the corresponding designation (Transitional studies classes are not considered when evaluating honors designations):

QUARTER HONOR GPA DESIGNATION
4.0 President’s Honor Roll
3.70–3.99 Dean’s Honor Roll
3.50–3.69 Honor Roll

CRITERIA FOR HONOR DESIGNATION AT GRADUATION
Any student who achieves a CGPA of 3.5 or higher is designated as an Honor Graduate. (Transitional studies courses are not considered when evaluating honor designations at graduation).

GRADUATION AWARDS
Students from each program of study may be eligible to win awards recognizing outstanding portfolios or culinary skills or outstanding achievements.

REQUIREMENTS FOR GRADUATION
To be qualified to graduate from The Art Institute, 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 to The Art Institute.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAPP)
Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student’s ability to enroll in and complete courses on a consistent manner. This ability is measured in two ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR). Failure to complete courses successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS

ACADEMIC STANDARDS FOR DIPLOMA PROGRAMS:

1. At the end of first quarter (or the end of the third session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.

2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation. 
NOTE: If you are on probation for ICR it will be very difficult for you to meet the fourth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your third and fourth quarter. Please consult with your academic advisor on your exact requirement.

4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.

5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.

**APPEALS PROCESS**

The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the Institute. If the student’s appeal is granted, he or she will be placed on probation at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a permanent dismissal. The student would do this through the reentry process.

**ACADEMIC STANDARDS FOR DEGREE PROGRAMS:**

1. At the end of second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.

2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.

3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation. 
NOTE: If you are on probation for ICR it will be very difficult for you to meet the fourth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your fourth, fifth and sixth quarters. Please consult with your academic advisor on your exact requirement.

4. At the end of sixth quarter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.

5. At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be dismissed.
6. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

While we are bound by Department of Education requirements that a student be dismissed after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, we are allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%. If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be dismissed (note: evaluation points occur every other quarter after sixth quarter). This can only happen once after sixth quarter.

Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.

Transitional Studies Courses are based on the results of the academic placement test. 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; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in dismissal.

**APPEALS PROCESS**

The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the Institute. If the student’s appeal is granted, he or she will be placed on probation at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a permanent dismissal. The student would do this through the reentry process.

**Other Standards of Academic Progress:**

1. Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:
   a. Death of an immediate family member
   b. Student illness requiring hospitalization (this includes mental health issues)
   c. Illness of an immediate family member where the student is a primary caretaker
   d. Illness of an immediate family member where the family member is the primary financial support
   e. Abusive relationships
   f. Divorce proceedings
   g. Previously undocumented disability
   h. Work-related transfer during the term
i. Change in work schedule during the term  
jl. Natural disaster  
k. Family emergency  
l. Financial hardship such as foreclosure or eviction  
m. Loss of transportation where there are no alternative means of transportation  
n. Documentation from the School Counselor and/or a Professional Counselor

Deans of Academic Affairs are responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Any consideration of conditions outside of the list provided should be discussed with the EDMC VPAA. Student life issues and making the transition to college are not considered mitigating circumstances under this policy since students have at least two quarters in a diploma and three quarters in a degree program to adjust to college life.

Documentation from a school or professional counselor should not breach the student/counselor relationship. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues are contrary to satisfactory academic progress will suffice as proof of mitigating circumstances.

2. Grades achieved in repeated classes will replace grades of ‘F’, ‘W’, or ‘WF’. Grades of ‘F’, ‘W’, or ‘WF’ are included in the maximum allowable time frame and incremental completion rate requirements. The grade ‘I’ indicates Incomplete and is calculated as if it is an ‘F’ until it is changed to another grade. Students may also retake classes in which they received a passing grade in order to improve their CGPA. However, a student cannot receive financial aid for repeating courses in which a passing grade has already been earned.

3. Transfer credits from other post-secondary institutions are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum number of attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be 180 – 36 = 144 X 1.5 = 216 credits.

Grades for credits transferred 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. Any student dismissed for academic progress cannot transfer to another Art Institute until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress.

4. Students will be allowed only one change of program. On rare occasions and with good reason, the Dean of Academic Affairs may allow a student an additional change of program. Changing from day to evening in the same program is not considered a change of program. Changing from a diploma level to a degree level or an associate’s level to a bachelor’s level in the same program is not considered changes of program.

Courses taken in one program applicable to the second program shall be transferred with the grade. If students have taken a course more than once, all grades pertinent to that course shall apply to the second program. Grades earned in the original program shall count towards the cumulative grade point average.
However, in cases in which a student has graduated from the Institute in one program then subsequently begins work in a different program, grades used in the CGPA of the previous program will not be applied to the student’s new program CGPA calculation. The grades will be recorded as TR.

For ICR purposes only, those courses transferred will apply to the new program. The maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new program X 1.5. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be 180 – 36 = 144 X 1.5 = 216 credits. Second example, if a student earned 36 credits in the original program that are applicable to the new program, but transfers 48 credits due to repeating failed classes then the maximum allowable timeframe is reduced to 198 credits.

5. In order for students to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

MILESTONES AND EVALUATION POINTS:

<table>
<thead>
<tr>
<th>Diploma</th>
<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>Probation</td>
<td></td>
</tr>
<tr>
<td>End of Second Quarter</td>
<td>&lt; 1.0 and/or 33.33%</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>End of Second Quarter</td>
<td>&lt; 1.5 and/or 50%  &gt; 1.0 and 33.33%</td>
<td>Probation</td>
<td></td>
</tr>
<tr>
<td>End of Fourth Quarter</td>
<td>&lt; 2.0 and 66.67%</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>And every quarter thereafter</td>
<td></td>
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</tr>
<tr>
<td>Degree</td>
<td>End of Second Quarter</td>
<td>&lt; 1.0 and/or 33.33%</td>
<td>Probation</td>
</tr>
<tr>
<td>End of Third Quarter</td>
<td>&lt; 1.0 and/or 33.33%</td>
<td>Dismissal</td>
<td></td>
</tr>
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<td>End of Third Quarter</td>
<td>&lt; 1.5 and/or 50%  &gt; 1.0 and 33.33%</td>
<td>Probation</td>
<td></td>
</tr>
<tr>
<td>End of Sixth Quarter*</td>
<td>&lt; 2.0 and 66.67%</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>And every other quarter thereafter</td>
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</tbody>
</table>

If a student’s CGPA falls below 2.0, but is at least 1.8 and/or the ICR is below 66.67% but at least 60%, the student may be placed on probation one time after he or she has moved beyond his or her sixth quarter. The student would then need to achieve the 2.0 and 66.67% milestones at the next evaluation point or be dismissed.

SPECIAL SATISFACTORY ACADEMIC PROGRESS POLICY PROVISIONS FOR CALIFORNIA VA STUDENTS
EFFECTIVE: JANUARY 15, 2008

Students enrolled in diploma and degree programs and receiving VA benefits in California have two additional evaluation points. These are not for purposes of determining academic standing but, rather, are for purposes of determining continued eligibility to receive VA benefits.
ACADEMIC STANDARDS FOR DIPLOMA PROGRAMS:

1. At the end of first quarter (or the end of the third session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.

2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal. Student receiving VA benefits must attain a 2.0 and an ICR of 66.67%. Anything below this milestone will result in loss of VA benefits.

3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.

   NOTE: If you are on probation for ICR it will be very difficult for you to meet the fourth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your third and fourth quarter. Please consult with your academic advisor on your exact requirement.

4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal. Student receiving VA benefits must attain a 2.0 and an ICR of 66.67%. Anything below this milestone will result in loss of VA benefits.

5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could

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</tr>
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<td>&lt; 1.5 and/or 50%</td>
<td>Probation</td>
<td></td>
</tr>
<tr>
<td>End of Second Quarter - VA</td>
<td>&gt; 1.0 and 33.33%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of Fourth Quarter</td>
<td>&lt; 2.0 and 66.67%</td>
<td>Loss of VA benefits</td>
<td></td>
</tr>
<tr>
<td>And every quarter thereafter</td>
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<td>Dismissal</td>
<td></td>
</tr>
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<td>&lt; 2.0 and 66.67%</td>
<td>Loss of VA benefits</td>
<td></td>
</tr>
</tbody>
</table>

ACADEMIC STANDARDS FOR DEGREE PROGRAMS
At the end of the second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.

At the end of the third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in termination.

At the end of the third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.

At the end of the third quarter, students who are placed on probation and who were on probation after
the second quarter will have their certification of eligibility to receive VA benefits withdrawn.

At the end of the fourth quarter, students receiving VA benefits who were on academic probation at the end of their second and third quarters will be evaluated to ensure that they have earned a CGPA of at least 1.5 and an ICR of at least 33.33%. Failure to meet these benchmarks will result in the withdrawal of certification of eligibility to receive VA benefits.

At the end of the fifth quarter, students receiving VA benefits who were on academic probation at the end of their third and fourth quarters will be evaluated to ensure that they have earned a CGPA of at least 1.8 and an ICR of at least 60%. Failure to meet these benchmarks will result in the withdrawal of certification of eligibility to receive VA benefits.

At the end of the sixth quarter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in termination.

While bound by the United States Department of Education requirements that a student be terminated after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, The Art Institute are allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%. If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be terminated (note: evaluation points occur every other quarter after the sixth quarter). This can only happen once after sixth quarter.

GRADUATE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY
(The Art Institute of California – San Francisco only)
REVISED: JUNE 30 2010

MAINTAINING A GRADE POINT AVERAGE OF 3.0 OR BETTER DURING PRE-THESIS STAGE.
1. At the end of each quarter, students must have maintained a grade point average of at least 3.0. If a student has not reached the thesis stage of their program and their grade point average falls below a 3.0, they will be placed on academic probation for the next quarter.
2. The student has one quarter to improve their grade point average to the mandatory level of at least 3.0. If a student fails to do so, the result is a termination from the graduate program.

ACHIEVING GRADES BELOW A “B” DURING PRE-THESIS STAGE
3. Students who have not reached the thesis stage of their program and receive a course grade less than a “B” will be placed on academic probation for the next quarter. The student is required to repeat the course prior to entering the thesis stage.
4. A student may not have more than two instances of a grade less than a “B” during the entire program. If a student receives more than two grades less than a “B”, the result is a termination from the graduate program.

PASSING THE ASSESSMENT/APPROVAL TO THESIS STAGE
5. There is a mid-program assessment of each student to determine if they will be accepted into the thesis stage of their program. This assessment occurs separate from a particular class and involves faculty from throughout the department.
6. Students must successfully complete their mid-program assessment prior to being accepted into the thesis stage of their program. Unacceptable assessments will result in academic probation for the following quarter.
7. If a student is on probation because of an unsuccessful mid-program assessment, they are required to register for the 3 credit Continuing Thesis Course to prepare their proposal for a second assessment.

8. The student has one quarter to resubmit and successfully complete their mid-program assessment. If at the second attempt the student's assessment is still unacceptable, the result is immediate termination from the program.

**ALLOWABLE PROBATION**

9. Students may be on an academic probation status for a maximum of two instances during their matriculation period. While on probation, a student is considered to be making satisfactory progress.

10. Students cannot be on probation two consecutive quarters. The result is an immediate termination from the program.

**THESIS STAGE**

*Thesis stage of any graduate program refers to the point in which a graduate student has assembled and is working with an approved thesis committee on the written and/or project portion of their thesis. This stage usually commences after the mid-program review, but may vary per program.*

11. There is no academic probation during the thesis stage.

12. If a student is in the thesis stage of their program and their grade point average falls below a 3.0, the result is an immediate termination from the graduate program.

13. If a student is in the thesis stage of their program, they may not receive a grade less than a “B”. The result is an immediate termination from the graduate program.

14. At the end of the program, each student is required to make a thesis presentation to their thesis committee. If they are unsuccessful in passing their final assessment, they are required to register for the 3 credit Continuing Thesis Course to continuing working with their committee until they pass their final assessment.

15. Students have a maximum time limit of five years to complete their program.

**INCREMENTAL COMPLETION RATE**

16. At the end of first quarter, students must achieve an ICR of 33.33%. Anything below will result in probation.

17. At the end of second quarter, students must attain an ICR of 33.33%. Anything below will result in termination. At the end of second quarter, students with an ICR below 50%, but at least 33.33% will be placed on probation.

18. At the end of fourth quarter, and every quarter thereafter, students must attain an ICR of 66.67%. Anything below will result in termination.

**MAXIMUM ALLOWABLE CREDITS**

19. Students may not attempt more than 150% of the credits in their programs. Anything in excess of 150% of the credits will result in termination from the graduate program.

**APPEALS FOR ACADEMIC TERMINATION**

20. Terminated students may appeal their termination to the Graduate Appeals Committee if there are documented mitigating circumstances beyond their control. Please refer to mitigating circumstance reasons in your appeals packet.

21. Only one appeal may be granted a student during the program.

22. If a student wants to be considered for reinstatement the following quarter, they must appeal the termination before the start of the quarter, but no later than Wednesday of Week One at 5:00pm.
23. Any termination appeal that is granted, the student will be reinstated.
24. If a student submits an appeal after the deadline, their appeal will be considered for the next quarter.

**RECORDS REVIEW**
25. At the end of each quarter the Registrar’s Office will flag records of graduate students who have a grade point average below a 3.0 and/or have received a course grade below “B”.
26. Letters of termination will be sent at the end of the quarter for those students who have not met the requirements as set forth above.
27. All change of grades must be initiated and submitted to the Registrar’s Office no later than Friday of Week One at 12:00 noon.

**REQUIREMENTS FOR GRADUATION**
28. Receive a passing grade or credit for all required coursework.
29. Earn the minimum 90 quarter credits required for the program.
30. Must pass the Thesis Committee review.
31. Achieve a minimum CGPA of not less than 3.0.
32. Meet portfolio or other requirements as outlined by the student’s degree program.
33. Satisfy all financial obligations to The Art Institute.

**ATTENDANCE POLICIES AND PROCEDURES**
Because developing and maintaining a good attendance record is an important facet of a student’s professional development, the attendance record is included in each student’s permanent file. A student is expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. Outside employment is not to be scheduled during class hours. It is recognized, however, that a student may be absent from class due to serious illness or family emergency. Documented absences of this nature will be considered prior to attendance withdrawal.

**ATTENDANCE RECORDING**
All student attendance is recorded from the first day of the quarter. There are no excused absences. Should a student adjust his/her schedule within the Schedule Adjustment Period, he or she will be marked absent for any class missed. The attendance recording, monitoring, and follow-up procedures are as follows:

1. Full Absence: A full day of absence is defined as being absent for the total number of hours classes are scheduled each day for the program in which a student is enrolled. Absences are recorded from the first day of the quarter regardless of the reason for absence.
2. Partial Absence: A student who arrives late or leaves class early is charged in 15-minute increments of absenteeism. This absence accumulates toward total absenteeism on a student’s quarterly record.

**ATTENDANCE WITHDRAWAL**
Students who do not attend any classes for fourteen (14) consecutive calendar days and fail to notify Academic Affairs will be withdrawn from school. In addition, the student may be involuntarily withdrawn at the discretion of the Academic Director, and with the approval of the Dean of Academic Affairs, at any time.

**APPEALING AN ATTENDANCE WITHDRAWAL**
If a student is withdrawn due to a lack of attendance, the student must appeal in writing to the Dean of Academic Affairs to be reinstated for the same quarter in which the violation occurred. The written appeal
must address the circumstances that caused the withdrawal to be invoked and how the circumstances have been remedied or changed so as to allow the student to be successful in his/her education endeavors.

The Dean of Academic Affairs and/or an Appeals Committee will review the student’s appeal and determine if the appeal is granted or denied. The student may be asked to appear in person during the review process when deemed necessary by the Dean or the Committee. If the student does not appeal the attendance violation, he/she will be eligible to return in the next quarter as a readmission as long as he/she is in good academic standing.

**TUITION RATE POLICY**
Students who leave school 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.

**TRANSFER TO ANOTHER ART INSTITUTE CAMPUS**
A student must be in satisfactory academic and financial standing to be allowed the opportunity of transferring from one Art Institutes school to another.

**STUDENT LIFE**
More detailed information regarding Student Life can be found in the Student Handbook available in the Student Affairs department at your location.

**OUR CULTURE**
Students come to The Art Institute from all over the United States and abroad. The student body at The Art Institute 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 The Art Institute, although a visit is not a condition for submitting the application for admission or enrollment agreement.

**LANGUAGE OF INSTRUCTION**
All instruction at The Art Institute is conducted in English. No other language is utilized. In addition, The Art Institute does not provide instruction in English as a second language.

**ORIENTATION**
An orientation program is held for all new students and their parents a few days before the start of each quarter. Students will be advised of the date, time, and events.

**APPROPRIATE ATTIRE**
Students are requested to dress in the manner appropriate for their profession while attending The Art Institute.

**SMOKING POLICY**
The Art Institute 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.

**FACILITIES AND EQUIPMENT**
The year-round average class size for The Art Institute is 22 or fewer students. Class size, however, will not exceed 35 students in lab sessions and 40 students in lecture sessions. Use of instructional equipment will be made available according to the program curriculum to enable the student to acquire an understanding of those fundamental principles of such equipment which the student would be
expected to encounter in an entry-level position in the field. Such equipment must be shared by students. Accordingly, The Art Institute cannot guarantee students hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of his/her program, the student may find it necessary to schedule use of the equipment outside normal class hours. The Art Institute is not responsible for loss or damage of student property, including artwork or discs.

The Art Institute of California — Hollywood occupies approximately 66,000 square feet on four floors of a 9-story building in the NoHo Arts District in North Hollywood. The school 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 among The Art Institute in Southern California, The Art Institute of California - Hollywood is located directly on a subway line, making the school particularly accessible to students from across the Los Angeles metropolitan area.

The Art Institute of California — Los Angeles occupies approximately 106,000 square feet. In addition to classrooms, studios, laboratories, offices, student lounges, a library, and an exhibition gallery, The Art Institute of California - Los Angeles maintains an art supply store for the convenience of students. Equipment provided at The Art Institute of California — Los Angeles is specific to the program of study. This includes, but is not limited to: projectors, editing decks, PC and Macintosh computers, printers, and equipped kitchens.

The Art Institute of California — Orange County occupies approximately 105,000 square feet. In addition to classrooms, studios, laboratories, offices, a student lounge, a learning resource center, and an exhibition gallery, The Art Institute of California – Orange County maintains an art supply store for the convenience of students. Equipment provided at The Art Institute of California — Orange County is specific to the program of study. This includes, but is not limited to: projectors, editing decks, PC and Macintosh computers, printers, and equipped kitchens.

The Art Institute of California — Sacramento occupies approximately 44,000 square feet of classrooms, studios, laboratories, offices, a student lounge, a library resource center, kitchens and a restaurant. Equipment at The Art Institute of California — Sacramento is specific to the program of study. This includes, but is not limited to: PC and Apple computers, printers and equipped kitchens.

The Art Institute of California — San Francisco occupies approximately 65,000 square feet. In addition to classrooms, studios, laboratories, offices, a student lounge, a library resource center, and an exhibition gallery, The Art Institute of California – San Francisco maintains an art supply store for the convenience of students. Equipment provided at The Art Institute of California — San Francisco is specific to the program of study. This includes, but is not limited to: projectors, editing decks, PC and Macintosh computers, printers, and sewing rooms.

The Art Institute of California — Sunnyvale occupies approximately 53,000 square feet. The school is located in Santa Clara County, and is one of the several cities that make up the world’s premiere technology corridor, Silicon Valley. The building interior is designed with the creative student in mind. Light, spacious classrooms, studios and labs, library, and a student-operated restaurant supervised by professional faculty offer a productive working atmosphere.

LIBRARY
The Art Institute provides students, faculty, and staff with access to information and services needed in a teaching and learning environment. Collection emphasis is on creative production, as well as support for general education enhancement in the arts, communications, social sciences, and humanities. Students will be prepared for lifelong learning through exposure to a variety of computer information technologies they may use in the workplace, at home, or in the center.
EXHIBITION OF STUDENT WORK
Student artwork is important to The Art Institute. 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 Art Institute students have achieved. Student artwork is also a basic part of the catalog and other publications and exhibitions illustrating the programs at The Art Institute. The Art Institute reserves the right to make use of the artwork of its students for such purposes, with student permission. The Art Institute 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.

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 are expected to form study groups in order to cultivate student interaction, develop team-building skills, and enhance learning.

STUDY TRIPS
The Art Institute arranges study trips to local cultural and commercial sites. 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.

SUMMER STUDIO PROGRAMS
A one-week program corresponding to the degree programs offered may be scheduled in the summer for high school students. For information and individual campus requirements, check with the Admissions Office at your location.

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 The Art Institute may disclose to third parties without receiving prior written consent from the student.

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 Dean of Academic Affairs. 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 school may require the presence of a school 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.

DISCLOSURE OF EDUCATIONAL RECORDS
The Art Institute 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 The Art Institute officials who have been determined by the school to have legitimate educational interests in the records. A school official is: (a) a person employed by the school 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 school 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 school official. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute 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 the school.

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 school 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 the school 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 the school 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 the institution’s rules or policies. (The school, 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)).

12. To a parent regarding the student’s violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school 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 The Art Institute 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.

**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 The Art Institute officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute 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.

**DIRECTORY INFORMATION**
The Art Institute 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 The Art Institute 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, The Art Institute: The Art Institute of California — Los Angeles (2900 31st Street, Santa Monica, CA 90405-3035); The Art Institute of California — Orange County (3601 West Sunflower Avenue, Santa Ana, CA 92704-7931); The Art Institute of California — Sacramento (2850 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833); The Art Institute of California — San Francisco (1170 Market Street, San Francisco, CA 94102-4928) 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.

**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 Dean of Academic Affairs 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. The Art Institute 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, The Art Institute 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 The Art Institute. 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. The Art Institute 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, The Art Institute 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, The Art Institute 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, The Art Institute will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

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 The Art Institute 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

STUDENT CONDUCT
The Art Institute recognizes their 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.

Students are encouraged to refer to the Student Handbook for the complete Student Code of Conduct Policy. As members of The Art Institute, students have responsibilities and duties commensurate with their rights and privileges. In its Student Code of Conduct Policy, The Art Institute 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 mission of The Art Institute.

The Art Institute reserves the right to suspend or permanently dismiss any student whose conduct is found to be: detrimental to the training environment within the classrooms; detrimental to the well-being of fellow students and/or faculty and staff members within The Art Institute or at any Art Institute-sponsored activity or facility; or any student who causes damage to the appearance or structure of The Art Institute or housing facilities and/or equipment therein; who copies or otherwise plagiarizes the artwork or assignments/projects of other students or professionals; or who otherwise displays conduct detrimental to his or her own academic progress or ultimate success in the field for which he or she is being educated.
The Art Institute informs all students, through the Student Handbook, of the detailed requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and what The Art Institute requires of all staff and students.

Employees and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school, in school-sponsored housing or parking facilities, or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination of employment. The Art Institute will make a good faith effort to maintain a drug-free and alcohol-free school and workplace through implementation of the above policy, and has established a drug and alcohol awareness program.

STUDENT CONDUCT APPEAL PROCEDURE
A student wishing to appeal a disciplinary decision may do so in accordance with the Appeal Procedure outlined in the Student Handbook.

GENERAL STUDENT COMPLAINT PROCEDURE
If a student has a general complaint or concern regarding any aspect of The Art Institute, the student should first see his/her Academic Department Director. If the issue raised has not been resolved in a satisfactory manner, the student is directed to contact the Dean of Academic Affairs for academic issues or the Dean of Student Affairs for non-academic issues. If the concern or complaint is still not adequately resolved, the student may prepare a detailed written statement about the complaint or concern and all relevant issues that would be helpful in best presenting this concern (including the names and titles of individuals involved, if any), and send or give the statement to The Art Institute President at the location he/she is attending.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1.916.574.8200 or by completing a complaint form, which can be obtained on the Bureau’s Internet Web site www.bppe.ca.gov. A student may also contact the Accrediting Council of Independent Colleges and Schools at 750 First Street NE, Suite 980; Washington, DC 20002-4241 or contact at 1-202-336-6780.

ANTI-HAZING POLICY
Hazing involving students or student groups at The Art Institute 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 Art Institute. 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 Art Institute 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 Dean of Student Affairs. 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.
HARASSMENT POLICY
DEFINITION OF SEXUAL HARASSMENT
Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: (a.) submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision; (b.) submission to or rejection of such conduct is used as a basis for an academic decision; 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 work or educational environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The Art Institute prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

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, 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.

HARASSMENT COMPLAINT PROCEDURE
Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment & Discrimination. Promptly after learning of such alleged conduct, The Art Institute 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 school-related retaliation. If an investigation confirms the allegations, The Art Institute will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

STUDENT GRIEVANCE PROCEDURE FOR DISCRIMINATION & HARASSMENT
The Art Institute does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, genetic marker, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy:

Director of Human Resources / The Art Institute of California — Hollywood, 5250 Lankershim Boulevard, North Hollywood, CA 91601, 818-299-5245

Director of Human Resources / The Art Institute of California — Los Angeles, 2900 31st Street, Santa Monica, CA 90405-3035, 310-752-4700.

Director of Human Resources / The Art Institute of California — Orange County, 3601 West Sunflower Avenue, Santa Ana, CA 92704-7931, 714-830-0200.

Human Resource Manager / The Art Institute of California — Sacramento, 2850 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, 916-830-6320.

Director of Human Resources / The Art Institute of California — San Francisco, 1170 Market Street, San Francisco, CA 94102-4928, 415-865-0198.
Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether The Art Institute’s nondiscrimination 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 for non-academic matters with the Director of Human Resources or for academic matters with the Dean of Academic Affairs. 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. In most cases, the person accused of discrimination will be notified of the complaint by the Director of Human Resources or Dean of Academic Affairs.

2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Director of Human Resources or the Dean of Academic Affairs.

3. The Director of Human Resources or the Dean of Academic Affairs will investigate the allegations. 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.

4. The Director of Human Resources or the Dean of Academic Affairs will determine whether a violation of The Art Institute’s nondiscrimination policy has occurred. The Director of Human Resources or the Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Director of Human Resources or the Dean of Academic Affairs determines that the policy has been violated, the Director of Human Resources or the Dean of Academic Affairs will also recommend corrective action.

5. The decision of the Director of Human Resources or the Dean of Academic Affairs may be appealed by petitioning the President’s Office. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Director of Human Resources or the Dean of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President’s decision shall be final.

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. For more information about a student’s rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at www.ed.gov/ocr.

**ARBITRATION**

A student and The Art Institute agree that any dispute or claim between them and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to the enrollment agreement or, absent such agreement, the student’s enrollment or attendance at The Art Institute, whether such dispute arises before, during, or after a student’s attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at
the student’s or The Art Institute’s election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. If a student decides to initiate arbitration, they may select either, JAMS or the National Arbitration Forum (“NAF”) to serve as the arbitration administrator pursuant to its rules of procedure.

If The Art Institute intends to initiate arbitration, it will notify the student in writing by regular mail at the latest address on file with The Art Institute, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20-day period, The Art Institute will select one.

The Art Institute agree that it will not elect to arbitrate any individual claim of less than $5,000 that is brought in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if the student’s claim exceeds $5,000, The Art Institute reserves the right to elect arbitration and, if it does so, the students agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

If either the student or The Art Institute chooses arbitration, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator’s award). Further, the student will not have the right to participate as a representative or member of any class of claimant’s pertaining to any claim subject to arbitration. The arbitrator’s decision will be final and binding.

Other rights that the student or The Art Institute would have in court also may not be available in arbitration. The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against the student may not be joined or consolidated with claims brought by or against any other person.

Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon the student’s written request, The Art Institute will pay the filing fees charged by the arbitration administrator, up to a maximum of $3,500 per claim. Each party will bear the expense of its own attorneys, experts, and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party.

If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators’ fees, and attorney, expert, and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of the student’s relationship with The Art Institute. If the student has a question about the arbitration administrators mentioned above, they can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 1-800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 1-800-474-2371. The above supersedes any inconsistent arbitration provision published in any other document.

CAMPUS SECURITY
The Art Institute faculty, staff, and administration are concerned that every student enjoys a safe, secure stay with the school. Crime awareness and school security are matters for which every student must take personal responsibility. The Student Conduct and Housing Codes at The Art Institute strictly prohibit the possession of weapons and the use of alcohol, controlled substances, and drugs on the school facilities or in school sponsored housing. Violation of these rules or criminal acts of any kind may result in prompt
disciplinary action, including expulsion. The Campus Security Policy and the Campus Crime Statistic Report at The Art Institute are distributed to every student. They discuss, among other topics, the importance of prompt reporting of crimes to officials of The Art Institute and local police; school security procedures aimed at encouraging students and employees to be responsible for their own security and the security of others; counseling services and other assistance available from The Art Institute to any student who may be the victim of a crime; and statistics on selected crimes that The Art Institute will maintain pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

SERVICES AVAILABLE TO STUDENTS

ACADEMIC ADVISING SERVICES
Academic advising is provided by Academic Advisors, Faculty, Academic Department Directors, and the Dean of Academic Affairs. School 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 school experience.

STUDENT AFFAIRS SERVICES
The Art Institute provides a wide variety of support services, including special needs support, international student affairs, insurance information, and access to transportation resources. Student activities and leadership development opportunities are also offered. Every student is encouraged to take advantage of these support services.

CAREER SERVICES
The Art Institute has a Career Services Department to assist in-school students in locating and securing part-time, freelance, and internship work and to assist eligible graduates in locating and securing full-time, field-related entry-level employment. More information regarding Career Services can be found in the Student Handbook available from the Student Affairs department at your location.

STUDENT ASSISTANCE PROGRAM
The Student Assistance Program is a service available at no charge to students and provides confidential counseling via telephone 24 hours per day, 7 days a week. Information regarding the Student Assistance Program can be found in the Student Handbook available from the Student Affairs department at your location.

DISABILITY SERVICES
The Art Institute provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute. The Art Institute is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services office at their location. If a student has a concern or complaint in this regard, please contact the Dean of Student Affairs at The Art Institute of California — Hollywood, 818-299-5225, The Art Institute of California — Los Angeles, 310-752-4700, The Art Institute of California — Orange County, 714-830-0200, The Art Institute of California — Sacramento, 916-830-6320, The Art Institute of California — San Francisco, 415-865-0198 and The Art Institute of California — Sunnyvale, 408-962-6400. Complaints will be handled in accordance with the school’s Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.
RESIDENTIAL LIFE & HOUSING SERVICES
The Art Institute are available to assist with student housing in two ways. School-sponsored housing is available for enrolled students. The Residential Life & Housing Departments coordinate a variety of activities in school-sponsored housing and are available to assist students in arranging suitable living accommodations. Contact the Student Affairs Department for more information.

Alternatively, there are limited resources available for enrolled students interested in exploring non-school-sponsored housing. Independent housing is available in the vicinity of each school, but is limited. The Art Institute does not guarantee assistance to students in locating non-school-sponsored housing.

ALUMNI SERVICES AND BENEFITS
As graduates progress in their careers, the continued assistance of The Art Institute Career Services Department will remain available through Alumni Relations. Continued contact with alumni is important to The Art Institute, and is maintained through periodic events, mailings, exhibitions, and newsletters. Alumni are eligible to use The Art Institute’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 The Art Institute’s facilities should contact the Career Services Department to make those arrangements.

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